

DOUBLE BRANCH
Community Development District

FEBRUARY 9, 2026

AGENDA

Double Branch Community Development District

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

February 2, 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, February 9, 2026 at 6:00 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 January 12, 2026 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Consideration of Resolution 2026-02, Instructing the Clay County Supervisor of Elections to Conduct the District's 2026 General Election
- V. Consideration of Amenity Policy Revisions
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer – Acceptance of Updated Engineer's Report
 - C. District Manager
 - D. Operations Manager - Memorandum

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

VIII. Next Scheduled Meeting – March 9, 2026 at 4:00 p.m. the Plantation Oaks Amenity Center

IX. Adjournment

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

Sincerely,

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, **January 12, 2026**, at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Tom Horton	Vice Chairman
Scott Thomas	Assistant Secretary
Andre Lanier	Assistant Secretary
Amy Ambrosio	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert <i>by phone</i>	District Counsel, Kutak Rock
Mike Silverstein <i>by phone</i>	Matthews DCCM
Jay Soriano	GMS
Jennifer Stanton	S3 Security
Ryan McGriff	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments (Limited to three minutes)

Ms. Giles stated for the record there are no members of the public present, so we'll move on.

THIRD ORDER OF BUSINESS**Approval of Consent Agenda****A. Minutes of the December 8, 2025 Meeting**

Ms. Giles stated on page seven are the minutes of the December 8, 2025 meeting. Unless there are any corrections or any questions, I will just look for a motion to approve it.

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

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

Ms. Giles stated on page 28 is your financial statements as of November 30, 2025, and its followed by the assessment receipt schedule on page 40 showing we are 94% collected. And then on page 42 is your check register in the amount of \$145,433.10. It's for the month of December 2025. 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. Horton stated I have a question for Mike. Looking at your billing, there's something in there about review Morgan and Morgan claim letter. I was just curious what that was.

Mr. Eckert stated that would have been for an alleged slip and fall case that we would have turned over to the District insurance company to handle.

Mr. Horton asked so really nothing? We don't get really involved in that then, right?

Mr. Eckert stated we don't. You pay for insurance, so we turn those types of alleged personal injuries over to your District insurance carrier and then they coordinate the defense of that. We typically get involved if there's a mediation, but other than that, when you're fully covered by insurance, it doesn't make a lot of sense for you to spend a lot of money with us to be a second or third attorney.

Mr. Horton stated that sounds good to me. Thanks, Mike.

Mr. Soriano stated just to update you, this one won't even be much on the insurance because this was an alleged incident on the county sidewalk. So that does help us out, but the letters that Marilee and I usually get will throw everybody out there. This last one, they sent letters to us, they sent letters to the county. I think Orange Park City was even named in there. It's just

what they do. They throw it out there. Anybody they can get, they're going to include in that lawsuit.

Mr. Lanier stated this is a financial question. We've got an interest rate on the long-term debt report that goes from 1.3 to 4.25 on page 38. I'm just curious about the variance. Why there's such a variance there. Why is it not a set instead of adjustable?

Ms. Giles stated Mike, are you able to explain how the interest rate varies?

Mr. Eckert stated that interest rate is associated with the bonds that you have. Typically, the longer the term of the bond, the higher the interest rate is going to be. Usually when we sell bonds, we'll sell like one tranche with a five-year maturity, another one with a ten-year maturity. So, that interest rate from 1.3 to 4.25 is not a change in your bond interest rate. That's just the interest rates that are associated with the various term bonds that you've issued.

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

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated I have no report.

Ms. Giles stated for the record, S3, Jennifer Stanton is here and we'll circle around to her after Jay gives his report.

B. District Engineer

Mr. Silverstein stated last week we were on site doing a follow up inspection for the engineer's report. Jay and his staff have completed quite a bit of those punch list items. I touched base with Brandon today just to see where he was at on generating the revised report for your review. You should have that to me by the end of the week. I'll forward it over to Marilee and Jay for review and for posting to the website and adding to the agenda. Other than that, I have nothing to report unless there are any questions for me.

C. District Manager

Ms. Giles stated just a couple of things. Everyone completed their ethics training prior to the December 31st date, and I appreciate that. For this calendar year, the window is open from

January 1st to December 31st of 2026, so feel free to do your four hours of ethics training whenever you'd like. If you want to email me when you complete it, I can add it to the tracker.

Mr. Lanier asked is it the same link from 2025?

Ms. Giles stated it is. I think last year they added another video opportunity. So, when I send the email out, I'll make sure that it's got any new opportunities that we may have to make that more interesting.

Mr. Lanier asked when are you going to send it out?

Ms. Giles stated I can send it out this week.

Mr. Lanier stated okay.

Mr. Thomas stated you can't really make it interesting.

Ms. Giles stated closer to July, I'll start reminding you guys about your July 1st suspense to do your financial Form 1 on the website. Just as a reminder, you can do it anytime, but I think it's on your second tab as you work your way through. There's a green rectangle, a green square or a green circle; something green. You can click on to bring all your data over from the previous year. So that'll be super helpful when you get ready to do that. And that's all I have.

Mr. Lanier stated just go ahead and include that as well.

D. Operations Manager - Memorandum

Ms. Giles stated Jay's report starts on page 132.

Mr. Soriano stated we did just have our Christmas event here at your sister District. Everything did turn out well. I do think this is another one that this is a low dollar fee event, so sometimes people sign up, don't show up, things like that. I think we're actually going to change it around for next year and do it during the day. The Resident Run vendor fair worked out really well. The weather ended up being good that day, so that helped. But I think doing it in conjunction with something like that might make it a little bigger and a little more fun. We would still probably do it here since we do have a lot more room for things like pictures with Santa Claus and stuff like that. But we would have more events going on and end up possibly having to share some of those events with the public since the vendor fair portion is public. We do have a way to section off and have part of that event that's really just for residents. But that is something we're looking at changing for next year is to try to get a little more participation. Upcoming is our Polar Plunge, so we have that schedule for the 31st. I know they printed up registration forms that are in the fitness

centers, but I'll be sending out an email later tonight to let everybody know of that weekend. We generally try to do it the end of January, beginning of February, so hopefully we can have a nice cold weekend for the Polar Plunge. This side has closed their heated pool because we are getting more of these cold days. Every once in a while we get a nice 70- or 80-degree day, but we've gotten so many of these cold days now they're just blowing through some of that propane. We are at about \$20,000. That is not something that your District helps out with. It's one of those things that we don't split. That District handles all of their gas costs. So, they will shut down for the next two months and then they open up again March 1st, heat for a little while. Then once we hit spring break and we actually open the other pools on weekends and things like that, once the kids can go in cold water, the adults do too, then that heater goes back off again. But for now, they are closed. It's not in there, we also will be posting to the website our tentative calendar at the beginning of the year. We always put this on there and then usually there's an update on the front page of just what's coming up in the next month or two. But we have worked on this. This is the same that we've had every year for the last few years, though we did add in our live music events. Everybody seemed to really enjoy it this last year, both sides. And then we had an extra one on your side because we did a pickleball event, so we do have those in there. We also will be adding some athletic events. We talked about it last year. I wanted to do it with the marketing for the historic marker or even possibly with the library, but nothing really came about this last year, and I actually don't have any update for this upcoming year. When I talk to First Place Sports and Florida Race Day about doing a couple of events, I let them know we would still like to look at working with the county to try to market around that timing. But we're going to move forward either way. We are going to try to squeeze in a 5k for adults and family, but then I'm also looking at with Florida Race Day a kids triathlon, which will utilize your pool. If we can do both, great, but the 5k is the one we may want to add in. But like I said, I don't see anything happening with the library this year. I know they're really pushing it, but I haven't gotten any updates on it, so that may still be a year away. But this will be posted online after this week. Like I said, the Polar Plunge will go out, but the rest of this information, we still want to finalize some dates. I wanted to make sure with school, things like that, that those were all good dates. And then I did get a request for the springtime. I looked at our timing, everything should be good for March 18th for the spring event. That is the resident run event. Unless any of you guys have concerns with her running the Easter event again, everything worked out well last year. She's done the fall event on this side every year

and the spring event on your side. And we'll do the same thing as far as working with Mike's office, where they'll have an agreement to make sure she follows all the rules that we've asked her to follow and cut any concerns for liability on our part. Unless you guys have any concerns with her running the vendor fair, that's what I was going to allow her to move forward.

Mr. Lanier asked the vendor fair, was that the one on our side? Right.

Mr. Soriano stated the spring one, she does on your side. And we do it in that soccer parking lot.

Mr. Lanier asked yeah, the parking, is she coordinating with the school District? Because I remember years in the past, parking was an issue tied to them parking on the school grass.

Mr. Soriano stated yes.

Mr. Lanier stated and if I remember correctly, there were a ton of cars parked on school grass.

Mr. Soriano stated she does get in. She hires, it was part of our request that she actually hires all three of the officers, too, to help coordinate parking. What we've seen more is unless I9 and soccer actually cut games out that weekend, a lot of people will park there, and they park on the grass. Even on days we don't have a vendor fair, I've gone out there and I've seen them park on that grass portion, and I see the sports organization send out emails to remind them that they shouldn't be. The school District was giving them permission to park in the parking lot, but not on that grass and that's what actually happened. So, years ago, somebody took out one of their backflows and caused a lot of damage and that's why we don't want to have anything to do with parking that comes up to the school. The sports organizations are doing it, we're not though. But she'll continue. That's what we ask. Continue to try to work with the sheriff's office to make sure they're parking where they're supposed to. But that's for her group, sports is second.

Mr. Horton stated you might suggest to them to have some volunteers go out there and just tell people that look like they're parking in the wrong spot and tell them you can't park there. It usually works 99% of the time.

Mr. Lanier stated they can make their own signs and put there and when their event's done, pull the signs up.

Mr. Horton stated somebody there to tell them not to park there.

Mr. Soriano stated that is the wording that I'm adding into your two sports organizations, so I9 and soccer. It's not just they're supposed to help with parking, they're actually going to have

to have an assigned volunteer on game days to walk through. I've also asked them to purchase small yard signs that they'll put out when they start the day, and they pick back up at the end of the day and put away. They all have their signs for field number one, field number two, and I mean, they can purchase them. They are only \$20 or \$25 a sign these days, but they can purchase their own, put them out there where there's no parking because one problem we had last year was they're parking on our side even up on the grass where the county just fixed those nice wide sidewalks, and they drive right up on there. I'll call it asap and maybe two or three weekends I might get one car towed just because of time. It does take them a long time to get here sometimes, so we do tow from that area since that's ours, not the school side, I don't do anything over there. But just the fact that they're driving up there. And there will be plenty of times I'll go up there and they'll be parked on the grass. I turn around and look at the school parking lot and there's plenty of space available. They just don't want to walk that far. We will continue to pull them, but yes, I have asked that to be added in that contract, so I'm still working. I know Karen in Mike's office has bugged me quite a bit to try to get me to finalize a lot of those things that we wanted to add in after last season. I have talked to soccer about it. I haven't talked to I9 about it, but I've talked to soccer about it that they will have a lot more expectations for this coming season.

Moving on to some of the maintenance items. Really the only thing I had outstanding is the work on the waterfall. And I'm still waiting on the masons and Lake Doctors. Now Lake Doctors, I can understand a little bit. They are waiting on that big fountain to come in. I did ask them to go ahead and let's start working on the lighting though that's going to get added on the up lighting onto the waterfall. So originally the plan was just to do it all together, saving some money so the electricians don't have to come out here twice. But I would like to get it going, so they are still going to be waiting on that fountain a little longer. We can at least get those up lights going. So, we should see that in the next couple of weeks. And then the brick mason on the fountain side, pretty much everything else is done. You will have seen them out working on all the trim work. It looks nice and neat on that four-way fountain at the front. And then the electricians there were out this morning finishing up the lighting that we added in onto the big planter bowls, so that part's all done. Now, I'm just waiting on the brick mason.

Mr. Horton stated the other night I was looking at it and the brick work underneath where the new sign is really lit up really nice. I guess that's going to stay that way, right?

Mr. Soriano stated it's going to get lighter because I don't need all. There are nine LED lights out there. Originally I was going to take all mine away but I like that the brick is lit up. I think there's going to stay one on each section, so it'll still be pretty bright but not as bright as it is right now. And then you'll have where it's below the fall where you can actually see the water. That's what's going to be lit up. And then outside of that, unless there are any questions on anything else that's on the maintenance item, the one thing they're going to be doing this month, and they're going to fight with the weather, is we started priming and epoxy and fiberglass when we worked last week. But on a day like today, I had to put them on something else. We can't do fiberglass work; we can't do gel coating when it's this cold. It's got to be about 50 degrees, or it just won't cure. So, that's going to be the hard part. But in the past, I've always waited until the end of February, March, to guarantee that the weather's a little warmer. The biggest problem is with all the other work we have to do too, trying to squeeze everything in and get everything done by spring break. So, we're trying to start on that stuff a little earlier.

Mr. Horton asked your talking about where the water tower is, right?

Mr. Soriano stated the water tower, all the legs, but even our fiberglass work on tanks. So that's where we have a lot of those little leaks. I have to be able to drain those out and fix that so that we can continue on the work with changing over a lot of our controllers to the solar. That's all fiberglass work. And that all has to be done, while in offseason, it's still got to be done in warmer weather.

Ms. Giles stated thanks, Jay. Anything for Jay?

Mr. Horton stated yeah. You said coordinate creation of an extra grid fixture for each pool. Are you talking about the grids in the pool itself?

Mr. Soriano stated your system, we only have one of our six pools that has a sand filter. That's over here at the big lap pool. All the rest are what they call D.E. filters. And you have these big plastic and paper grids. They sit on a long pipe. There's about 20 on each one. And most pools have three or four of those pipes. Those are what suck the water through. We don't actually use diatomaceous or D.E.. We use perlite; it's a little safer. It's not as toxic and bothersome to the staff that does the cleaning of the pools. And you guys are aware, I know I mentioned it before, we train our lifeguards to do this stuff, so I'd rather do stuff that's not dangerous. The perlite goes onto those grids and that's what stops all the dirt from going in. We clean so much. Your pools get backwashed pretty much four or five times a week throughout the summer. When we have big

events, we actually have to be here on the weekends too to help backwash and keep those grids clean. That also means those paper grids may last a year and a year and half later, they start falling apart. And you'll notice I change them out on a yearly basis. We'll take half of them, change the ones that are worse, and leave the old ones. Now what we're going to do is have a whole set that's extra ready to go. I can pull out the old ones, set them on the side and we can clean them. On the off hours, we can put the new ones in so there's no downtime to the pool. And we always have a good set of grids ready to go.

Mr. Horton asked what's this trash cans along the parkway up here?

Mr. Soriano stated we have mentioned this before, and I've always tried to put off as much as I can of adding trash cans. But we are going to add a couple along the main road, by Village Park and Plantation Oaks, there will actually be some trash cans along the sidewalk there. This will make it a little easier for the guy that you see going around doing the trash pickup in the car because in an area where he's picking up some, but it may only be a couple buckets full, he can fill up the trash can. We'll come back whether it's Tuesday or Wednesday during the week and pick up a whole bag of trash. Your side actually already had a couple of these along the sidewalk. So, as you were going out of the neighborhood on the right-hand side, there were trash cans there along Oakleaf Parkway. We didn't really have them anywhere else, and they don't go south into Oakleaf. That was the only area we had. We also had benches and things like that under the trees. There's even a bike rack at the farthest one north by the pond. That area was a little different. We didn't really put trash cans in the neighborhood. I don't want to go deep into the neighborhood, just the main road. Oakleaf Village Parkway, Plantation Oaks coming over and then this side will actually get some also just to make it easier for trash pickup than the guys that are on the golf carts. We have gotten a lot of compliments on trash pickup, but it's mostly because we've added a whole other guy. One of those maintenance guys is dedicated to just riding around in the golf cart. And I still get the complaints, "*Oh, there's no trash here.*" Even days a week, we can go out there with people littering, things like that. I'm hoping this will add a little bit more to it to make it easier and I'm not going to spend a lot of money. I think right now we purchased five. That's what's going to go out. If that does help, then we'll look at some more.

Ms. Giles stated thanks, Tom. Jay, is that it?

Mr. Soriano stated yeah.

Ms. Giles stated for the record, S3 is here. Anything, Jennifer?

Ms. Stanton stated I don't have anything.

Ms. Giles stated thank you.

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

Ms. Giles stated the next item on the agenda was audience comments and Supervisor's requests. You want the audience to go first at this time? If there is any audience comments, you have three minutes. Anything from the audience?

Audience member Randy and Matt from Valley Waste stated thanks for letting me speak. We've been able to service a lot of clients here recently for junk pickup and trash pickup, and I understand the trash seems to be a major issue and we would like to maybe come back at some time and maybe give a presentation of what we think would be a solution for maybe an extra trash day in the community or as people want them, they can ask for trash and schedule it. But we were thinking maybe a Friday, if people wanted to sign up for it, we could come through with our garbage truck and pick up extra trash for those that feel they have excessive trash, or it builds up in their house because I guess Monday or Tuesday is trash day right now. By the time Friday gets around, some people need another pickup.

Ms. Nelsen asked we'd probably go through the HOA, right?

Mr. Horton stated yeah. I was going to say, I think you might want to talk to the HOA on that.

Audience member Randy and Matt stated okay.

Mr. Horton stated we take care of the common areas, the pool and some parts.

Audience member Randy and Matt stated fantastic.

Mr. Horton stated but we have nothing to do with the houses and everything.

Audience member Randy and Matt stated okay.

Mr. Horton stated the HOA, they've got an office up there by the barber shop and all that.

Audience member Randy and Matt stated okay.

Mr. Horton stated yeah, right on the end, right there.

Audience member Randy and Matt asked is there a certain person we speak with?

Mr. Horton stated there's usually somebody there until one o'clock every day.

Audience member Randy and Matt stated okay, it's too late now. Is there a name we can ask for? Do you know anybody there?

Mr. Thomas stated I would probably ask for Rob Patton.

Audience member Randy and Matt stated Rob Patton, that sounds familiar.

Mr. Tomas stated that would be my guess to start with. He does more of the ARB side of it, but it's a pretty small committee.

Audience member Randy and Matt stated Okay.

Mr. Thomas stated he'll be able to at least point you in the direction. There should be somebody up from, an administrator up front that you can first talk to. But there'll be somebody there.

Audience member Randy and Matt stated if you ever need a backup for the common areas, we pick up trash. That's what we do. I heard there was a little bit of a trash thing going on right there. I was like, whoa, this sounds awesome. So anyway, I'm kidding. Thank you so much.

Ms. Giles stated all right. Supervisors. Amy?

Ms. Ambrosio stated I saw a little thing on there, an event coming up. What's that Easter Virtual event?

Mr. Soriano stated that one we've done the last couple of years too. We have the Thanksgiving one is the virtual one, and then the Easter event. We hide eggs throughout. We'll put out a course map. We hide eggs throughout that map. Sometimes we use the trail by the pond. Sometimes we stick to the roads around the amenity center. So, we'll send that out by email. And just like the Turkey Shoot, the same way, people have to go on this 5k and it's not a time thing either. Yes. They can do it fast, but the idea is to find the eggs and they take a picture with them in front of the eggs so they can say they found it. Okay. We do have a little list. I remember the turkey one.

Ms. Ambrosio stated okay. So, a scavenger hunt.

Ms. Nelson stated I remember the turkey one. I don't remember the Easter.

Mr. Soriano stated yeah. The easter one, this will be, I think, our third year. The turkey one, we've been doing longer.

Ms. Ambrosio stated everybody likes that.

Mr. Soriano stated yeah. I try to stay away from the social media side, but I get more people to share that. We share the pictures, and some people do some really fun things because even the turkey one, we do prizes for things, they dress up, stuff like that, and we had some really cool pictures. If I could get more of the residents to share that kind of stuff on Facebook instead of their

gripping about everything else. Yeah, that would be more helpful. But, yeah, we could mix that social side in there a little more, but it's a free event.

Ms. Giles stated thanks, Jay. Anything else, Amy?

Ms. Ambrosio stated no. I don't have anything.

Mr. Lanier stated all right. My word for 2026 is streamlining, so watch out. Here we go. All right. I know I had to contact you earlier about the rocking horse that is now passed on. A moment of silence for the rocking horse. Okay. The spring literally became unsprung. My neighbor takes a picture and send it to me, then I send it to you. How cool would it be if we could add a QR code to, like, the common areas? Whereas resident can go out and then take a picture and then send it directly to you. I mean, not that I want to be unresponsive. I don't mind being bothered by my neighbors but cutting out that process of, like, hey, I noticed the sprinkler head is giving free car washes, scan this QR code and we can just send it straight to you or somebody on staff.

Mr. Soriano stated we have a couple of the pond signs that are like that that we added last year.

Mr. Lanier stated okay.

Mr. Soriano stated now I have started ordering more, but we're also probably 30, 40 signs in our shop that still have to go out for both Districts. I can add to it for playground areas. The ponds were the important start. We discussed that a couple times last year, but I'm good with adding that for the playground. Yeah.

Ms. Nelsen stated or maintenance issues.

Mr. Soriano stated yes.

Mr. Lanier stated maintenance issues.

Mr. Soriano stated yeah. Basically, it's just going to be a direct link to an email. So, when they hit the QR code, it's going to set up whatever email system they have where it's already in there with my email address and it scans right through. If they want to attach a picture, great, and if not, just quick note, "*Hey, broken horse at the playground.*" And that makes it quicker, but I can do that.

Mr. Lanier stated I don't know the computer side of it, so I don't know the intensity of that.

Mr. Soriano stated it's not hard to do. It's going to be, just paying for the signs and getting them installed. But like I said, we still have a lot that are new signs everywhere, animal signs, on the ponds, things like that.

Mr. Lanier stated right.

Mr. Soriano stated we've got a lot to go out, so I can just add that to it.

Mr. Lanier stated all right, cool. Next is, I'm thinking of the towing. Is S3 allowed to call tow trucks if they see something?

Mr. Soriano stated yes, on our property. That's where I don't really send them over to like the Village Center. We were talking about that earlier, there is a couple of culprits over there. I was outright. I mean even S3 had sent me an email before the holidays. Holidays, I'm lenient. I know people have families in town and things like that, but we're past that now. Every day I came in last week, I'm watching a couple of cars that have not moved out of that Village Center. And then I get told we have a culprit at the soccer fields too. So, we're going to start towing again. I'm going to probably before that one goes out on the schedule. But if I can catch it after our meeting, before the Polar Plunge registrations go out, I'll add a quick note about parking and towing so that people can't say we didn't warn them. It's been the same thing. I've just been lenient over the holidays.

Mr. Lanier stated I would just say for S3, especially on the heavy game days when I9 and soccer are out there, if they're up there on that grass, get them off the grass. I'm a no leniency kind of guy when it comes to that, because they're going to crack the sidewalks. We pay too much money for it. I would just encourage you guys to go and do that. And then I guess the final thing is, can you please remind me? Because I was walking the fields the other day. I know that we've asked soccer and I9 to fill those holes, but it looked like a Groundhog Day out there with some of those holes out there. When are we scheduled to start addressing it from our point?

Mr. Soriano stated we can start our portion anytime.

Mr. Lanier stated okay.

Mr. Soriano stated I did talk to soccer about this. They came to me with a request this last month, but I turned them down for the moment. They have asked for portable lights. We've talked about lighting before and I explained everything to them. So, we have some other things we'd like them to straighten out first before we address that kind of thing. They did understand. They didn't show up today. I'm guessing that's more what they're concerned about. But they asked me about sodding, and I explained some of this is your responsibility too. There's a portion you're supposed to pay for. Now, it doesn't do much. We allocate up to \$20,000 worth of work every year, where they're only asking for, I think, it's up to \$2,000. But every year they come to us, ask us to put that

off and we've allowed it. I think we've gotten over the years now maybe \$1,500 worth of extra side work from them. I told them that's going to have to stop, we are getting complaints and then you guys will even complain and want more things, but you're not doing those things that we've asked for. They did understand that and that's the stuff we're going to beef up in the contract. We're not going to get waivers for any of that stuff anymore, where we did that before. We let them forego it, as long as they were understanding, but the problem is just getting to be too much. I've also got on them about rotating the fields. Some of those fields have been in the same place now for four or five years, especially the large fields. And that's actually where the most damage is done. And then you're leaving it in that same spot, so that's actually where I'm going to expect them to do the sod work first because that can prevent leaving that field there. They do nothing. They complain because the big field only has so many spots that can be moved into because of its size. My concern is that it hasn't been up there by that parking lot, but the other spot is so the right side of the field. If you go back, that's where they stick I9 all the time. Yeah, they like sticking I9 in the corner. They're backing out of the way. I'm sure I9 would be happy with move to another spot. I have asked them to work with them a little better that large field will fit in that back right corner. But I did get on them last week. I talked to Sydney Perez is her new coordinator. She's a resident here, so she's working with Kate, trying to get her to understand. She did ask me about the size and then registering more people. I haven't seen that. Or at least we haven't been getting paid like they're registering that many more people. But she did ask me about that and asked what our plans were for their exit strategy so that it's not really for us to plan. We had thought about that in years past that they need to come up with another way to fit all their people in. It was part of the discussion of lights. I don't think the lights, if the whole idea of the lights is to give them more time and get more people registered, I don't know that's what we want. One, it's not really what they're designed for. We don't need somebody threatening to sue us because our kids ran head into each other because the lighting was not appropriate for nighttime practice, and they understood that. But that was that discussion of your getting that many more people. What is the plan on your end? Not really our end. We're just giving them space. They need to figure out maybe they have to split their recreation and their travel side. The one competitive side somehow maybe even talk to the county. There were supposed to be more fields out at that county park.

Mr. Lanier stated two more over the baseball field.

Mr. Soriano stated yeah. Well, they go 18. Yeah.

Mr. Lanier asked even though all of that sounds like we're worse, but how much longer are we as a CDD going to let these fields be where they're at?

Mr. Soriano stated last year we did go out and get quotes.

Mr. Lanier stated yeah.

Mr. Soriano stated so really it would be whenever we want to spend money to do that. We haven't done the sprigging again. DT was good at that, but they did because they brought up a whole other group for Orlando. That group was actually the group that was good at sprig. A lot of people up here don't do that. And even the subcontractor, who's probably one of the largest turf guys around, AgrowPro, you see their trucks everywhere, they don't feel comfortable doing it because it's not something they do up here, normally. To me, the sprigging worked out the best. Sodding was going to be more expensive, but it will be quicker. But I did get their numbers, so I have numbers for both Chalon and Pat's. But we would still be talking about \$10,000, \$15,000 at a time. We would just have to make that decision that we want to do that much. We haven't done that in a few years, but we got to get back.

Mr. Lanier stated yeah. I'm just not really sure how much longer we can pull it out and it's getting a little interesting out there. And then when we do have these people that do come in and obviously you guys know my daughters actually play and now sitting out there and listening to the comments from people who are visiting Oakleaf, and we have a reputation of not having the nicest fields we used to have. You hear comments like all of its gone downhill, blah, blah, blah, whatever. You can't help but take it a little bit personal because when's the last time we resprayed? Like three or four years ago.

Mr. Soriano stated it's been more than that now. I think we're at seven years because it's been seven years since VerdeGo came.

Mr. Lanier stated yeah.

Mr. Soriano stated so it was the last year before they got the RFP.

Mr. Lanier stated yeah, I would just maybe seek, from my end, I can't speak for everybody else, guidance of like, I think we need to go ahead and set a timeline and go ahead and adhere by it. And then when we do that timeline, if they're going to have to adjust, the organizations that are here, they're going to have to adjust. We're not going to adjust because this needs to be addressed. That's my feeling.

Mr. Soriano stated if you recall, that was my original plan. We could take a year or two off.

Mr. Lanier stated yeah.

Mr. Soriano stated then go back through that three-year rotation of that three acres at a time. Even the low-end quote would be \$30,000 to cover three acres. We put aside \$20,000, so that would take us a little over that. We do have extra money right now, but that \$20,000 was based on the cost of three acres.

Mr. Lanier stated right.

Mr. Soriano stated I can do less than three acres, but that was just the way we set up the original plan. But we have that money there if we want to look at that again this year. And I would do it before they really get into the peak of the spring season. So, I would be looking at starting in March, mid-March.

Mr. Lanier stated yeah. That's going to be my next question. Because isn't there a time to start that and a time not to start that?

Mr. Soriano stated I would be worried right now. We could sod right now. You do see people sodding. You just have to worry about losing some of it. We wouldn't lose three acres worth, but we could lose something. There's a warranty. But I wouldn't feel much of a concern to say we'll start the third week of February, if we were trying to hurry up and get in and root it before those games really take off, that way they have more play time. That was always a big problem. So, when we started the sprigging, we would always wait until the middle of March to make sure we were 50-degree weather and higher throughout the night. The sprigging is definitely more weather dependent because it's got to grow the root. The sod comes in with some roots ready to go. The sprigging does not, so you would lose a lot more if you had those freezes. But that also meant they had to change their plan because we shrunk the field size down. We wouldn't have to do that as much with the sodding. So, I don't think there'd be a problem. We could start mid-March, no problem.

Mr. Lanier asked is there a reason we can't start in summer?

Mr. Soriano stated no, we can. We can do summer. I think it was just to get ready for that next year. But yeah, we could get through this next season. If there's not a concern and everybody's happy, we just say, look, we're planning on doing it. We've already got it set up. We just don't want to start until after the season.

Mr. Lanier stated I think there are just specific areas that maybe we need to walk with I9 and soccer to certain areas that need to be addressed.

Mr. Soriano stated what we can do is get them to do their portion now, because they are still expected to do that. We get them to do their portion now, like some of those big field holes and the bow holes. Get them to do that and then we'll make our plans for the two to three acres amount to do in the summer.

Mr. Horton stated I'm not done with studying the grass like some people are. I guess I'll admit that. But the way I understand it is they don't move the field; therefore, you're going to wear out some spots. So, if we can make them move the field, do we really need to resod or whatever to cure the problem? If the problem's only where they got these set fields, will they never change it?

Mr. Lanier stated well when they move the fields, they're going to move the smaller fields to the problem areas. So, let's say like the really big field, even if they move that big field, then they've just take up like three or four smaller fields like U6 and U8. So now, they have to move the U6, U8 field. They're going to move those to where that big field was. So, it's not like I just moved the field. So, nobody's going to be playing on somebody in some capacity. It's still going to be playing on that area. So, it's still going to get some wear and tear. It won't get the big feet wear and tear, but it will get the little feet wear and tear. And they, the little guys, have a tendency to eat the grass.

Mr. Horton stated so the little guys wouldn't tear it up as much as the big guys.

Mr. Lanier stated no, they would not, but they would still wear and tear on that spot.

Mr. Soriano stated that's where, if they we're going their part, every off season wouldn't be as bad. But then they come to us quite a bit and ask can we really be expected to pay for this year? We just, we can't continue to do that either. So one, yes, they need to move the field. I talked about the big field this year.

Mr. Horton stated that's the immediate thing.

Mr. Soriano stated now some of the small fields, the little guys, those smallest fields, if they don't rotate that there's sometimes, I don't see any wear and tear for the smallest one. But yeah, those larger fields, they have to move this year.

Mr. Lanier asked do we need to put it in the contract that this is where the field will be?

Mr. Soriano stated we don't give a location, but it actually says in there they are required to rotate fields. So, it's a big statement but we need to. There is that expectation. I got away from mapping because I usually ended up taking my time was going out there figuring out are you putting the right fields here and there. At one point I had even given them, we had made up a scale map, we gave it to them with little fields that they could move around and had the trees on there to make it easier for playing. We had that for a long time. Josh, he was helping to make sure, and I think they really just put his own concession stand out. I don't think he does anything else, but for a long time he was a lot of the field operations too. And a lot of times, I think it depends on who's there too. I know Kate does a lot but she's not paying attention to where the fields are getting. But that is a requirement. Sydney is the lead. I don't even know if that's a paid position for them now because that organization is big. They are also the owners of the professional girls' team in Jacksonville now. So, they have a full operations support for her. We're just a local recreational outlet for them. But the rest of the organization is big so we should be able to help them out, make sure they're getting things done. So, I'll remind them that was the requirement.

Mr. Lanier asked so maybe our next meeting, could we have the numbers and maybe take a vote on when to start to sign?

Mr. Soriano asked to sign?

Mr. Lanier stated, or do you need to do that?

Mr. Soriano stated no, I mean, I've already got the numbers. Like I said, it's right now it's coming out, for each acre, it's going to end up being \$10,000 for Pats is the lowest. I prefer to stay with VerdeGo. They just can't top Pat's price. They tend to be lower on a lot of things. But my concern there would be more the irrigation. So, Chalon's done a good job of working with that when I use them for separate projects. Because when you do those outside projects, I remind them all the time, we can't use another vendor. And if it's close, we're going to save \$100, a couple hundred bucks, something like that. I'm not going to go away from VerdeGo, I'd rather our contracted vendor get the work because then too, I don't have to worry about plants died because you didn't water or you guys put the wrong fertilizer on it there, or you didn't do a good job of installing. You'll see these landscapers go back and forth. I'd rather not have that. But if there's quite a few thousand dollars, and in this case, it was then I would look at somebody like Pat's still. So, at an acre, it's going to come out with disposal and everything. Be quoted as \$10,000. Okay. So, if you guys wanted to, we can go, I can start planning. Like I said, I wouldn't do anything until

well after next meeting anyway because of the weather, but if you wanted to, we could just set it aside and say, well we're going to do a not to exceed, if you want to do that \$20,000. That's what's putting in the contract. I don't know. I want to go above that. Like I said, to do three acres. Even at the patch process, \$30,000. But we don't need all that. The difference with the sprigging, you had to take out a big because you're cutting all that grass down to the ground. All the roots come out, they actually go through, burn a lot of weeds out. So, that's all with sodding, we can't actually break it up into big chunks. And we have a good section of area they're going to level and grade it to match the new area so we don't have to do a solid two or three acres like we did with this sprigging, it can be broken up into different areas. So, if you want, I can just make plans to move forward with the \$20,000 and map it out. I can bring you guys a little overhead picture of what we're looking at doing, but nothing would happen until at least March.

Mr. Lanier stated okay. That would be my recommendation.

Ms. Nelsen stated I'll be honest, I mean, five years we haven't done anything.

Mr. Lanier stated All right, cool. Well, thank you very much. And that is all of my time for 2026. That is all.

Ms. Giles stated thank you.

Mr. Horton stated I got a couple questions for S3 Security and Jay. I'm sure both of you have seen this thing. On January 2, one of the guards was down there, and there was a guy doing some exercise, dragging a tire. He didn't seem to want to move and stop doing what he was doing. And it turned out to be, the guard got really concerned.

Mr. Soriano stated the concern was because of his attitude back. They did do it correctly. If it wasn't for the rather large tire. You know, the gentleman's working out on his own. He wasn't doing a boot camp, which we do have, and we have to kick people out for those types of things. But with the rather large tire, you are causing damage on our field, so they're doing the right thing. This was more of a conflict between the gentleman not wanting to listen to the guard.

Mr. Horton stated the problem was he didn't want to listen to the guard. He started cussing her out and threatening her and all this good stuff.

Mr. Thomas stated and oh, well, they're over here with their bike on the field sort of thing.

Mr. Horton stated this particular one, she evidently makes sure the kids don't ride their bikes on the field and stuff like that. She's doing a good job, I think. According to the reports, she's taking care of things, I think. But what I'm concerned about is she couldn't find a deputy.

Now, maybe they weren't on here yet or whatever, or she didn't know that they sometimes come in to cover, like cars, and she didn't realize that. Whatever the situation, I just want to make sure that they know that they can call the sheriff's department themselves and report this guy, and they'll come out, and I'm sure that you can have them trespass somebody.

Mr. Soriano stated yes.

Mr. Horton stated Okay. Well, it needs to be done next time, I guess. All of ours need to know that they can call Clay County and let them send the deputy out if they can't find the one that's on duty out here and have that taken care of.

Mr. Soriano stated I let them all know when it comes to things like that, I do support them in going ahead and requesting the trespass because it's one of those things. We've talked about it with other residents complaining that have been trespassed. A lot of times they'll sit there and argue, and I don't know if it's an entitled feeling. They think they can tell us what to do. If there's a concern, go home or at least leave. You're being asked to leave and then call me and if it's my staff, we're going to take care of it, but that's usually not the case. They're doing their job and they're asking you to either leave or stop for a reason. And if you want to sit there and wait until that officer shows up, you're going to be trespassed. Now, you have to go to the Board and ask for rescission, which doesn't happen too much. So, I have let all of our staff know whether it's S3 or even our front desk staff or the pool and have let them know our Board has been supportive on that too. I know sometimes she may have been more concerned whether she was doing the right thing there or not or having a trespass may have been too much, but I can talk to her too and let them know, yeah, that's what we want. We want them, if they're not going to listen to you, get them out of there.

Mr. Horton stated I don't know if that guy showed up again down there that you're aware.

Mr. Soriano stated I'll ask her. Yeah, I'll ask her if she's seen him again because that is the next step. So even if we don't get him trespassed, I've asked them, which of these are people that you see all the time? You can get a name. Because if he's not truly a resident or let's say somebody might not be a resident, we do get our usage. I constantly see people over there. It may come from Forest Hammock or now we even have a lot of usage from that new neighborhood that's at the end of your road. That is not part of us. Right. And we back lots of them even admitted to us we had a family here and it was about this kid being trespassed but that's where they live. And she was saying, well this is where my kid practices football. One we don't have a football program out

here. They were talking about tackle football. We don't have a football program out here. But I do see them out here every once in a while practicing and we'll ask them to leave. They usually give us attitude, but they don't understand the rules. If they don't listen, they're going to be trespassed.

Mr. Horton stated well, that was my only concern about updates. Whatever the situation is, it doesn't really matter if this person is giving staff or S3 a hard time and something needs to be done.

Mr. Soriano stated yeah. If it's that bad, especially when it comes to the language we've said it time and time again, we don't want that down in the facilities. So, we'll make sure everybody knows and feels comfortable. If it gets to that, go ahead and call the sheriff's office. The off-duty officer should have been around. They do actually get a number. So, they do have to look on our weekly reports. They have a way to contact the officer. If not right there in the parking lot because they were someplace else or let's say they even had to leave because they were called out for something else. But the S3 and the front desk staff have a number. They can contact that person that's scheduled. We also now have a new company in charge of scheduling. The county is not doing their own contracting for the off-duty officers. Really just happened last week. I know they've been talking about it for years, but I guess they went ahead and pulled the trigger and really didn't tell any of us until this last week. But as of January, they have a private company in charge of billing and scheduling and actually tracking everything before that, which is a big thing because I do get many times where I'm looking around for an officer, then I go through the bills, and I may not see those hours come by and I want to see that somebody's actually tracked.

Mr. Horton stated my question is, is it going to cost us more money?

Mr. Soriano stated right now, they're telling me no. They're also having trouble with changing how they invoice because we pay the officers directly. I told them I would like to not change that. It took us a couple of years to get to that point. The officers are actually happy doing that too. It's direct deposit, same way you guys get yours. It's easier for us to track too when we do our taxes for the District, the way we report 1099. That's the only thing I've asked them not to change and they're still trying to figure out how they're going to do that. I'm guessing that's how they get paid is through that and that might be why they don't want to work with me as much, so I'll see. But I was just contacted Thursday last week about this changeover. And then Friday I was trying to iron everything out and I haven't finished it yet.

Mr. Horton stated okay, that's all I have.

Ms. Giles stated thanks, Tom.

Mr. Thomas stated we have a small little sidebar. How are you guys handling all these e-bikes? They're everywhere, especially all over now we know they're not allowed to ride around the track, especially if they're about to put down new grass, they better not be on my new grass. Have you seen an increase? Are we running them off?

Mr. Soriano stated Terri Lynn's been doing really good about keeping them off the grass for the most part. She is very proficient when it comes to how she does it too. Also, in a timely manner to where she's like a no-nonsense person. So, she really does really good with making sure it's taken care of the first time. So, you don't have to keep coming back and refixing the situation. I'll definitely make sure I mention what the young man mentioned about the workout with the tire. I'll call her when I leave here, just to remind them. Even though they all know that they can call the authorities, I'll still mention that just as a refresher and to all the other offices as well.

Mr. Thomas stated yeah because we definitely call them on those bike things too.

Mr. Soriano stated they are not allowed out there. We don't allow anything on the field. We don't even like guys riding bikes on the field. They walk around and they put them down. We don't want anybody tearing up the fields. But the e-bikes aren't supposed to be on property anywhere riding. If they walk them in, I'm not as worried. Yeah, but if they're riding them on the track, no, but we still have one or two that like to push it, and they actually still have gas ones. Yes, the officer is good. Tom's mentioned before she's out there and she'll yell across the field and try to get their attention. But we did see an increase just last week. So now the kids are back in school, and we've seen it on both sides. You may have seen a couple Facebook posts from last week. Most of that was actually concerning this side, not yours, but we did see a little bit because all these kids got these bikes for Christmas. Yeah, they're going to school with them, things like that. But the parents got to remember, they got to tell them where they can and where they can't ride and how to utilize them because what we're seeing is not safe. They're just not paying attention to other people. Here on this side, we did talk about things that meet before the orders increased some off duty officer hours to actually get some of them that are problematic on your side. Short of the gas ones. I haven't had any that are bad on e-bikes. We still have one or two showing up on the gas and these kids are not listening. If I can catch them, finish trespassing, that they're going to be the first.

Mr. Thomas asked do we need to make sure that our language covers e-bikes? I hate to say that.

Mr. Soriano stated well, we're going to. Right now, it just says motorized vehicle service. So yeah, it is a little vague, but we are going to stiffen up the wording and policy for Middle Village. That was a request I needed. I mean, generally our policies match, so we'll use the same, so Marilee is going to work with Mike.

Mr. Thomas stated because they love to give off on the technicalities. I'm sure your officers will hear technically. Well, technically, no, this is the language.

Mr. Soriano stated yes.

Mr. Thomas stated so if we can stiffen that up.

Mr. Soriano stated yes. And right now, like I said, it's covered. The wording in there covers a lot, but it's very vague. If we do get a trespass situation and I have an angry parent that wants to push it, making that policy a little stiffer is going to help. We'll do that for both sides. But yeah, with that increase, I think we're going to have to take a few more out. And like I said, the gas one, if I catch all those, those are going to be the first to go.

Ms. Nelsen stated I think they just became more affordable.

Mr. Horton stated Yeah, we're talking e-bikes here. I happen to have an e-bike. Okay. I ride down there, but I ride on the track, I'm riding on the grass, and I really don't even need the e-bike part turned on to ride around here. I think what may be one way to limit that is saying any powered bikes or something like that. And to say speed limit on the track should be less than three miles an hour or something like that and paying caution to the pedestrians and runners and people like that. Just generally saying no e-bikes, I have to say something.

Mr. Soriano stated yeah. Well, so even then, the hard part is the rules that they put out last year, even with golf cart usage, things like that. There are rules right now on e-bikes. And when you look at it, they're not supposed to be on the sidewalks. So, if you look at that thing like it was a sidewalk, they wouldn't be allowed to be there anyway. We're extremely lenient on that stuff. Even with the officers instructing them in the past. They're going slow and they're being cautious. We haven't really said anything to kids even riding bikes when the original rules said you couldn't ride bikes out there just because it does get so active. That can be dangerous. But we have a lot of little kids that are learning and they're safe, they're going slow, so we've been lenient. Our problem is with the ones that are abusing. Yeah, they're not being considerate of the people that are on the

track here. They're whizzing by. It's just dangerous. So, then the hard part is creating that line, the wording that says, well, they're the problem. That's going to be harder. Speed will definitely be hard to track, but still, I think going to be a little subjective for our guards to pick out. We don't have a radar or anything like that. So, yeah, that's where our wording, Mike, you might be able to help me out with because that would be tough. That's still vague when you get those people that want to push back what walking speed is. We've always just looked at it, like if it looks problematic to me or I'm scared or nervous, we're the staff here and we're going to ask them to stop, but then yeah, they're going to refer to that policy and say, oh, no I'm beating this. Or by the way this is spelled out, I can be at this speed.

Mr. Horton stated excessive speed or reckless matter or something like that because next month we're supposed to set the policy again.

Mr. Soriano stated right. So, we will have those nighttime meetings too, for people that complain whenever we're changing or stiffening up our policies. We really haven't had too many changes over the years, but we have made wording for a lot of them stricter. We do those nighttime meetings for policy meetings.

Mr. Horton stated we'll proactive plan for spring break.

Mr. Soriano stated yeah, but we did mention in the Middle Village, mostly because of the things that happened this last week out on that promenade. We'll do some of the same work for this side when it comes to the policies. And then I'll work with the off duty officers and security guards to try to catch a few more of them and get them to understand.

Ms. Giles stated thanks, Scott. Thanks, Tom.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting – February 9, 2026 @ 6:00 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated our next meeting is February 9, 2026. It's our 6:00 p.m. meeting here at the same location.

SEVENTH ORDER OF BUSINESS

Adjournment

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

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
December 31, 2025



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

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 54,393	\$ 277,206	\$ -	\$ 125,737	\$ 457,336
Due from Middle Village	-	6,989	-	-	6,989
<u>Investments:</u>					
State Board of Administration (SBA)	380	105,720	-	1,576,683	1,682,783
Custody Account-General Fund Excess	198,669	2,150,283	-	84	2,349,037
<u>Series 2013 A-1</u>					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	2,561,879	-	2,561,879
Prepayment	-	-	269	-	269
<u>Series 2013 A-2</u>					
Reserve	-	-	95,634	-	95,634
Deposits	-	4,583	-	-	4,583
Total Assets	\$ 253,443	\$ 2,544,781	\$ 3,526,589	\$ 1,702,504	\$ 8,027,317
Liabilities:					
Accounts Payable	\$ 3,784	\$ 6,866	\$ -	\$ 4,467	\$ 15,117
Accrued Expenditures	-	12,414	-	-	12,414
Total Liabilities	\$ 3,784	\$ 19,280	\$ -	\$ 4,467	\$ 27,531
Fund Balance:					
Nonspendable:					
Deposits	\$ -	\$ 4,583	\$ -	\$ -	\$ 4,583
Restricted for:					
Debt Service - Series	-	-	3,526,589	-	3,526,589
Assigned for:					
Capital Reserve Fund	-	-	-	1,698,037	1,698,037
Unassigned	249,658	2,520,918	-	-	2,770,576
Total Fund Balances	\$ 249,658	\$ 2,525,501	\$ 3,526,589	\$ 1,698,037	\$ 7,999,786
Total Liabilities & Fund Balance	\$ 253,443	\$ 2,544,781	\$ 3,526,589	\$ 1,702,504	\$ 8,027,317

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

	Adopted	Prorated Budget		Actual		Variance
	Budget	Thru 12/31/25	Thru 12/31/25			
Revenues:						
Special Assessments - Tax Roll	\$ 184,126	\$ 173,839	\$ 173,839	\$ -	\$ -	
Interest Income	4,500	1,125	889		(236)	
Total Revenues	\$ 188,626	\$ 174,964	\$ 174,728		\$ (236)	
Expenditures:						
<i>General & Administrative:</i>						
Supervisor Fees	\$ 12,000	\$ 3,000	\$ 3,000	\$ -	\$ -	
FICA Expense	918	230	230			
Engineering	5,000	1,250	2,146		(896)	
Arbitrage	700	-	-			
Dissemination	1,888	472	472		(0)	
Assessment Roll	9,688	9,688	9,688		0	
Attorney	42,000	10,500	5,287		5,213	
Annual Audit	5,600	-	-			
Trustee Fees	8,900	2,225	3,409		(1,184)	
Management Fees	76,509	19,127	19,127		(0)	
Information Technology	2,527	632	632		0	
Telephone	600	150	64		86	
Postage	2,000	500	41		459	
Printing	2,500	625	156		469	
Insurance	11,552	10,268	10,268		-	
Legal Advertising	2,800	700	229		471	
Office Supplies	200	50	2		48	
Website Compliance	2,949	737	737		0	
Dues, Licenses & Subscriptions	175	175	175		-	
Other Current Charges	120	30	-		30	
Total General & Administrative Expenditures	\$ 188,626	\$ 60,359	\$ 55,661		\$ 4,698	
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 114,605	\$ 119,067		\$ (4,933)	
Net Change in Fund Balance	\$ -	\$ 114,605	\$ 119,067		\$ (4,933)	
Fund Balance - Beginning	\$ -		\$ 130,591			
Fund Balance - Ending	\$ -		\$ 249,658			

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 December 31, 2025

	Adopted	Prorated Budget	Actual	Variance
	Budget	Thru 12/31/25	Thru 12/31/25	
Revenues:				
Special Assessments - Tax Roll	\$ 2,118,723	\$ 2,000,352	\$ 2,000,352	\$ -
Interest Income	25,000	6,250	5,707	(544)
Amenities Revenue/Miscellaneous	25,000	6,250	1,768	(4,482)
Sports Revenue	20,000	5,000	8,700	3,700
Total Revenues	\$ 2,188,723	\$ 2,017,852	\$ 2,016,527	\$ (1,326)
Expenditures:				
<i>Administrative:</i>				
Management Fees - On Site Staff	\$ 245,615	\$ 61,404	\$ 61,404	\$ (0)
Insurance	127,990	91,669	91,669	-
Other Current Charges	3,500	875	681	194
Permit Fees	1,625	406	39	367
Subtotal Administrative	\$ 378,730	\$ 154,354	\$ 153,793	\$ 561
<i>Maintenance:</i>				
Security	\$ 111,280	\$ 27,820	\$ 30,948	\$ (3,128)
Security - Clay County Off-Duty Sheriff	47,304	11,826	10,123	1,704
Water - Irrigation	17,000	4,250	5,599	(1,349)
Irrigation Maintenance	5,000	1,250	-	1,250
Streetlighting	29,640	7,410	7,083	327
Electric	43,800	10,950	10,292	658
Landscape Maintenance	487,134	121,783	121,783	-
Common Area Maintenance	82,500	20,625	12,596	8,029
Lake Maintenance	31,000	7,750	6,510	1,240
Capital Reserve Funding	360,024	-	-	-
Subtotal Maintenance	\$ 1,214,681	\$ 213,664	\$ 204,933	\$ 8,731

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

	Adopted	Prorated Budget	Actual	
	Budget	Thru 12/31/25	Thru 12/31/25	Variance
<u>Recreation Facility:</u>				
Amenity Staff	\$ 165,840	\$ 41,460	\$ 29,599	\$ 11,861
Refuse Services	20,000	5,000	6,516	(1,516)
Telephone	8,400	2,100	1,385	715
Electric	34,800	8,700	8,497	203
Cable	11,280	2,820	2,770	50
Pool Maintenance	43,200	10,800	10,317	483
Water / Sewer/Reclaim	53,280	13,320	13,616	(296)
Facility Maintenance-General	82,500	20,625	12,489	8,136
Facility Maintenance-Preventative	10,000	2,500	980	1,520
Facility Maintenance - Contingency	45,000	11,250	6,296	4,954
Lighting Repairs	10,500	2,625	1,375	1,250
Special Events	10,700	2,675	1,610	1,065
Office Supplies & Equipment	1,400	350	285	65
Janitorial	74,412	18,603	18,603	-
Recreation Passes	4,000	1,000	1,385	(385)
Multiuse Field	20,000	5,000	-	5,000
Subtotal Recreation Facility	\$ 595,312	\$ 148,828	\$ 115,724	\$ 33,104
Total Expenditures	\$ 2,188,723	\$ 516,846	\$ 474,450	\$ 42,396
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 1,501,006	\$ 1,542,076	\$ (43,722)
Net Change in Fund Balance	\$ -	\$ 1,501,006	\$ 1,542,076	\$ (43,722)
Fund Balance - Beginning	\$ -		\$ 983,425	
Fund Balance - Ending	\$ -		\$ 2,525,501	

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 December 31, 2025

	Adopted	Prorated Budget		Actual	
	Budget	Thru 12/31/25	Thru 12/31/25	Variance	
Revenues:					
Special Assessments - Tax Roll	\$ 1,976,742	\$ 1,852,301	\$ 1,852,301	\$ -	
Interest Income	10,000	10,000	18,907		8,907
Total Revenues	\$ 1,986,742	\$ 1,862,301	\$ 1,871,208	\$ -	8,907
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	\$ -	8,907
Excess (Deficiency) of Revenues over Expenditures	\$ 32,492	\$ 1,552,676	\$ 1,561,583	\$ -	8,907
Net Change in Fund Balance	\$ 32,492	\$ 1,552,676	\$ 1,561,583	\$ -	8,907
Fund Balance - Beginning	\$ 983,859		\$ 1,965,006		
Fund Balance - Ending	\$ 1,016,351		\$ 3,526,589		

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

	Adopted Budget	Prorated Budget Thru 12/31/25	Actual Thru 12/31/25	Actual Variance
<u>Revenues</u>				
Transfer In from Recreation Fund	360,024	-	-	-
Interest	10,000	10,000	15,882	5,882
Total Revenues	\$ 370,024	\$ 10,000	\$ 15,882	\$ 5,882
<u>Expenditures:</u>				
Repairs & Replacements	\$ 250,000	\$ 62,500	\$ 50,078	\$ 12,422
Total Expenditures	\$ 250,000	\$ 62,500	\$ 50,078	\$ 12,422
Excess (Deficiency) of Revenues over Expenditures	\$ 120,024		\$ (34,196)	
Net Change in Fund Balance	\$ 120,024		\$ (34,196)	
Fund Balance - Beginning	\$ 1,755,699		\$ 1,732,233	
Fund Balance - Ending	\$ 1,875,723		\$ 1,698,037	

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

January 31, 2026

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	1/8/26	1898	\$ 76.25
	1/15/26	1899-1901	10,907.74
<u>Sub-Total</u>			<u>\$ 10,983.99</u>
Recreation Fund			
Accounts Payable	1/8/26	7901-7906	\$ 28,383.45
	1/15/26	7907-7913	69,925.90
<u>Sub-Total</u>			<u>\$ 98,309.35</u>
Capital Reserve Fund			
Accounts Payable	1/8/26	444-445	\$ 4,466.78
	1/15/26	446	980.00
<u>Sub-Total</u>			<u>\$ 5,446.78</u>
Total			\$ 114,740.12

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	...CHECK.... AMOUNT	#
1/08/26	00111	1/02/26	26-00001	202601	310-51300-48000					*	76.25		
			1/12 NTC OF BOS MTG										
JACKSONVILLE DAILY RECORD													
1/15/26	00035	1/01/26	2564	202601	310-51300-34000					*	6,375.75		
			JAN MANAGEMENT FEES										
			1/01/26	2564	202601	310-51300-52000				*	245.75		
			JAN WEBSITE ADMIN										
			1/01/26	2564	202601	310-51300-35100				*	210.58		
			JAN INFO TECH										
			1/01/26	2564	202601	310-51300-31300				*	157.33		
			JAN DISSEM AGENT SRVCS										
			1/01/26	2564	202601	310-51300-51000				*	.87		
			OFFICE SUPPLIES										
			1/01/26	2564	202601	310-51300-42000				*	28.66		
			POSTAGE										
			1/01/26	2564	202601	310-51300-42500				*	83.10		
			COPIES										
			1/01/26	2564	202601	310-51300-41000				*	21.38		
			TELEPHONE										
GOVERNMENTAL MANAGEMENT SERVICES													
1/15/26	00113	1/09/26	3687129	202512	310-51300-31500					*	2,981.82		
			DEC GENERAL SERVICES										
KUTAK ROCK LLP													
1/15/26	00116	1/12/26	194482	202512	310-51300-31100					*	802.50		
			DEC ENGINEERING SERVICES										
MATTHEWS DESIGN GROUP LLC													
TOTAL FOR BANK A											10,983.99		
TOTAL FOR REGISTER											10,983.99		

DBBR DOUBLE BRANCH TLEE

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

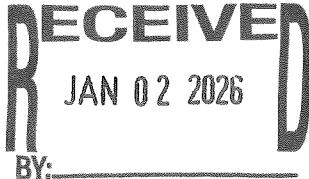
P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

January 2, 2026

Date

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



Serial #	26-00001C	PO/File #		\$76.25
----------	-----------	-----------	--	---------

Payment Due

Notice of Meeting of the Board of Supervisors

\$76.25

Publication Fee

Double Branch Community Development District

Case Number		Amount Paid
-------------	--	-------------

Publication Dates 1/2

Payment Due Upon Receipt

For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment.

County Clay

If your payment is being mailed, please reference Serial # 26-00001C on your check or remittance advice.

Payment is due before the Proof of Publication is released.

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

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

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

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

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

Notice is hereby given that the Board of Supervisors of the Double Branch Community Development District is scheduled to be meet on **Monday, January 12, 2026, 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
Jan. 2 00 (26-00001C)

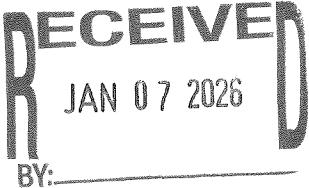
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2564
Invoice Date: 1/1/26
Due Date: 1/1/26
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 - January 2026		6,375.75	6,375.75
Website Administration - January 2026		245.75	245.75
Information Technology -January 2026		210.58	210.58
Dissemination Agent Services - January 2026		157.33	157.33
Office Supplies		0.87	0.87
Postage		28.66	28.66
Copies		83.10	83.10
Telephone		21.38	21.38
<hr/>			
		Total	\$7,123.42
<hr/>			
		Payments/Credits	\$0.00
<hr/>			
		Balance Due	\$7,123.42
<hr/>			

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 9, 2026



Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3687129

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. 3687129
5323-1

Re: General

For Professional Legal Services Rendered

12/01/25	M. Eckert	0.50	195.00	Prepare for and attend agenda call; prepare for board meeting
12/05/25	K. Haber	1.20	324.00	Correspond with Giles and Hogge regarding response to suspension notice; prepare December board meeting memorandum
12/08/25	M. Eckert	5.30	2,067.00	Prepare for, travel to and attend board meeting; return travel; follow up
12/09/25	M. Eckert	0.50	195.00	Draft Jones letter for termination of amenity privileges
12/13/25	L. Whelan	0.30	115.50	Monitor legislative process relating to matters impacting special districts
TOTAL HOURS		7.80		

KUTAK ROCK LLP

Double Branch CDD
January 9, 2026
Client Matter No. 5323-1
Invoice No. 3687129
Page 2

TOTAL FOR SERVICES RENDERED	\$2,896.50
DISBURSEMENTS	
Meals	12.91
Travel Expenses	72.41
TOTAL DISBURSEMENTS	<u>85.32</u>
TOTAL CURRENT AMOUNT DUE	<u>\$2,981.82</u>

Project Manager Michael Silverstein

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

Matthews | **DCCM**

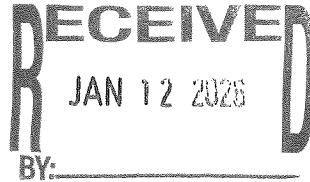
Engineering - Architecture - Planning - Surveying

January 12, 2026
Invoice # 194482

Project 0000021873.0000 Double Branch CDD

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

- Attend CDD Meeting, Preparation, and Follow Up as Needed
- Attend Agenda Call and Follow Up as Needed



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 December 31, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Division Lead	1.50	275.00	412.50
Inspector 2	2.00	180.00	360.00
Project Administrator	.25	120.00	30.00
Total Labor			802.50
		Total Due:	802.50

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	802.50	21,913.75	22,716.25
Expense	0.00	176.49	176.49
Unit	0.00	12.12	12.12
Interest	0.00	5.18	5.18
Totals	802.50	22,107.54	22,910.04

AP300R
*** CHECK NOS. 007901-007913

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

PAGE 1

CHECK DATE	VEND#INVOICE.....	...EXPENSED TO...	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT	#
1/08/26	01070	12/17/25 276743	202512 320-57200-46610 DEC PREVENTATIVE MAINT	ALLWAYS IMPROVING LLC	*	335.00	335.00	007901
1/08/26	00092	12/17/25 2560	202511 320-57200-46600 NOV FACILITY MAINTENANCE		*	5,614.20		
		12/17/25 2560	202511 320-57200-46620 NOV FAC MAINT CONTINGENCY		*	2,545.80		
		12/17/25 2560	202511 320-57200-46630 NOV LIGHTING REPAIRS		*	500.29		
		12/17/25 2560	202511 320-57200-46400 NOV COMMON AREA MAINT		*	5,720.80		
		12/17/25 2560	202511 320-57200-49400 NOV SPECIAL EVENTS	GOVERNMENTAL MANAGEMENT SERVICES		400.62	14,781.71	007902
1/08/26	00092	12/31/25 2562	202511 320-57200-41000 NOV PHONES		*	88.19		
		12/31/25 2562	202511 320-57200-49300 NOV OFFICE SUPPLIES		*	39.15		
		12/31/25 2562	202511 320-57200-49400 NOV SPECIAL EVENTS	GOVERNMENTAL MANAGEMENT SERVICES		62.96	190.30	007903
1/08/26	00092	12/29/25 2563	202512 300-36900-10300 DEC FACILITY EVENT STAFF	GOVERNMENTAL MANAGEMENT SERVICES		225.00	225.00	007904
1/08/26	00186	1/01/26 13129563	202601 320-57200-46300 JAN POOL CHEMICALS	POOLSURE		3,572.32	3,572.32	007905
1/08/26	00839	1/01/26 11594	202601 320-57200-34500 JAN SECURITY SERVICES	SECURITY DEVELOPMENT GROUP LLC		9,279.12	9,279.12	007906
1/15/26	00092	1/13/26 2566	202601 300-36900-10300 JAN FACILITY EVENT STAFF	GOVERNMENTAL MANAGEMENT SERVICES		237.50	237.50	007907
1/15/26	00092	1/01/26 2565	202601 310-51300-34000 JAN FACILITY MANAGEMENT	GOVERNMENTAL MANAGEMENT SERVICES		20,467.92	20,467.92	007908
1/15/26	00024	1/01/26 335762B	202601 320-57200-46800 JAN LAKE MAINTENANCE	THE LAKE DOCTORS, INC.		2,170.00	2,170.00	007909
				DBBR DOUBLE BRANCH TLEE				

AP300R
*** CHECK NOS. 007901-007913

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/30/26
DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

PAGE 2

CHECK DATE	VEND# DATEINVOICE.... DATEEXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT	#
1/15/26 00324	7/09/25 49018		202510 320-57200-46610						PAULA'S PEST CONTROL, INC	*	155.00	155.00	007910
		JUL PEST CONTROL											
1/15/26 00297	1/01/26 387		202601 320-57200-61000						RIVERSIDE MANAGEMENT SERVICES, INC	*	6,201.00	6,201.00	007911
		JAN JANITORIAL SERVICES											
1/15/26 01143	1/06/26 01062026	202601	300-36900-10300						TIFFANY RANDALL	*	100.00	100.00	007912
		DEPOSIT REFUND											
1/15/26 00672	1/02/26 26190	202601	320-57200-46200						VERDEGO LLC	*	40,594.48	40,594.48	007913
		JAN LANDSCAPE MAINTENANCE											
									TOTAL FOR BANK B		98,309.35		
									TOTAL FOR REGISTER		98,309.35		

DBBR DOUBLE BRANCH TLEE

INVOICE

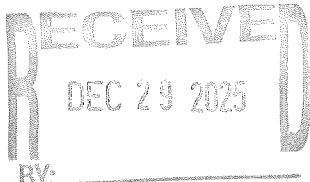
Allways Improving LLC dba
Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312

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

Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 45585 - DECEMBER 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. Life Fitness Treadmill INTD sn: HHT133096(HCT114355) front roller squeaking. Tech attempted to lubricate but unable to eliminate squeak. If to repair, should replace front roller
2. Stairmaster SM5285L19430120 customer reported power and motor control fault, tech could not recreate fault. tech found power supply cable loose and possibly causing intermittent power issues and fault codes. Should replace power supply.
3. Stairmaster Stairclimber SM5285L19450112 SEE 44724
4. Bicep Arm Curl 144275 Should replace arm pad and arm pad cover. SEE PREVIOUS PM
5. Magnum Hip Abductor/Adductor sn: 144200 2x thigh pad SEE PREVIOUS PM
6. Magnum Decline/Sit up Bench sn: 143738 roller pads SEE PREVIOUS PM
7. ALL OTHER UNITS TEST CORRECT

Total \$335.00

Governmental Management Services, LLC

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

Invoice

Invoice #: 2560

Invoice Date: 12/17/25

Due Date: 12/17/25

Case:

P.O. Number:

Bill To:

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

RECEIVED
DEC 29 2025
BY:

Description	Hours/Qty	Rate	Amount
Facility Maintenance November 1- November 30, 2025	369.12	40.00	14,764.80
Facility Maintenance Mileage November 1- November 30, 2025	38	0.445	16.91
Code to:			
Double Branch Facility Maintenance			
2.320.572.46600 (\$5,614.20)			
Double Branch Facility Maintenance Contingency			
2.320.572.46620 (\$2,545.80)			
Double Branch Lighting Repairs			
2.320.572.46630 (\$500.29)			
Double Branch Common Area Maintenance			
2.320.572.46400 (\$5,720.80)			
Double Branch Special Events			
2.320.572 (\$400.62)			
	Total		\$14,781.71
	Payments/Credits		\$0.00
	Balance Due		\$14,781.71

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/3/25	3.15	T.C.	Painted fountain tower at amenity center entrance, pressure washed white vinyl fence back side of track
11/3/25	8	B.G.	Painting fountain tower
11/3/25	8.07	J.K.	Sand tower, touch up green, paint white on all trim, tape off green strips, removed debris, start painting sandstone color on stucco patch
11/3/25	8.05	C.W.	Pressure washed bridge and fences, finished and started on back fence of track
11/3/25	8	A.O.	Removed debris from all common areas and lakes
11/4/25	8.48	T.C.	Painted water fountain tower at amenity center, pressure washed white vinyl fence, used trash pumps to drain waterfall pool, removed debris from pumps, picked up supplies
11/4/25	8	B.G.	Painting roof of fountain tower and side molding
11/4/25	8.07	J.K.	Light inspection on track, checked wires by third bridge, paint green roof and touchup paint white around trim of tower, finished painting sandstone, took address numbers off column
11/4/25	8	C.W.	Pressure washed fences in cannons point by school and fences in the back of track
11/4/25	8	A.O.	Removed debris from all common areas
11/5/25	8.9	T.C.	Painted water fountain tower at amenity center entrance, finished draining waterfall pool and cleaned out, acid wash boles on water fountain tower, picked up supplies
11/5/25	8	B.G.	Painting metal roof on tower and installing new lights for tower, adding acid on fountain bowls and scraping it to prep for painting, fixing brick with mortar
11/5/25	8.05	J.K.	Finished painting roof on tower, fix block from the pot base, acid bath inside the pots and scrub then vacuum and clean out, replaced light fixtures around tower
11/5/25	8.03	C.W.	Cleaned out sign area by front entrance and drained out the water as much as possible, finished pressure washing by cannons point and by amenity center
11/5/25	8	A.O.	Removed debris from all common areas and lakes
11/6/25	8.75	T.C.	Pressure washed white vinyl fence, acid wash and painted boles on water fountain tower, cleaned and refilled small lion head fountain at amenity center, put together new community yard sale signs for community yard sale on Saturday
11/6/25	8	B.G.	Cleaned fountain tower bricks and fountain pots with acid, painted all four pots with first coat
11/6/25	7.97	J.K.	Finished acid coat on bowls and pressure washed, painted first coat white on bowls, vacuumed out water from bowls after pressure wash, scrape and acid bath bases for bowls, removed debris and tools
11/6/25	4	C.W.	Finished pressure washing at amenity center
11/6/25	8	A.O.	Removed debris from all common areas, disposed of deceased deer
11/7/25	4	T.C.	Painted bowls on water fountain tower three coats, unloaded delivery and put away in shop picnic tables, unloaded and put away janitorial supplies
11/7/25	5	B.G.	Applied second coat of paint at fountain towers
11/7/25	3.85	J.K.	Finished painting bowls of tower second coat and touched up
11/7/25	8	A.O.	Removed debris from all common areas
11/10/25	8	A.O.	Removed debris from all common areas
11/12/25	4	T.C.	Pulled out Christmas lights and started testing lights, started putting up Christmas lights at fitness center, put up angel tree in fitness center
11/12/25	2.78	J.K.	Take down all Christmas lights, put up lights on fitness center, pulled out angel tree for fitness center
11/12/25	4	C.W.	Started Christmas lights on fitness center, checking lights to make sure all lights are working
11/12/25	8	A.O.	Removed debris from all common areas
11/13/25	3.93	T.C.	Worked on Christmas lights at fitness center and amenity center
11/13/25	8	J.K.	Test and put out Christmas lights by office and fitness center
11/13/25	7.98	C.W.	Pressure washed Oakleaf entrance sign, worked on setting up Christmas lights
11/13/25	8	A.O.	Removed debris from all common areas and lakes
11/14/25	4.12	T.C.	Worked on putting up Christmas lights at fitness center and amenity center, set up for event at pickleball court
11/14/25	5	J.K.	Fixed handicap swing at playground by office, finished lights by office, cleaned up clubroom, set up for event at fitness center
11/14/25	2	C.W.	Moved chlorine to pool pack area from shop, removed debris in parking lot, cleaned out shop
11/14/25	8	A.O.	Removed debris from all common areas and lakes
11/17/25	8	A.O.	Removed debris from all common areas
11/18/25	4.04	T.C.	Putting up Christmas lights at amenity center and entrance, picked up supplies
11/18/25	3.94	J.K.	Set up Christmas lights and custom trees in front, flip drain cover right side up at fitness center
11/18/25	3.96	C.W.	Removed locks from lifeguard shack and back entrance, disposed of old Christmas lights, set up

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/18/25	8	A.O.	entrance lights and trees
11/19/25	1	C.W.	Removed debris from all common areas
11/19/25	8	A.O.	Sanded bottom of door that was tight
11/20/25	4.4	T.C.	Removed debris from all common areas
11/20/25	8	A.O.	Put up turkeys in the trees around the community for the virtual turkey shoot, cut up pine tree and removed from roadway in willow brook, unload truck delivery
11/20/25	8	A.O.	Removed debris from all common areas
11/21/25	3.27	T.C.	Removed garage door from back field house, cleaned water fountain with boat, cleaned up storage room with Christmas lights and totes, removed deceased cat from behind vending machine
11/21/25	4.04	J.K.	Move vending machine to removed deceased cat, took off garage door in security room and load it up on trailer and other one from shop, cleaned out fountain, cleaned up guard shack, move all Christmas boxes and unbox fridge and disposed of box
11/21/25	4.15	C.W.	Took down garage in lifeguard shack, removed deceased cat from behind vending machine, cleaned out fountain with boat
11/21/25	8	A.O.	Removed debris from all common areas and lakes
11/24/25	3.6	T.C.	Working on Christmas lights at amenity center and entrance
11/24/25	3	J.K.	Flinished running cords to power at front, pulled out wreaths into matching pairs, finished cords at amenity center
11/24/25	4.04	C.W.	Worked on tree lights in front of community and bush lights in parking lot at amenity center, ran power cords
11/24/25	8	A.O.	Removed debris from all common areas
11/25/25	4.24	T.C.	Putting up Christmas lights at amenity center and entrance, running power cords for lights, picked up supplies
11/25/25	3.85	J.K.	Put out wreaths, changed GFI in front of office, finshed wrapping and plugging in lights
11/25/25	4.01	C.W.	Finished lights and running power, sorted wreaths for neighborhood entrances, put out wreaths for all neighborhood entrances
11/25/25	8	A.O.	Removed debris from all common areas and lakes
11/26/25	4.15	T.C.	Putting up Christmas lights at amenity center and entrance, running power cords for lights
11/26/25	8	A.O.	Removed debris from all common areas
11/28/25	1.25	J.K.	Make sure timers are set and Christmas lights plugged in
TOTAL	<u>369.12</u>		
MILES	<u>38</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

Governmental Management Services, LLC

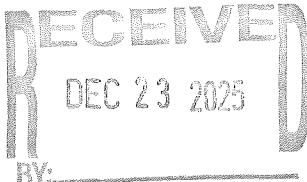
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2562
Invoice Date: 12/31/25
Due Date: 12/31/25
Case:
O. Number:

Bill To:

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



\$190.30

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Nov 25, 2025

11/02/2025	RINGCENTRAL INC	176.39	phones	2.330.572.4100	88.2	2.320.572.4100	88.19		176.39
11/02/2025	SIMPLYSCAPES	9.99	Office Supplies	2.330.572.51000	5	2.320.572.5100	4.99		9.99
10/31/2025	HEAD/PENN RACQUET	176.27	Tennis Maintenance	2.330.572.34400	176.27				176.27
10/30/2025	AMAZON MARKEPLACE	1347.99	Repair and Replacement	34.600.538.64000	449.33	034.600.538.621	898.66		1347.99
10/27/2025	IONOS	6	Office Supplies	2.330.572.51000	3	2.320.572.5100	3		6
10/26/2025	SIMPLYSCAPES	9.99	Office Supplies	2.330.572.51000	5	2.320.572.5100	4.99		9.99
10/25/2025	HEAD/PENN RACQUET	996.48	Tennis Maintenance	2.330.572.34400	996.48				996.48
Totals		\$5,257.24			\$3,132.99			\$1,958.71	\$165.54

Totals by GL

Double Branch: \$1,958.71

2.320.572.4100 (DB Phones) – \$88.19
 2.320.572.5100 (DB Office Supplies) – \$39.15
 34.600.538.6200 (DB Repair and Replacements) - \$1,768.41
 2.320.572.49400 (DB Special Events) – \$62.96

Middle Village: \$3,132.99

2.330.572.4100 (MV Phones) – \$88.20
 2.310.513.49300 (MV Office Supplies) – \$39.20
 34.600.538.64000 (MV repair & replacements) – \$1,664.12
 2.330.572.49400 (MV Special Events) - \$62.96
 2.330.572.34600 (MV Tennis Maintenance) - \$1,278.51

Double Branch / Middle Village American Express Charges
GMS Statement Closing Date – Nov 25, 2025

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	GMS	Total
11/24/2025	AUTOZONE	165.54	Repair and Replacement	34.600.538.64000		034.600.538.621		165.54	165.54
11/23/2025	SIMPLYSCAPES	9.99	Office Supplies	2.330.572.51000	5	2.320.572.5100	4.99		9.99
11/21/2025	ID Zone /LEVATAI	521.97	Repair and Replacement	34.600.538.64000	260.99	034.600.538.621	260.98		521.97
11/21/2025	SP STRENGTH DEPOT	345	Repair and Replacement	34.600.538.64000	345				345
11/19/2025	AMAZON MARKEPLACE	75.22	Repair and Replacement	34.600.538.64000	37.61	034.600.538.621	37.61		75.22
11/19/2025	AMAZON MARKEPLACE	162.33	Repair and Replacement	34.600.538.64000	81.17	034.600.538.621	81.16		162.33
11/19/2025	AMAZON MARKEPLACE	349.12	Repair and Replacement	34.600.538.64000	174.56	034.600.538.621	174.56		349.12
11/16/2025	SIMPLYSCAPES	9.99	Office Supplies	2.330.572.51000	5	2.320.572.5100	4.99		9.99
11/15/2025	HEAD/PENN RACQUET	105.76	Tennis Maintenance	2.330.572.34400	105.76				105.76
11/15/2025	NORTHERN TOOL	75.23	Repair and Replacement	34.600.538.64000	37.62	034.600.538.621	37.61		75.23
11/14/2025	PPG PAINTS	362.26	Repair and Replacement	34.600.538.64000	181.13	034.600.538.621	181.13		362.26
11/14/2025	WAL-MART SUPERCENTER	116.05	Repair and Replacement	34.600.538.64000	58.03	034.600.538.621	58.02		116.05
11/13/2025	TARGET	77.36	Repair and Replacement	34.600.538.64000	38.68	034.600.538.621	38.68		77.36
11/10/2025	DUNKIN	105.24	Special Event	2.330.572.49400	52.62	2.320.572.49400	52.62		105.24
11/10/2025	WAL-MART	20.68	Special Event	2.330.572.49400	10.34	2.320.572.49400	10.34		20.68
11/09/2025	SIMPLYSCAPES	9.99	Office Supplies	2.330.572.51000	5	2.320.572.5100	4.99		9.99
11/08/2025	IONOS	22.4	Office Supplies	2.330.572.51000	11.2	2.320.572.5100	11.2		22.4



Final Details for Order #113-4159164-9859458

Order Placed: November 19, 2025

Amazon.com order number: 113-4159164-9859458

Order Total: \$349.12

Business order information	
GMS Customer Name:	Jay Soriano
GMS Work Order Number:	GMS_oakleafaccess
GMS Description:	access computers
GMS Billable (N/F/O):	F (Billable through Field)

Shipped on November 20, 2025	
Items Ordered	Price
2 of: <i>Lenovo ThinkCentre M700 Tiny Business Desktop PC, Intel Quad Core i5-6400T up to 3.1GHz, 16G DDR4, 256G SSD,Keyboard and Mouse,WiFi,Windows 10 Pro (Renewed)</i>	\$162.38
Sold by: TekRefurbs (Seller profile)	
Business Price	
Condition: New	
Shipping Address:	Item(s) Subtotal: \$324.76
Jay Soriano 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065-4259 United States	Shipping & Handling: \$0.00

	Total before tax: \$324.76
	Sales Tax: \$24.36
Shipping Speed:	-----
Standard Shipping	Total for This Shipment: \$349.12

Payment information	
Payment Method:	Item(s) Subtotal: \$324.76
American Express Last digits: 3053	Shipping & Handling: \$0.00

Billing address	Total before tax: \$324.76
Jay Soriano 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065-4259 United States	Estimated Tax: \$24.36

	Grand Total: \$349.12
Credit Card transactions	American Express ending in 3053: November 20, 2025: \$349.12

To view the status of your order, return to [Order Summary](#).



Final Details for Order #113-2227343-5692222

Order Placed: November 19, 2025

Amazon.com order number: 113-2227343-5692222

Order Total: \$75.22

Business order information	
GMS Customer Name: Jay Soriano	
GMS Work Order Number: GMS_oakleafaccess	
GMS Description: access computers	
GMS Billable (N/F/O): F (Billable through Field)	
Shipped on November 19, 2025	
Items Ordered	Price
2 of: ASURION 4 Year B2B Desktop Computer Protection Plan (\$150 - \$174.99)	\$34.99
Sold by: Asurion, LLC (seller profile)	
Condition: New	
Shipping Address: Jay Soriano 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065-4259 United States	Item(s) Subtotal: \$69.98 Shipping & Handling: \$0.00 ----- Total before tax: \$69.98 Sales Tax: \$5.24 ----- Total for This Shipment: \$75.22 -----
Payment information	
Payment Method: American Express Last digits: 3053	Item(s) Subtotal: \$69.98 Shipping & Handling: \$0.00 ----- Total before tax: \$69.98 Estimated Tax: \$5.24 ----- Grand Total: \$75.22
Credit Card transactions	American Express ending in 3053: November 19, 2025: \$75.22

To view the status of your order, return to [Order Summary](#).

BACKUP

Welcome to Dunkin'
Store #: 346314
116 Oaklea" Village Pkwy
Jacksonville, FL 32244
(904) 778-0700

554016 Jul10

DB
Veteran
909

CHK 5097

11/10/2025 12:55 PM

Eat In

4 12 Donuts	57.96
2 Box Hot Orig Cof	43.98
American Express	\$105.24
*****3053	

Tran Type : Purchase

Entry Mode : TAPPED

Auth Code : 898499

AMERICAN EXPRESS

AID: A000000025010801

No Signature Required

I agree to pay the above total
amount according to the card
issuer

(merchant agreement ff credit
voucher)

Subtotal	\$101.94
Tax	\$3.30
Payment	\$105.24

Change Due \$0.00

----- Check Closed -----

11/10/2025 12:57 PM

Donut forget to tell us about
today's visit! Talk to us at
www.DunkinRunsOnYou.com
within 3 days and receive a
FREE CLASSIC DONUT

on your next visit when you
purchase a Medium or Larger Beverage
See restrictions on dunkindonuts.com

Survey Code: 09701-46314-1211-1058

Additional Discounts Will Not Be
Applied to Promotional Offers

Thank You. Come Back Again.

Check # 5097

Total Items: 6

1525. *Autumnal Equinox* (September 22) is the day on which the sun is said to move from the Northern Hemisphere into the Southern Hemisphere. It is the day of the year when the day and night are said to be of equal length. The name is derived from the Latin *autumnus*, meaning "fall," and *aequinoctium*, meaning "equal night." The name is also used to denote the time of year when the day and night are of equal length.

Mon Nov 24 12:48:54 2025

AutoZone 06307
6666 FRONTE FOREST

9606 ARGYLE FOREST

JACKSONVILLE, FL

(904)777-0013

Rewards Account 910100XXXXXX6191

#000940883 7088200 14.00 P

Reise

3"-2.5" Reducer Sleeve, EA

#001342814 0455 - - - - - 120-99 P -

TowSmit C

• Dual Ball Channel Mount, EA

STATE TAX @ 7.500%	11.35
SALE TOTAL	165.54
XXXXXXXXXXXX3053 AMEX	165.54
Approval #	852540

Data Source: CHIP

AppName/Label1: AMERICANEXPRESS

AIID: A000000025010801

ARQC: 66734C59D9CFB6D8

REG # 14 CSR #11 RECEIPT # 175127

STR. TRANS #697031

STORE #06307

DATE 11/24/2025 13:40

ITEMS NUMBER 2

FREE Standard Shipping Over \$100



Order # 7000096734

CREATED:

Items Ordered

Reorder	Item	Item #	Price	Quantity	Subtotal
Fargo 84512 YMCKK Color Ribbon For HDP5600 and HDP5000 Printers	84512	\$173.99	3	\$521.97	
					Subtotal \$521.97
					Shipping & Handling \$0.00
					Grand Total \$521.97

RE-ORDER ALL PRODUCTS

Order Information

Shipping Address

Jay Soriano
GMS LLC
370 OAKLEAF VILLAGE PKWY
Orange Park, Florida, 32065
United States
T: (904)342-1441
E: manager@oakleafresidents.com

Shipping Method

FedEx - Super Saver

Billing Address

Jay Soriano
475 W Town Pl
St Augustine, Florida, 32092
United States
T: (904) 562-0249
E: jsoriano@govmgtsvc.com

Payment Method

Credit Card

Credit Card Type American Express

Credit Card Number xxxx-3053

ID Zone © 2006-2025

**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: 202058175020

Invoice Date: 10/26/2025

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: 10/25/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 48060001 - IONOS Expert					
1	IONOS Website Builder 10/25/2025-11/24/2025	\$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: 202058164215
Invoice Date: 11/07/2025
Customer ID: 270980442
Contract ID: 85644648
Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:
Milette C
📞 +1 267 366 6047

Invoice

Billing period starting: 11/06/2025

Item Service	Charges	Usage	Taxable Portion	Total
Contract: 85644648 - IONOS MyWebsite Creator+				
1 Basic Fee 11/06/2025-12/05/2025	\$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.



Final Details for Order #113-3157793-5455466

Order Placed: November 19, 2025

Amazon.com order number: 113-3157793-5455466

Order Total: \$162.33

Business order information

GMS Customer Name: Jay Soriano

GMS Work Order Number: GMS_oakleafaccess

GMS Description: access computers

GMS Billable (N/F/O): F (Billable through Field)

Shipped on November 19, 2025

Items Ordered

	Price
1 of: <i>Lenovo Tab M11, 11" Display, MediaTek Helio G88 Octa-Core, 4GB RAM, 64GB SSD, 1920x1200 px, Ambient Light-Sensor, 10 Hour Battery, Comes w/pen, Luna Grey</i>	\$151.00
Sold by: Better Deals Online (seller profile)	
Condition: New	

Shipping Address:

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

Item(s) Subtotal: \$151.00

Shipping & Handling: \$0.00

Total before tax: \$151.00

Sales Tax: \$11.33

Shipping Speed:

FREE Prime Delivery

Total for This Shipment: \$162.33

Payment information

Payment Method:

American Express | Last digits: 3053

Item(s) Subtotal: \$151.00

Shipping & Handling: \$0.00

Total before tax: \$151.00

Estimated Tax: \$11.33

Grand Total: \$162.33

Credit Card transactions

American Express ending in 3053: November 19, 2025: \$162.33

To view the status of your order, return to [Order Summary](#).



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

Sold-to address

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

Customer No. 715220

Invoice		5193897856			
Billing Date 11/14/2025	Ship Date 11/14/2025	Order Date 11/14/2025	Requested Date 11/14/2025		
Terms Credit Card preauth.			Due Date		
Order No. 5103436407	P.O. Number Radical Team Demo		Order Entered By: OMS3_CPIC		
Salesrep: ELLIS, JEFF Order Placed By: R118					

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

Authorization no.:

113380 25111347193383

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
231025	Radical TEAM 2025 - DEMO Item 10	U 20	1 PC	169.50	0.000	85.00	85.00
281328	Velocity MLT Seeding-NO CHAR 16 BK Item 11		1 PC		0.000		
Total Number of Units	2						
Shipping Information							
Packing Slip, BOL: 5183735620							
Shipping Terms: FOB Origin							
Shipment Origin: BALTIMORE MD							
Shipped Via: FED EX GROUND (PPA)							
Gross Weight: 1.650 LB 0.748 KG							
Box Tracking Number							
289180171623132							
Total Number of Cartons	1						
Items total						85.00	USD
Tariff Surchrg.				10.000 %		8.50	USD
Freight Charge						12.26	USD
Final amount						105.76	USD
Charged to your American Express *****052						105.76	USD
Balance Due						0.00	USD

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

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



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

Sold-to address

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

Customer No. 715220

Invoice		5193887510	
Billing Date 10/24/2025	Ship Date 10/24/2025	Order Date 10/24/2025	Requested Date 10/24/2025
Terms 5% 30 2% 60 NET 61 days			Due Date
Order No. 5103427587		P.O. Number October Balls	Order Entered By: OMS3_CPIC
Salesrep: ELLIS, JEFF Order Placed By: R118			

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

Authorization no.:

148859 25102445890895

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
522102 PRO PENN MARATHON REGULAR-DU Item 10 HS Tarrif No.: ...	Country of Origin: China		288 CA	3.46	0.000	3.46	996.48

Total Number of Units 288

Shipping Information
Packing Slip, BOL: 5183728718
Shipping Terms: FOB Origin
Shipment Origin: PHOENIX AZ
Shipped Via: FEDEX Ground PPD
Gross Weight: 146.160 LB 66.298 KG

Box Tracking Number
336473671086215

Total Number of Cartons 6

Items total	996.48	USD
Tariff Surchrg.	49.82	USD
CC Discount	49.82-	USD
Final amount	996.48	USD
Charged to your American Express *****052	996.48	USD
Balance Due	0.00	USD

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

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

Please include stub with your payment

REMIT TO Head USA Inc. P.O. Box 5145 Carol Stream, IL 60197-5145	Middle Village CDD	Customer No. 715220 Invoice 5193887510	For payment by EFT or credit card, please contact the office directly. Thank you.
	Amount Enclosed \$		
For questions regarding your order please contact Customer Service (800)289-7366 Option 2			



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

Sold-to address

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

Customer No. 715220

Invoice 5193889778					
Billing Date 10/30/2025	Ship Date 10/30/2025	Order Date 10/30/2025	Requested Date 10/30/2025		
Terms 5% 30 2% 60 NET 61 days			Due Date		
Order No. 5103429803	P.O. Number Orange/Green Balls		Order Entered By: OMS3_CPIC		
Salee rep: ELUS, JEFF Order Placed By: R118					

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

Authorization no.:

161112 25103046244527

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
521920	PENN QST 60 - 12B POLYBAG		6 BAG	13.00	0.000	13.00	78.00
	Item 10						
	HS Tarrif No.: .. Country of Origin: China						
521930	Penn Control Plus 12B Polyb		6 BAG	13.35	0.000	13.35	80.10
	Item 20						
	HS Tarrif No.: .. Country of Origin: China						

Total Number of Units 12

Shipping Information
Packing Slip, BOL: 5183731127
Shipping Terms: FOB Origin
Shipment Origin: PHOENIX AZ
Shipped Via: FED EX GROUND (PPA)
Gross Weight: 18.978 LB 8.608 KG

Box Tracking Number
336473671096153

Total Number of Cartons 1

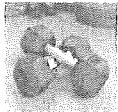
Items total	158.10	USD
Tariff Surchrg.	7.91	USD
Freight Charge	18.17	USD
CC Discount	7.91-	USD
Final amount	176.27	USD
Charged to your American Express *****052	176.27	USD
Balance Due	0.00	USD

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

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

Strength Depot

Order summary



Straight Handle Dumbbells × 1

55LB Pair

\$165.00



Straight Handle Dumbbells × 1

60LB Pair

\$180.00

Subtotal **\$345.00**

Taxes **\$0.00**

Total **\$345.00 U**

Strength Depot

4266 Eldridge Loop

Orange Park, Florida

32073

+19047470789

ORDER SDJ-3662

AUTHORIZED - American Express

\$345.00

American Express ending in 3053

AUTH 843685

AID A000000025010801

SOURCE Contactless

Verified by Signature

2025-11-21 16:59:42 -0500

Thank you for your business.

Strength Depot

4266 Eldridge Loop
Orange Park, Florida
32073

+19047470789

ORDER SDJ-3662

**AUTHORIZED - American Express
\$345.00**

American Express ending in 3053

AUTH 843685

AID A000000025010801

SOURCE Contactless

Verified by Signature

2025-11-21 16:59:42 -0500

This supplemental receipt is provided to customers
who have paid with EMV chip credit cards.

Thank you for your business.



Final Details for Order #113-8582694-7485833

Order Placed: October 30, 2025

Amazon.com order number: 113-8582694-7485833

Order Total: \$1,347.99

Business order information

GMS Customer Name: Jay Soriano

GMS Work Order Number: GMS103025DB

GMS Description: clubhouse lights

GMS Billable (N/F/O): O (Billable through Office)

Shipped on October 30, 2025

Items Ordered

	Price
3 of: Govee Permanent Outdoor Lights Pro, 100ft with 60 RGBIC LED Lights for Daily and Accent Lighting, 75 Scene Modes for Out door Decor, IP67 Waterproof, Works with Alexa, Google Assistant, Matter, Black	\$417.98
Sold by: Govee US (seller profile)	
Business Price	
Condition: New	

Shipping Address:

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

Item(s) Subtotal:	\$1,253.94
Shipping & Handling:	\$2.99
Free Shipping:	-\$2.99
-----	-----

Total before tax: \$1,253.94

Sales Tax: \$94.05

Total for This Shipment: \$1,347.99

Payment information

Payment Method:

American Express | Last digits: 3053

Item(s) Subtotal: \$1,253.94

Shipping & Handling: \$2.99

Promotion applied: -\$2.99

Billing address

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

Total before tax: \$1,253.94

Estimated Tax: \$94.05

Grand Total: \$1,347.99

Credit Card transactions

American Express ending in 3053: October 30, 2025: \$1,347.99

To view the status of your order, return to [Order Summary](#).



NORTHERN TOOL + EQUIPMENT

Jacksonville FL
10000 Atlantic Blvd.
Jacksonville, FL 32226
(904) 222-8124

Transaction #: 563001-104529
Receipt #: 156300131925049790 Date: 11/15/2026
Terminal: 563001 Time: 09:13
Cashier: Josneltte R
Salesperson: Josneltte R
Customer name: JAY SORIANO
Customer number: 0000089071

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

ITEM	QTY	PRICE	TOTAL
Power Broom;1000-4000PSI	1	\$59.99	\$59.99
6114501	1	\$59.99	\$59.99
Discounts:			
\$5 Off \$5 Coupon		(\$4.00)	(\$4.00)
Total discounts:			(\$4.00)
FORUM CANNON			
116106	1	\$17.99	\$17.99
Discounts:			
NOV MONTHLY		(\$3.00)	(\$3.00)
\$5 Off \$5 Coupon		(\$1.00)	(\$1.00)
Total discounts:			(\$4.00)
Subtotal			\$69.98
7%			\$5.25
Total			\$75.23
Cards			\$75.23

AMEXPRESS \$75.23
Broker: Dynamics 365 Payment Connector for Adyen
Date: 11/15/2026
Time: 2:13 PM
43398888883053
ICC
APPROVED
Authorization Code: 066686
***** You have saved 8.00 dollars.

Please tell us about your store experience at
www.northerntool.com/storesfeedback. You could win
a \$250 Northern Tool gift card. Valid for
return/exchange 60 days from purchase date.
SOLD ITEM COUNT = 2



156300131925049790

Customer Copy



PITTSBURGH
PAINTS CO.



CUSTOMER SHIP INFO	321001760000 DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT 475 W TOWN PL ST. AUGUSTINE, FL 32092 904-562-0249	STORE EMAIL PHONE HOURS	#8180 445 PARK STREET, JACKSONVILLE, FL 32204 PAFB180@ppg.com 904-353-4446 Sun: Closed Mon: 7:00 AM - 5:00 PM Fri: PM Sat: 8:00 AM - 12:00 PM	INVOICE # DATE TIME STORE REP SALES REP METHOD	818020008851 14 Nov 2025 12:06 PM David U. OPB-SALES JACKSONVILLE (8180) Now

Item # / SAP #	Description	Qty	Unit Price	Amount
95-339/04 00338134	DURETHANE DTM COMP B	2	\$28.00	\$56.00 *
URG35334/EA 06742115	SU WB002 GL SENS SURF GRAF RMVR B100	1	\$82.26	\$82.26 *
95-3314/1U 00435409	DURETHANE DTM BLACK KIT 2 95-3314/01 - DURETHANE DTM BLACK - A 2 95-339/04 - DURETHANE DTM COMP B	2	\$112.00	\$224.00 *

TERMS:

Items marked with an asterisk (*) are exempt from sales tax. Freight will be charged on orders, blinds, and wall covering books. Special merchandise in good condition is eligible for 75% refund w/ original invoice within 60 days. Tinted merchandise cannot be returned. Non-tinted merchandise in good condition may be returned w/ original invoice w/in 60 days. Qualifying returns will be made in the same form of payment as original purchase. PPC reserves the right to make large cash returns by check w/in 10 business days. A service fee will be charged on returned checks. PPC understands, and Buyer represents that the products sold will be used for commercial or home painting, and will not be used for Nuclear, Chemical or Biological weapons facilities or activities including painting any such items or facilities. Buyer agrees to notify PPC immediately if Buyer becomes aware of any change in the end use of the products.

BCard *****3053

AMEX AUTH#: 811969

Insert Tran Amt: \$362.26

Item Subtotal	\$362.26
Discount/Fee Subtotal	\$362.26
Sales Tax	\$0.00
Total	\$362.26
Credit Card	\$362.26
Total Tendered	\$362.26
Pending Amount	\$0.00



Recurring Statement

Account Information

Account Number: (904) 770-4650
Statement Date: 11/02/2025
Subscription Name: RingEX Standard™
Document #: 19219410002

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
11/02/2025-12/01/2025	RingEX Standard™ - Monthly Subscription Fee	\$0.00	1	\$0.00
11/02/2025-12/01/2025	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
11/02/2025-12/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
11/02/2025-12/01/2025	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
11/02/2025-12/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
11/02/2025-12/01/2025	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
11/02/2025-12/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
11/02/2025-12/01/2025	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
11/02/2025-12/01/2025	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
11/02/2025-12/01/2025	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
11/02/2025-12/01/2025	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

Invoice

Invoice number YSOPUWFB-0019

Date of issue November 16, 2025

Date due November 16, 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 USD due November 16, 2025

[Pay online](#)

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Nov 16 - Nov 23, 2025	1	\$9.99	\$9.99
Subtotal			\$9.99
Total			\$9.99
Amount due			\$9.99 USD

Receipt

Invoice number YSOPUWFB-0020
Date paid November 23, 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 November 23, 2025

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Nov 23 – Nov 30, 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	November 23, 2025	\$9.99	2691-9446

Receipt

Invoice number YSOPUWFB-0018
Date paid November 9, 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 November 9, 2025

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Nov 9 – Nov 16, 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	November 9, 2025	\$9.99	2087-7422

Receipt

Invoice number YSOPUWFB-0017
Date paid November 2, 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
United States
jsoriano@gmsnf.com

\$9.99 paid on November 2, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Nov 2 – Nov 9, 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	November 2, 2025	\$9.99	2115-2687

Receipt

Invoice number YSOPUWFB-0016
Date paid October 26, 2025

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

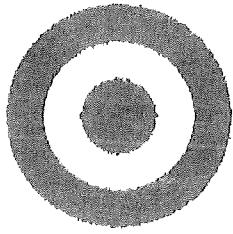
Bill to
Jay Soriano
370 Oakleaf Village Parkway
Orange Park, Florida 32065
United States
jsoriano@gmsnf.com

\$9.99 paid on October 26, 2025

Description	Qty	Unit price	Amount
SimplyScapes Pro Weekly Oct 26 – Nov 2, 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 26, 2025	\$9.99	2449-1614



Jacksonville West - 904-248-4366
9525 Crosshill Blvd
Jacksonville, Florida 32222-5812
11/13/2025 03:08 PM



ELECTRONICS

080080819	Dealworthy	T	\$19.98
2 @ \$9.99 ea			
Return by 12/25/2026			
080088905	Anker	T	\$51.98
2 @ \$25.99 ea			
Return by 01/24/2026			
SUBTOTAL			\$71.96
T = FL TAX 7.50000 on \$71.96			\$5.40
TOTAL			\$77.36
*3053 AMEX CHARGE			\$77.36
AID: A000000025010801			
AMERICAN EXPRESS			
AUTH CODE:			832305

WHEN YOU RETURN ANY ITEM, YOUR
RETURN CREDIT WILL NOT INCLUDE ANY
PROMOTIONAL DISCOUNT OR COUPON
APPLIED TO THE ORIGINAL ORDER.

REC#2-5317-2233-0112-3011-5

Help make your Target Run better.
Take a 2 minute survey about today's trip

informtarget.com
User ID: 7468 2776 7988
Password: 769 885

CUENTENOS EN ESPANOL

Please take this survey within 7 days

Walmart

Walmart Supercenter
904-365-2555 Mgr:TIMOTHY

S18 06978 OPD 001524 TEU 67 TRD 02931

* TAX EXEMPT SALE *

32 DNM, TV 060113130825 80.00 X
NOTE VLN 4PK 007630092690 3.03 X
NOTE VLN 4PK 007630092690 3.03 X
ACT TNK CHS 890106910986 2.17 X
ACT TNK CHS 890106910986 2.17 X
ACT TNK CHS 890106910986 2.17 X
BIC 4PK TAPE 007033050589 6.94 X
BIC 4PK TAPE 007033050589 6.94 X
SUBTOTAL 116.05

REASON: GOVERNMENT (5)

Single Purchase Exemption

WISCONSIN SALES AND USE TAX EXEMPTION
CERTIFICATE

S-21

Purchaser's Business Name:
DOUBLE BRANCH COMMUNITY DEVELOPMENT
475 W TURN PL STE 114
ST AUGUSTINE
FL 32092

The above purchaser, whose signature appears on the bottom of this form, claims exemption from Wisconsin state, county, baseball or football stadium, and premier resort sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated below.

I hereby certify that I am engaged in the business of selling, leasing, or renting:

91127
GOVERNMENT, LOCAL

General description of property or services purchased (list size property purchased if single purchase): see above

WALMART SUPERCENTER 6978

JACKSONVILLE

FL 322400000

PROPOSED EXEMPT USE

* TAX EXEMPT SALE *

11/14/25 12:51:37

Give us feedback @ survey.walmart.com
Thank you! ID #:7VRBMP14THTT

Walmart >k

WM Supercenter
904-214-9411 Mgr. SARA
1580 BRANAN FIELD RD
MIDDLEBURG FL 32068
ST# 03308 DP# 001418 TE# 16 TR# 03225

ITEMS SOLD 4
TC# 1040 4464 2269 1983 3282



TRIP-03-128 - 018500007170	10.46-N
FAIRLIFE MILK 511620020163 F	4.97 N
HALFHALF 034500632020 F	3.57 N
6V MINI MRSH 078742242010 F	1.68 N

SUBTOTAL	20.68
TOTAL	20.68

AMEX TEND	20.68
CHANGE DUE	0.00

AMERICAN EXPRESS- 3063 I O APPR#888871

20.68 TOTAL PURCHASE

REF # 631465115365

TRANS ID - 014285571297309

AID A000000026010801

TERMINAL # 67226962

*No Signature Required

11/10/26 18:33:53

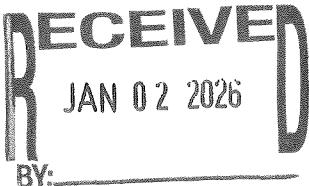
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2563
Invoice Date: 12/29/25
Due Date: 12/29/25
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 27, 2025 2,300.369.103	9	25.00	225.00
Total			\$225.00
Payments/Credits			\$0.00
Balance Due			\$225.00

25.00
12/31/25

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>
------------------------	---------------------------	--------------------	----------------------

9	Facility Event Staff	\$ 25.00	\$ 225.00
---	----------------------	----------	-----------

Covers Period End: December 27, 2025

Amenities Revenue # 2.300.369.103



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

Invoice

Date
Invoice#

1/1/2026
131295633384

Terms	Net 20
Due Date	1/21/2026
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
	Water Management Flat Billing Rate	1	ea	\$3,464.14
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	\$108.18

Subtotal \$3,572.32

Tax \$0.00

Total \$3,572.32

Amount Paid/Credit Applied \$0.00

Balance Due \$3,572.32

[Click Here to Pay Now](#)

RECEIVED
DEC 17 2025
BY:



131295633384



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

RECEIVED
DEC 29 2025
BY:

INVOICE # 11594
DATE 01/01/2026
DUE DATE 01/31/2026
TERMS End of the month

SERVICE MONTH
January 2026

APPROVED		AMOUNT
Code to:		9,279.12
Double Branch Security		9,279.12
2-320-572-345		0.00
		9,279.12
		\$9,279.12

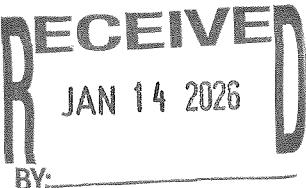
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2566
Invoice Date: 1/13/26
Due Date: 1/13/26
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 January 10, 2026 2,300.369.103	9.5	25.00	237.50
Total			\$237.50
Payments/Credits			\$0.00
Balance Due			\$237.50

114126
DK

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

Double Branch CDD

Facility Event Staff Service Hours

Quantity	Description	Rate	Amount
9.5	Facility Event Staff	\$ 25.00	\$ 237.50

Covers Period End: January 10, 2026

Amenities Revenue # 2,300,369,103

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

Invoice

Invoice #: 2565
Invoice Date: 1/1/26
Due Date: 1/1/26
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 - January 2026		20,467.92	20,467.92

RECEIVED
JAN 07 2026
BY: _____

Alison Moring
1-7-26

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	1/1/2026	\$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

000000000190820010000003357620000021700054

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 1/11/2026

Invoice 335762B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
1/1/2026	Water Management - Zone 1,Water Management - Zone 2		\$1085.00	\$0.00	\$1085.00
			\$1085.00	\$0.00	\$1085.00

Code to:

Please remit payment for this month's invoice.

2-320-572-4680

RECEIVED
JAN 13 2026
BY: _____

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: \$4340.00 **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

I N V O I C E

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

INVOICE: 49018 OT
 DATE: 07/09/25 09:30a
 ACCOUNT: 1031 Oakleaf
 ROUTE: 0
 LAST: 4/9/25 Paula
 Paula Douglas

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

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

904-375-9285 wanda 904-894-8980

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control PEST		155.00	155.00
		SUBTOTAL	155.00
		PREVIOUS BALANCE	0.00
		TOTAL DUE	155.00

RECEIVED
 JAN 13 2026
 BY: _____

Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661

===== PLEASE KEEP FULL INVOICE FOR YOUR RECORDS =====

EFFECTIVE NOVEMBER 1, 2011
 Make Checks payable to:

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

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

THANK YOU FOR YOUR BUSINESS!
 HAVE A WONDERFUL DAY!

Serviced By:

PAULA DOUGLAS
 Ph# 904-476-3866

Riverside Management Services, Inc

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

Invoice

Invoice #: 387
Invoice Date: 1/1/2026
Due Date: 1/1/2026
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 - January 2026		6,201.00	6,201.00

RECEIVED
JAN 07 2026
BY: _____

Alison Mossing
1-7-26

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 - TIFFANY RANDALL
Date: January 6, 2026 at 11:50 AM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

OV

RECEIVED
JAN 06 2026
BY: _____

Good morning, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
 - LOCATION – OVCR aka CLUBROOM (SUNDAY) 12:00 P.M. to 4:00 P.M. (ET 1:00 P.M. - 3:00 P.M.)
 - DATE OF VENUE – JANUARY 4, 2025
 - RESIDENT – **TIFFANY RANDALL**
 - ADDRESS – 573 OAKLEAF PLANTATION PKWY #1016, **ORANGE PARK, FL 32065**
 - AMOUNT OF REFUND - \$100.00
 - BOOKING FEE/DEPOSIT was via VISA (0396):
 - DATED: 12/17/25
 - APPROVAL CODE: 1287315
 - 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 Friday, January 9, 2026, and will return on Wednesday, January 14, 2026. Email is the best means of communication while I am out of the office.

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

Invoice #: 26190

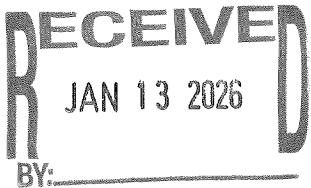
Date: 01/02/26

Customer PO:

DUE DATE: 02/01/2026

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
#25147 - Standard Maintenance Contract 2026 January 2026	\$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

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	EXPENSED TO...	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK....
1/08/26	00035	12/31/25	2562	202511	600-53800-62100					NOV REPAIR & REPLACEMENTS	*	1,768.41	AMOUNT #
										GOVERNMENTAL MANAGEMENT SERVICES		1,768.41	000444
1/08/26	00035	12/17/25	2559	202512	600-53800-62100					MAINTENANCE SUPPLIES	*	2,698.37	-----
										GOVERNMENTAL MANAGEMENT SERVICES		2,698.37	000445
1/15/26	00297	1/06/26	388	202601	600-53800-62100					JAN PRESSURE WASH SRVCS	*	980.00	-----
										RIVERSIDE MANAGEMENT SERVICES, INC		980.00	000446
										TOTAL FOR BANK C		5,446.78	-----
										TOTAL FOR REGISTER		5,446.78	-----

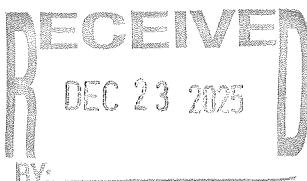
DBBR DOUBLE BRANCH OKUZMUK

Governmental Management Services, LLC

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

Invoice**Invoice #:** 2562**Invoice Date:** 12/31/25**Due Date:** 12/31/25**Case:****P.O. Number:****Bill To:**

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



Description	Hours/Qty	Rate	Amount
2,330.572.4100 (DB Phones) - Statement Closing Date 11/25/25		88.19	88.19
2,310.513.49300 (DB Office Supplies) - Statement Closing Date 11/25/25		39.15	39.15
34.600.538.64000 (DB Repair & Replacements) - Statement Closing Date 11/25/25	1,768.41		1,768.41
2,320.572.49400 (DB Special Events) - Statement Closing Date 11/25/25		62.96	62.96

Total \$1,958.71

Payments/Credits \$0.00

Balance Due \$1,958.71

\$1,768.41

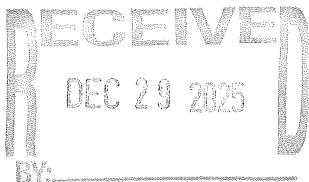
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 2559
Invoice Date: 12/17/25
Due Date: 12/17/25
Case:
P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Maintenance Supplies		2,698.37	2,698.37

Code to:

Double Branch Repair and Replacement

034.600.538.621

Total	\$2,698.37
Payments/Credits	\$0.00
Balance Due	\$2,698.37

MAINTENANCE BILLABLE PURCHASES

Period Ending 12/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
OAKLEAF	11/5/25	Flood Lights (3)	344.90	J.S.
	11/5/25	Concrete Stain	46.98	J.S.
	11/5/25	2' NDS Deck Drain Grates (25)	345.00	J.S.
	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.
	11/10/25	Rubber Mallet	11.49	T.C.
	11/10/25	D Battery 2pk	6.47	T.C.
	11/10/25	AA Battery 4pk	5.11	T.C.
	11/10/25	AAA Battery 4pk	5.11	T.C.
	11/10/25	Pine Sol	17.23	T.C.
	11/10/25	Bleach	7.45	T.C.
	11/10/25	Bleach Low Splash	3.73	T.C.
	11/12/25	18 CU FT Fridge/Freezer	654.35	J.S.
	11/13/25	5/8" J Channel	9.18	J.S.
	11/14/25	Mop Head Refills	23.24	T.C.
	11/14/25	Microfiber Towel Roll	5.68	T.C.
	11/18/25	1/8 Quick Link 3pk (6)	37.26	T.C.
	11/18/25	90/120/150W Spot Light	11.49	T.C.
	11/19/25	Diablo 3"x21" Sanding Belt Pack	6.31	T.C.
	11/19/25	3" Exterior Screws 1LB	11.47	T.C.
	11/19/25	Husky Long Arm Hex Set	8.03	T.C.
	11/19/25	Shockwave Titanium Bit Set	17.24	T.C.
	11/19/25	Ortho Fleant Killer	6.89	T.C.
	11/19/25	90/120/150W Spot Light	11.49	T.C.
	11/20/25	Bar/Chain Oil	4.00	T.C.
	11/20/25	90/120/150W Spot Light 2pk (2)	45.95	T.C.
	11/20/25	7/32 Round Files	4.59	T.C.
	11/21/25	Pine Sol	17.23	T.C.
	11/21/25	Bleach	11.18	T.C.
	11/21/25	ZEP Citrus Degreaser	25.86	T.C.
	11/24/25	Blue LED Steady Light	17.23	T.C.
	11/24/25	Multi Mini Net Lights (4)	68.91	T.C.
	11/24/25	Warm White Mini Net Lights (4)	68.91	T.C.
	11/24/25	Bleach	7.45	T.C.
	11/24/25	Multi Mini Net Lights	17.23	T.C.
	11/24/25	Warm White Mini Net Lights (2)	34.45	T.C.
	11/26/25	LED Spotlight	11.49	T.C.
	11/26/25	8" Cable Tie 500pk	22.15	T.C.
	11/26/25	Gas for Equipment	75.00	T.C.
	12/1/25	Pinesol (3)	25.84	T.C.
	12/1/25	1/2" 2x2 Plywood	12.26	T.C.
	12/3/25	Bam Area Light	74.72	J.S.
	12/3/25	200 Watt Landscape Lighting Transformer	97.72	J.S.
	12/3/25	Line Voltage Spot Light (3)	241.40	J.S.
	12/4/25	BLK Nitrile Gloves 40pk	16.08	T.C.
	12/4/25	3/8x3-3/4 Parawedge 25pk	15.88	T.C.
	12/4/25	3/8x12" Drill Bit	10.86	T.C.

TOTAL \$2,698.37

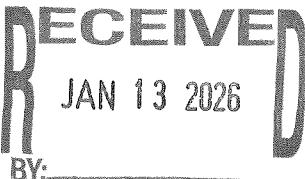
Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 388
Invoice Date: 1/6/2026
Due Date: 1/6/2026
Case:
P.O. Number:

BILL TO:

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



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

Service Detail

Bill To: **Double Branch CDD**

Invoice Date: **1/2/26**

Due Date: **Upon Receipt**

Amount Due: **\$ 980.00**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Pressure washed Piedmont playground sidewalk, structure and fencing	\$460.00
	Pressure washed Silver Lief playground sidewalk, structure and fencing	\$520.00

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

TOTAL AMOUNT DUE: **\$980.00**

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

Remit Payment

FOURTH ORDER OF BUSINESS

RESOLUTION 2026-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE CLAY COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION

WHEREAS, the Double Branch Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Clay County, Florida;

WHEREAS, the District is run by a Board of Supervisors consisting of five members;

WHEREAS, the Board of Supervisors of Double Branch Community Development District (hereinafter the "Board") previously implemented section 190.006(3)(a)2.c., Florida Statutes, and has used the Clay County Supervisor of Elections (the "Supervisor") to conduct the District's previous supervisor elections in conjunction with the General Election;

WHEREAS, the Supervisor has requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

WHEREAS, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals:

<u>Supervisor & Seat</u>	<u>Term (Including Expiration Date)</u>
Scott Thomas – Seat 1	11/2024 – 11/2028
Andre Lanier – Seat 2	11/2022 – 11/2026
Amy Ambrosio – Seat 3	12/2024 – 11/2028
Cindy Nelsen – Seat 4	11/2022 – 11/2026
Charles T. Horton – Seat 5	11/2024 – 11/2028

Section 2. Seats 2 and 4 are scheduled for the General Election in November 2026.

Section 3. Members of the Board may receive \$200 per meeting for their attendance but no Board member shall receive more than \$4,800 per year.

Section 4. The term of office for the individuals elected to the Board in the November 2024 General Election is four years.

Section 5. The newly elected supervisors assume office on the second Tuesday following their election.

Section 6. The District hereby instructs the Supervisor to conduct the District's General Elections. Pursuant to section 100.011(4)(a), Florida Statutes, the District understands that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay the same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 9TH DAY OF FEBRUARY, 2026.

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

FIFTH ORDER OF BUSINESS

Double Branch Community Development District



Policies Regarding District Amenity Facilities

Revised February 9, 2026

Deleted: May 8, 2023

District Access Cards

1. All adults, age 18 and older, who wish to gain access to any of the amenity facilities or are on district property, must have their own District issued Access Card or gain access via guest policy procedures.
2. While children, under the age of 18, are not required to have their own card, it is highly recommended. To utilize the facilities at ages 13 and above, certain facilities will require that the children have their own cards (please see each facility's rules below) Children under the age of 13 do not need cards; provided they are accompanied by their parent or they gain access via guest policy procedures. All children regardless of age will be expected to have their own district id cards if they are utilizing any facility without a parent present. To allow parents to bring children from their household without a card the household must have properly updated cards/household information on file. No additional charge will be applied for updating parent cards when considering change of number of children listed.
3. Each District fee-paying household will receive 1 complimentary card per person for a maximum of 2 adult cards, and 1 child card per household. Any additional cards for that household will be issued per district policies at a cost of \$8.00 each. Cards are issued at the Double Branch Fitness Center.
4. Replacement of damaged, lost, or stolen access cards shall be at a cost of \$15.00 to the card holder.
5. If a resident's card is no longer operable (other than due to damage or negligence), a District card holder may be issued, at the discretion of management, a new card at the cost of \$8.00.
6. In order to obtain a District Access Card, homeowners will need to provide a government issued photo ID, as well as the following as proof of homeownership: a HUD-1 Settlement Statement or Warranty Deed.
7. Permanent residents who are neither family of the homeowners nor lease holders of the property must provide proof of residency in the form of a government issued photo ID with a district address listed, and a utility bill with a district address, or a Power of Attorney for the home with a district address listed along with government issued photo ID.
8. In order for renters of a property to obtain a District Access Card, the property owner must first register the property with the district office and sign a "Release of Rights" form. Forms may be found online at www.OakleafResidents.com. Forms may be turned in at the Double Branch Fitness Center. Tenants must then present a valid lease and government issued photo ID with district address, to obtain their district access cards. Only persons listed on the lease document will be issued access cards.
9. Adult children or other Adult family members may be considered as part of the district household for purposes of "Amenity privileges" from the ages of 19 years of

age or older if they meet all other residency requirements previously stated in these policies. Adult children/family member must present valid state identification each year showing the district address. Owners/Lease holders of the district address must sign an affidavit attesting to the adult's residency at the district address. This affidavit will need to be updated each year with presentation of state identification. Adult children/ family members will be required to purchase their own ID cards regardless of number of cards issued to the household. Any children of the Adult child/family member must have their own district ID cards on file from the age of 3 years and older.

10. Minor children, under the age 18, who are family members but not permanent residents can be issued a district access card if documentation is provided to link the child to the home.
11. In order to become a Non-Resident Annual Fee Payer, a person must complete the User Information Sheet, provide government issued photo ID and pay the annual non-resident rate in order to obtain district access cards. Cards will be issued in accordance with all other district policies. Please contact the Double Branch District Office for proper forms. Contact information may be found at www.OakleafResidents.com.
12. Guests of district card holders may NOT use a district card holder's access card to use the facilities.
13. One guest (pin number) will be available for each household. This "pin number" will be loaded with one complimentary pack of twelve guest passes. The complimentary passes are only good for a period of one year and will expire each December 31st, whether fully utilized or not. Residents bringing guests during a weekday will utilize one pass per each guest. Residents bringing guests during the weekend (Saturday/Sunday) or holiday will utilize two of their guest passes per each guest. If all 12 guest visits are utilized before the year is complete, a separate "guest pack" may be purchased. The packs are available in either 5 or 10 count increments. 5 count packs will cost \$20, while 10 count packs will cost \$35. All guest passes (additional purchased packages) will expire at the end of the following year (December 31st year after purchasing). The smart card needed for the purchased guest packs will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15.
14. District card holders are limited to guest maximums (other than house guests) as determined by each recreational facility (see following rules) and a maximum of 5 guests per day per household, and 12 guests per week per household maximum for all facilities and/or district grounds.
15. Out of town guests residing in an area outside of a 50-mile radius from Oakleaf; and staying in the home of a District card holder for more than one day shall be permitted to use the District's facilities if the District card holder purchases a loadable smart card and "house guest passes". The rate for house guest passes will be \$5 per person for the first 5 on the pass, \$10 for each person beyond the first five per week. No more than 12 house guests are allowed per household at any one time. The

house guests will be verified by staff upon first use. The house guest(s) may use the facility without being accompanied by the resident, however the house guests must follow all facility rules and policies. House Guests are not permitted to bring additional guests. The smart card needed for the house guest pass will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15. Please see rules for each facility for more information regarding "guest" and "house guest" usage.

16. House guest passes and additional "guest packs" may be purchased at the Double Branch Fitness Center.
17. District card holders must have their District issued Access Card and know their pin number in order for their guest to gain access into any facility.
18. District card holders ages 16 and older may have guests of any age. District card holders under the age of 16 may not have guests.
19. District card holders shall be held accountable for their guests' behavior under the policies of the district and shall be liable for any property damage caused by his or her guests at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors.
20. Qualified individuals with a disability as defined by law, or legal guardians of a qualified individual on the individual's behalf, may request reasonable accommodations for use of the District's amenity facilities. If at all possible, accommodation requests should be made to amenity management at least forty-eight (48) hours in advance of the individual's intended use of the District's amenity facilities. The District's amenity management shall consider accommodation requests on a case by case basis and may grant a requested accommodation, grant an alternative accommodation, or deny the requested accommodation if such accommodation is not required by law.
21. Double Branch and Middle Village have entered into an Interlocal Agreement regarding Reciprocal Usage of Recreational Facilities. The Agreement allows reciprocal usage of recreational facilities available to residents and feepayers of both Districts. Card holders should review the policies in effect for the amenity site they are visiting as they may differ from the policies establish for their Home (card issuing) District.

Pool and Water Park

1. Swimming is permitted only when lifeguards are present or during designated Swim at Your Own Risk times, as determined by staff, approved by the district board and posted at the pools.
2. Swim at Your Own Risk sessions held at the Double Branch Lap Pool are for residents 18 years of age and older. Children, under the age of 18, are not permitted in the pools or on the pool decks during these times. The slide, family pool and spray park are closed during these times.

3. The Middle Village Lap Pool is a Swim at Your Own Risk Pool for residents and their guests who are 18 years of age and older. Children under the age of 18, are not permitted in the Middle Village Lap Pool or on its deck except during sanctioned community events as identified by district management.
4. During specific posted times there will be "Family Swim At Your Own Risk" with an attendant at all Double Branch Pools and the Middle Village Family Pool. This will allow for swimmers of all ages in these pools. The slides will be closed. All other swim policies will apply.
5. The pool may be closed periodically for maintenance as determined necessary by district and aquatic staff.
6. The Aquatic and District staff must authorize all programs and activities outside of general swim that occur at the pool. This includes swim lessons, aquatic/recreation programs, swim team, and pool parties.
7. Any Person on the pool decks, using the slide or swimming when the facility is closed is considered trespassing and is subject to arrest. Additionally, facility use privileges are subject to suspension.
8. Each District Card Holder must present their access card and sign in upon entering the aquatic complex. No person shall be permitted to access the facility with another person's card including a card held by another member of their household.
9. Children 12 years and younger must be accompanied by a District card holder of least 16 years of age at all times while using the pool facility. Children 13 and older must have their own district ID card to utilize the pools on their own, with an adult district card holder other than their parents (including older siblings), or be checked in via guest policy procedures.
10. In the event of a pool closure for the remainder of the day and within 60 minutes of your arrival with guests you may obtain a rain check for your guests from the pool supervisory staff.
11. Pool entrances must be kept clear at all times.
12. Proper swim attire must be worn at the pool. No cotton, denim or denim cutoffs. No street clothes including shorts, undergarments, sports bras, tank tops, or thong style swim attire are permitted. Additionally swim attire must be worn properly.
13. All persons must shower before entering the pool.
14. Pool furniture is not to be removed from the pool area.
15. Talking to on duty lifeguards is not permitted, except in situations directly related to the immediate safety of the pool users.

16. Glass containers and other sharp or potentially hazardous objects are not permitted in the pool area.
17. No chewing gum is permitted in the pool or on the pool deck area.
18. Large coolers are prohibited, coolers in excess of 25 quarts will not be allowed at any time (approx. 15"x15"x20"). Please see aquatic staff when you check in to verify your cooler is allowed.
19. Alcoholic beverages are not permitted in the pool area.
20. Hanging on the lane lines, interfering with the lap-swimming lane, and unauthorized diving is prohibited. No swinging on ladders, fences, or railings.
21. Games where one holds their breath for long periods of time under water are not permitted.
22. Only approved water play balls will be permitted in the pool. This excludes the following types: tennis balls, large beach balls, basketballs, nerf balls, soccer balls, or any other type of hard non-water sports balls.
23. No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
24. Scuba equipment is not allowed in any pool unless approved by Management in advance.
25. Radio controlled watercraft are not allowed in the pool.
26. Radios, televisions, and the like may be listened to if not offensive to other users.
27. Play equipment, such as snorkels and dive sticks must meet with the lifeguard's approval prior to use.
28. Roughhousing, loud, profane, and abusive language will not be tolerated. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the aquatic facility.
29. Inflatable rafts, tubes, or floats are not allowed. Pool noodles are permitted. The use of infant water floats with seats is allowed. Arm floats are also allowed. A parent or guardian must be within arm's length of a non-swimmer at all times when in the water regardless of use of flotation device and/or type of flotation devices used.
30. Parents should take their children to the restroom before the children enter the pool.
31. Children under three years of age and those who are not reliably toilet trained must wear rubber lined swim diapers, as well as a swim suit over the swim diaper, to reduce the health risks associated with human waste contamination in the swimming pool/deck area.

32. If a district card holder leaves a child(ren) under the age of 13 at the facility without a companion 16 years of age or older, privileges may be suspended.
33. Per County Health Regulations, the changing of diapers or clothing is not allowed poolside. Changing stations are available in the poolside restrooms.
34. If contaminations occur, the pool will be closed until the contamination is remedied in accordance with Florida Department of Health and the Center for Disease Control.
35. In accordance with the CDC and Florida Department of Health, if your child has experienced three or more loose bowel movements in a twenty-four-hour period, they should not return to the pool for the subsequent twenty-four hours.
36. In the event that there are multiple contaminations caused by the same individual, such individual shall be responsible for any clean-up or decontamination expenses incurred by the District.
37. Using the slide is done at your own risk.
38. Children must be at least forty-two (42) inches tall to ride the slide.
39. Regardless of height, non-swimmers are not permitted to use the slide.
40. Riders must slide feet first in a laying or sitting position only; No running starts, head first, kneeling or sliding on the stomach.
41. For everyone's safety, parents are not allowed to stand at the bottom of the slide.
42. Only one person may ride the slide at a time.
43. No swim attire with snaps, zippers, metal ornamentation or rivets will be allowed on the slide.
44. Keep arms and hands inside the flumes at all times.
45. No flotation devices, goggles, masks, sunglasses, hats, or large or dangling jewelry are allowed on the water slide.
46. For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
47. The slide(s) may only be used during pool hours when the water slide is attended by a lifeguard.

Weather Policy

If the district or aquatic staff hear thunder or see lightning, they will clear the pool and pool deck. Activities will resume 30 minutes after the last observed lightning or thunder.

Fitness Center Policies

1. Fitness Center Hours are as follows and are subject to change at any time:
Monday-Friday, 6am-10pm
Saturday and Sunday, 8am-8pm
2. Use of the fitness floor is restricted to residents 16 years of age and older.
3. Usage of the fitness center is restricted to District card holders and their children 16 years of age and older. Children, 14 and 15 years of age, may use the fitness facilities when accompanied by a resident adult (18 years and older). Children 14 and 15 years of age utilizing the fitness facility with a resident adult will be required to have their own district ID card. Children under 14 are not allowed on the fitness floor
4. Patrons exercise at their own risk. Each individual is responsible for his or her own safety.
5. Users must register by signing-in immediately upon entering the facility at the front desk. If staff has stepped away, user must wait for staff to return to check in.
6. "Guests" are not permitted in the fitness center on the fitness floor.
7. Athletic clothing is required at all times while on the fitness floor. This includes shorts, pants, leotards, sweat suits and tennis shoes or close toed shoes. If you are wearing jeans/denim, belts, boots, open toed shoes or you are wet from the pool, you will not be allowed on the fitness floor.
8. No food is permitted on the fitness center floor. Beverages are permitted in the fitness center, but all drinks must be covered and sealed.
9. No chewing gum is permitted in the fitness center.
10. Personal audio devices are not permitted unless they are equipped with headphones.
11. All users of the fitness center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with fitness center policies.
12. Loud, profane or abusive language is prohibited.
13. Disorderly conduct and horseplay are prohibited.

14. Disregard for any fitness center policy may result in expulsion from the facility and/or loss of fitness center privileges.
15. Weights and other equipment pieces may not be removed from the fitness center for any reason.
16. Each individual is responsible for wiping off the equipment after use.
17. Cardiovascular equipment usage is limited to 30 minutes if others are waiting for the equipment. In addition, users should step aside between multiple sets on the weight equipment if others are waiting.
18. The instructions for proper use of the equipment as posted on the machines are to be followed.
19. Hand chalk is not permitted.
20. Benches and weight machines are not to be stepped on.
21. Dumbbells and barbells should be placed on the floor, not the benches, as to not ruin the upholstery and the padding on the benches. Dumbbells and bars are not to be dropped.
22. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
23. All emergencies, injuries and broken equipment must be reported to the Front Desk Staff immediately.

Basketball Courts

1. Basketball Courts are available during the normal fitness center operational hours.
2. All users must have their district access cards in order to use the courts.
3. Users must register by signing-in immediately upon entering the Athletic Center at the front desk. If staff has stepped away, user must wait for staff to return to check in.
4. Users of the basketball courts must leave their resident access card at the front desk. It will be returned when they leave the Athletic Center.
5. District card holders are limited a maximum of 5 guests per day, and 12 guests per week. Guests, other than house guests, must be accompanied by a District card holder.

6. In order to use the basketball courts, children age 12 and younger must be accompanied by a person 16 years or older.
7. The basketball courts must be exited through the Athletic Center. Exit is not to be made through the exterior gates that are marked 'Emergency Exit Only'. Violations of this policy may result in suspension of privileges.
8. The number of players permitted on the basketball courts at any one time is limited to 30.
9. Limit Play to 1 hour when other players are waiting. Time limits will be enforced by athletic center staff and security.
10. Proper athletic closed toe shoes are required. Athletic attire is required. Shirts must remain on at all times.
11. No food or glass bottles are permitted on basketball courts. Beverages in plastic containers are permitted.
12. No profanity or roughhousing is permitted. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed on the basketball courts.
13. No hanging on the basketball goal rims.
14. Usage of the basketball court may be limited from time to time due to a sponsored event, which must be approved by the Community Manager. Users may be asked to move to accommodate scheduled activities.
15. The basketball courts may be closed due to inclement weather or maintenance needs.
16. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.

Tennis Courts (Hard Courts)

1. Tennis Courts are available during the normal fitness center operational hours.
2. Use of the tennis courts is limited to District card holders, and their guests.
3. Users must register by signing-in immediately upon entering the Athletic Center at the front desk. If staff has stepped away, user must wait for staff to return to check in.
4. Users of the tennis courts must leave their resident access card at the front desk. It will be returned when they leave the Athletic Center.

5. Guests, other than houseguests, must be accompanied by a District Card Holder. District card holders are limited a maximum of 5 guests per day, and 12 guests per week.
6. In order to use the tennis courts, children age 12 and younger must be accompanied by a person 16 years or older.
7. The tennis courts must be exited through the Athletic Center. Exit is not to be made through the exterior gates that are marked 'Emergency Exit Only'. Violations of this policy may result in suspension of privileges.
8. Tennis courts are available on a first come, first serve basis. Time is limited to one hour if others are waiting.
9. Tennis court usage may be limited, from time to time, for sponsored events or lessons, which must be approved by the Community Manager.
10. Proper Athletic closed toe shoes and tennis attire is required while on the tennis courts.
11. Proper tennis etiquette should be adhered to at all times. Profanity and/or disruptive behavior are not permitted. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed on the tennis courts.
12. No bicycles, scooters, roller blades or other such items are allowed on the tennis courts.
13. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.

Playgrounds/Parks

1. Use of the playground is limited to District card holders and their guests.
2. Parks and Playgrounds are open from DAWN TO DUSK only.
3. Children under the age of 8 must be accompanied by and remain within "eyesight" of a District card holder companion at least 16 years of age or older.
4. Baseball, softball, golf and other hardball activities are not permitted in the parks or on the multi-use fields.
5. No roughhousing is permitted on the playground. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the playgrounds/parks.

6. No profanity is permitted.
7. Use of the playground equipment is limited to use by children age 12 and younger.
8. No glass containers of any type are permitted in any District Park.
9. Users must clean up all food, beverages, and miscellaneous trash brought to the playground.
10. Usage of the playground may be limited from time to time due to a sponsored event, which must be approved by Community Manager.

Dog Park

1. Use of the park is limited to District card holders and their direct guests only.
2. Park is open from DAWN TO DUSK only.
3. Users are required to follow any and all rules posted at park.
4. Use at own risk, owners take liability and responsibility for their dogs at all times.
5. Dogs must be on leash when entering and exiting the park.
6. Dog handlers must be 16 years of age and older and have district ID card on them at all times while at park.
7. Dog Park users must be at least 8 years of age or older – no child under that age should be inside of the dog park “fenced” areas. Users between the ages of 9 years and 15 years of age must be accompanied by an adult.
8. Clean up dog waste immediately.
9. No digging – owners must repair holes dug by the dogs.
10. No aggressive dogs – dogs must be removed immediately if they become aggressive or if they are barking uncontrollably.
11. Dogs must be current on all vaccinations; owners if asked may be required to show proof of vaccinations. No Sick Dogs.
12. Dogs must wear a collar with a tag.
13. Puppies must be at least 4 months of age.
14. Private obedience training and any other commercial activities are not permitted unless prior written approval has been given by on-site management.

Facility Rentals

1. Only District Card Holders may reserve the District's facilities for parties and events.
2. All events must be booked at least two weeks prior to the event date.
3. At the time the reservation is made, separate payments must be made via check, money order or credit card, for the deposit, the room rental, and for the party attendant. Party attendants will oversee all weekend events (Fri-Sun) and any events considered "large" during the week. All payments are to be made to Double Branch Community Development District and must be delivered to the Rental Coordinator along with completed paperwork.
4. The rental rates and deposits for use of the District's facilities by a District Card Holder are:

<u>Facility</u>	<u>Recommended Rental Rate</u>	<u>Booking Fee / Security Deposit</u>
Club Room	\$100 for 4 hours (Mon-Thurs)	\$100
	\$250 for 4 hours (Fri-Sun)	\$100
	\$55 for 2 hours (Mon-Thurs)	\$100
Patio and Summer Kitchen	\$100 for 4 hours (Mon-Thurs)	\$100
	\$150 for 4 hours (Fri-Sun)	\$100
	\$55 for 2 hours (Mon-Thurs)	\$100

5. There will be a \$200.00 flat fee charged for rentals on scheduled staff holidays. This fee applies to any rental on an enumerated holiday as set forth on the District's holiday schedule, a copy of which is available upon request from staff. This fee is in addition to the rental fee and is used to provide for on-call staff.
6. Reoccurring Rentals – each company/person can rent one quarter of the year at a time. There is no commitment to renew for another quarter. 30 days prior to the expiration of the rental, renter may request renewal, and must provide the District with attendance at each session during the prior 60 days.
7. The facility shall close at midnight. All parties and events, including clean-up, must conclude by midnight.
8. The rental time period is inclusive of set up and clean-up time.
9. To receive the full refund of the deposit within 10 days after the party, the following must be done immediately upon conclusion of the event:
 - Remove all garbage, place in dumpster and replace garbage liners
 - Take down all party displays
 - Sweep the floor, wipe down counters and clean out the refrigerator
 - All other items as indicated on the check-out list

10. The deposit and rental fee are fully refundable if the party is canceled by district staff due to inclement weather. Parties and rentals are not "inclusive" of the usage of the pool. If the pool is closed due to weather this shall not affect the party/rental unless considered "dangerous" by staff. If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and 50%deposit. If the event is canceled less than 31 days prior to the event 50% of the security deposit and 0% of the rental will be returned.
11. Management reserves the right to adjust pricing and procedures for reservation / rental to allow for usage of rooms during off-peak times.
12. The volume of live or recorded music must not violate applicable Clay County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
13. Alcohol is not permitted on District property without proper Liquor Liability Coverage for no less \$1,000,000.

Additional District Policies

1. Pets accompanied by a resident of the District are allowed only in selective areas of District property. Pets are allowed at the Amenity center property on the certain grass areas outside of the walking track areas, sidewalks and walking track, and parking lots areas only. Pets are not allowed in the buildings, building walkways, "fenced in" areas of any of the sport courts/fields or pools. Pets are not allowed to be on the large sport / multi-use field grass areas inside of the track. Pets are not allowed on any of the mulched areas of play or exercise areas at the Amenity Center or within the neighborhoods. District residents with pets on property are required to be in compliance with the Clay County Animal Control Ordinance that requires pets to be leashed at all times, and that owners must remove any feces deposited by the animal immediately (see sub section (a) and sub section (f) of section 4-22 of the Clay County Animal Control Ordinance). Pet owners failing to comply with the Clay County Ordinance are subject to loss of access to the district property and amenity privileges and/or may be reported to Clay County Animal Control.
2. Skateboards, roller blades/skates, scooters, golf carts, bikes, and electric mobility devices (e-bikes, electric scooters, one-wheels, etc.) are not permitted to be operated on any district owned property and are prohibited from all natural turf areas, landscaped areas, and common-area green spaces. This includes but is not limited to parking lots, sidewalks, recreational areas, etcetera. Users may not ride bikes in paver or sidewalk areas at main building area.
3. Smoking and tobacco products are not permitted anywhere on/within the recreational facilities, parks or playgrounds or building breezeways.
4. Drones may not be flown on district property without first obtaining written permission from on-site management.

Deleted: <#>There will be no skateboards, roller blades/skates, scooters, golf carts, or any motorized vehicles on any district owned properties. This includes but is not limited to parking lots, sidewalks, recreational areas, etc....

5. No Soliciting on District property.
6. Vehicles must be parked in designated areas. Vehicles must not be parked on grass lawns, or in any manner which obstructs the normal flow of traffic.
7. There is to be no overnight parking on any district property. Violators will be towed at the owner's expense.
8. Only grills provided by the district or district approved vendors are permitted outdoors and at the discretion of, and in areas designated by, the Community Manager.
9. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The District staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
10. Fishing is permitted, on a catch and release basis, within the District at public areas other than the prohibited areas set forth below. Fishing from private property, including behind homes, as well as the area between private property and the lake edge, is prohibited unless permission is granted by the landowner. The District reserves the right to designate areas as "no fishing" where it deems it to be in the best interests of the District.
11. Dumping of any material into the district ponds or onto any district property is strictly prohibited. Violators may be held responsible for all costs associated with the clean-up of such dumping.

Motorized Personal Mobility Devices

1. For the purposes of this policy, "Motorized Personal Mobility Devices" includes but are not limited to electric bicycles (e-bikes), electric scooters, one-wheels, hoverboards, electric skateboards, and any similar battery-powered or motor-assisted device.
2. These devices may not be operated on any turf areas, sports fields, landscaped areas, or unpaved surfaces.
3. These devices may not be operated on sidewalks or walkways at speeds greater than 10 mph and riders must yield the right-of-way to pedestrians at all times.
4. Operation that creates a hazard, endangers pedestrians, damages District property, or disturbs other patrons is prohibited.
5. Devices must be parked only in designated bicycle racks or paved areas and may not block entrances, walkways, emergency access, or common areas.

6. Any damage to turf, landscaping, irrigation equipment, sidewalks, fixtures, or other District property resulting from the use of these devices will be billed to the responsible resident.
7. Failure to comply with these rules may result in immediate removal from District property and suspension of amenity privileges under the District's disciplinary policies.

District Rates (not specifically address in previous facility policies)

<u>Item</u>	<u>Fee</u>
Non-Resident User Access	\$2,200 per household
ProShop Merchandise / Sundries Logo'd clothing, racket, beverages, etc.	\$1 - \$150
Tables	\$15 per table
Chairs	\$2 per chair
Projector	\$50
PA Speaker and Mic	\$25

Responsibility for loss or damage to person or property; indemnification; limitation of liability

1. No person shall remove from the room in which it is placed or from the Amenity Center's premises any property or furniture belonging to the District or its contractors without proper authorization.
2. Each District Card Holder shall be liable for any property damage at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by him or her, his or her guests or family members. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage.
3. Each District Card Holder and each guest as a condition of invitation to the premises of the Amenity Center assume sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the Amenity Center, whether in lockers or elsewhere.
4. Each District Card Holder, by virtue of his or her use of the District's facilities, agrees to defend, indemnify and hold harmless the Double Branch and Middle Village Community Development Districts and its respective officers, agents, and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for any injuries, death, theft and real or personal

property damage of any nature arising out of, or in connection with, the use of the facility by such person, his or her children and his or her guests. Should any person bound by these District Policies bring suit against the District or its affiliates, Amenity Center operator, officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any facility owned, or event operated, organized, arranged or sponsored, by the District, and fail to obtain judgment therein against the District or its Amenity Center operator, officers, employee, representative, contractor or agent, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including court costs and attorney's fees through all appellate proceedings).

5. Nothing contained in these policies shall constitute or be construed as a waiver of the Double Branch and Middle Village Community Development Districts' limitations on liability contained in Section 768.28, F.S., or other statutes.

Suspension and Termination of Privileges

1. Introduction. This rule addresses disciplinary and enforcement matters relating to the use of the Amenity Center and other properties owned and managed by the District ("Amenity facilities" or "Amenity").
2. General Rule. All persons using the Amenity facilities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District's Amenities.
3. Access Cards. Access cards are the property of the District. The District may request surrender of, or may deactivate, a person's access card for violation of the District's rules and policies established for the safe operations of the District's Amenity facilities.
4. Suspension and Termination of Rights. The District shall have the right to restrict, suspend, or terminate the Amenity access of any person and members of their household to use all or a portion of the Amenities for any of the following acts (each, "Violation"):
 - a. Submitting false information on any application for use of the Amenities, including but not limited to facility rental applications;
 - b. Failing to abide by the terms of rental applications;
 - c. Permitting the unauthorized use of an access card or otherwise facilitates or allows unauthorized use of the Amenity facilities;
 - d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
 - e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);

- f. Failing to abide by any District rules or policies (e.g., Double Branch CDD Policies);
- g. Treating the District's staff, contractors, representatives, residents, landowners, Patrons, or guests, in a harassing or abusive manner;
- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, contractors, representatives, residents, landowners, Patrons, or guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners, Patrons, or guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's guest or a member of their household commits any of the above Violations.
- n. If a resident or guest is suspended from the amenities, the Board of Supervisors for the District in which the resident lives shall conduct the suspension review and subsequent proceedings.

Termination of Amenity access shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners, Patrons, or guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Amenity access.

- 5. Administrative Reimbursement. The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).
- 6. Property Damage Reimbursement. If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning,

repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

7. Removal from Amenity Facilities. The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenity facilities if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.
8. Initial Suspension from Amenity Facilities. The District Manager, General Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenity facilities until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.
9. Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.
 - a. At the Board meeting referenced in the letter sent under Section 8 above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.
 - b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.
 - c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
 - d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage

Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.

- e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.
- 10. Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 8, and the hearing shall be conducted in accordance with Section 9.
- 11. Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards associated with an address within the District until such time as the outstanding amounts are paid.
- 12. Appeal of Board Suspension. After the hearing held by the Board required by Section 9, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("Appeal Request"). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board's determination as required by Section 9(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination, and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final.
- 13. Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at an Amenity Facility, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or

termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Amenity facilities after expiration of a suspension imposed by the District.

14. **Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity of ineffectiveness of such section.

Amendment of Policies

These policies may be modified at any time, upon the approval of the Board of Supervisors of the Double Branch Community Development District. Immediately following approval of the Board, the modified policies shall be posted on the community bulletin board at the Oakleaf Plantation Athletic Center.

DRAFT

SIXTH ORDER OF BUSINESS

B.



Engineering - Landscape Architecture - Surveying

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

mdg.cei@dccm.com

LICENSE #26535, LB8590, LA6666877

General Information

Project Name	24015 Double Branch CDD		
Prepared By	Branden J Marcinell		
Date Of Visit	01/07/2026 5:33 AM EST		
Date Prepared	01/15/2026 EST		
Weather	Cloudy	Temp	67
Site Conditions		Date of Last Report	07/14/2025 EST
Present at Site			

Site Notes

N/A

Corrected since last report

Drainage

6 N/A

↳ **Branden J Marcinell** January 7, 2026 10:36 AM EST
Debris removed. Control structure working as designed. Corrected.

11 N/A

↳ **Branden J Marcinell** January 7, 2026 11:28 AM EST
Inlet have been cleared of vegetated debris. Action item corrected.

Hardscape

32 N/A

↳ **Branden J Marcinell** January 7, 2026 11:29 AM EST
Bench is secure. Corrected.

Safety

19 N/A

↳ **Branden J Marcinell** January 7, 2026 10:29 AM EST
Playground equipment rust areas corrected.

33 N/A

↳ **Branden J Marcinell** January 7, 2026 10:18 AM EST
Trashcan resecured. Corrected.

↳ **Branden J Marcinell** January 7, 2026 10:10 AM EST

Blue reflector, present and drive lane for fire hydrant. Corrected.

Corrected since last report

Storm

11 N/A

↳ **Branden J Marcinell** January 7, 2026 11:28 AM EST

Inlet have been cleared of vegetated debris. Action item corrected.

Observations

N/A

Needs Action

Drainage

1 4 N/A

↳ **Branden J Marcinell** June 10, 2025 3:29 PM EST

Weir block by debris. Removed debris and vegetation to allow weir to operate as designed.

2 5 N/A

↳ **Branden J Marcinell** June 10, 2025 3:22 PM EST

Weir blocked by debris. Removed debris, clean out structure to allow weir to operate as designed.

4 8 N/A

↳ **Branden J Marcinell** June 10, 2025 2:22 PM EST

Control structure weir blocked by vegetation. Remove vegetation to allow control structure to function as designed.

5 20 N/A

↳ **Branden J Marcinell** June 10, 2025 1:57 PM EST

Outflow appears to be bypassing aluminum weir plate underneath through original concrete weir. Tightening the aluminum plate against the concrete weir for a watertight seal will be required for proper control structure, design function.

Needs Action

Erosion

6

16

N/A

 **Branden J Marcinell** January 7, 2026 10:52 AM EST

Pond bank washout possibly related to homeowner irrigation. CDD to reach out to homeowner and run corner sprinkler to see if that is causing the washout from overspray of the area or a leak in the irrigation system. This pin location was formerly classified as a possible animal burrow has been cleared now that the issue is confirmed to not be a burrow.

Hardscape

7

24

N/A

 **Branden J Marcinell** January 7, 2026 11:34 AM EST

Stairs appear to be settling and separating from pavers. Suggest inspection for Photo updated. stability.

Landscape

3

7

N/A

 **Branden J Marcinell** January 7, 2026 10:58 AM EST

Pond bank erosion still present. Will need to be stabilized.

Misc

3

7

N/A

 **Branden J Marcinell** January 7, 2026 10:58 AM EST

Pond bank erosion still present. Will need to be stabilized.

Safety

8

27

N/A

 **Branden J Marcinell** January 7, 2026 11:41 AM EST

Right railing has been re-secured. Left railing support is loose needs to be re-secured.

Storm

5

20

N/A

 **Branden J Marcinell** June 10, 2025 1:57 PM EST

Outflow appears to be bypassing aluminum weir plate underneath through original concrete weir. Tightening the aluminum plate against the concrete weir for a watertight seal will be required for proper control structure, design function.

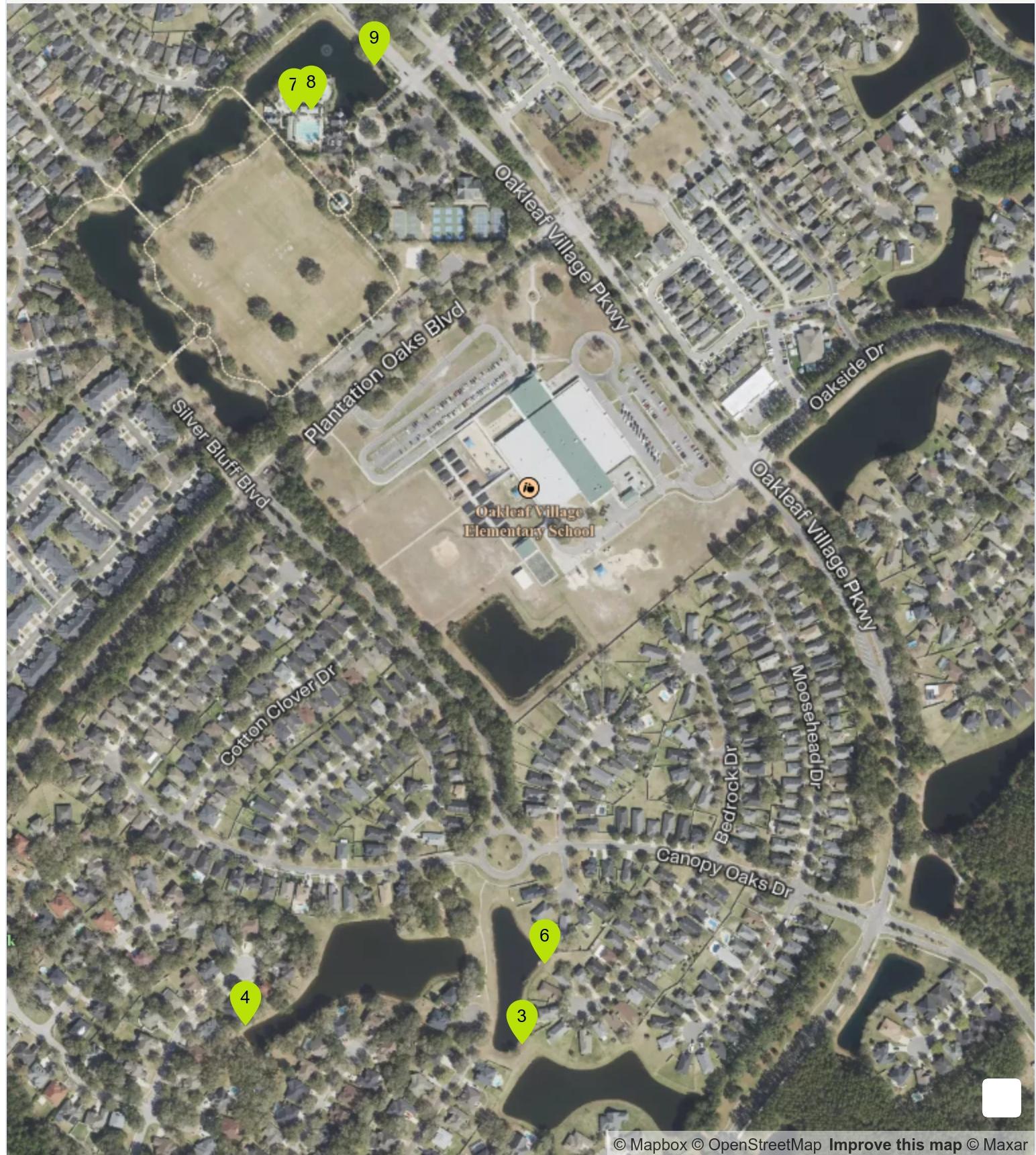
Needs Action 9

29

N/A

↳ **Branden J Marcinell** January 7, 2026 10:12 AM EST

Continue to monitor MES for erosion under future inspections.

Map Overview

Action Items

1

4

Needs Action

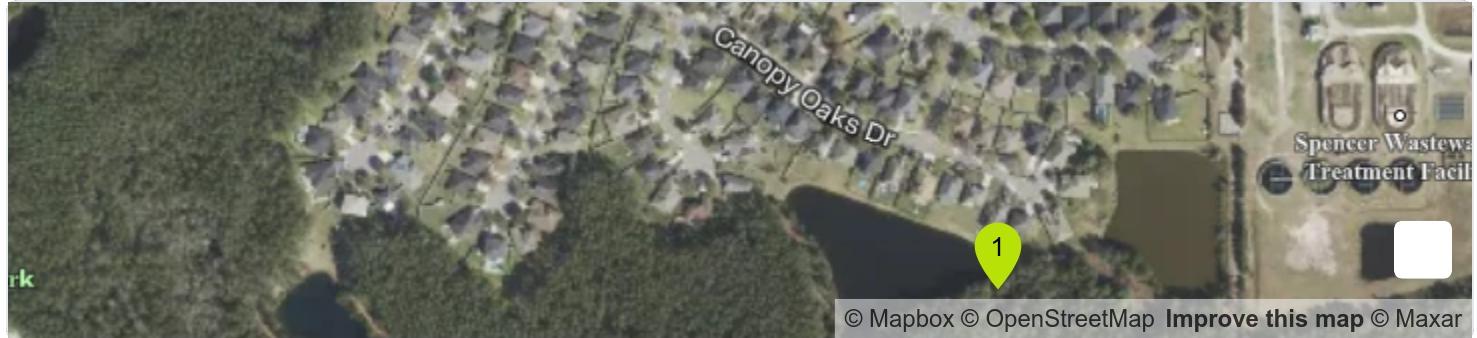
Pin Type: General Categories: Drainage

Created by:

Michael Williams

CAD Designer

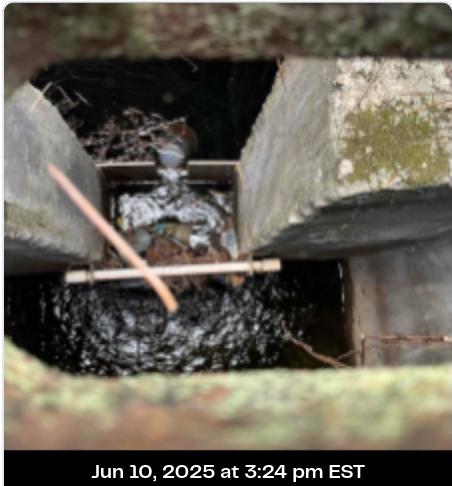
Jun 10, 2025 at 3:24 pm EST

Location:**Description:**

N/A

Worklog:**Branden J Marcinell** June 10, 2025 3:24 PM EST

Weir block by debris. Removed debris and vegetation to allow weir to operate as designed.



Jun 10, 2025 at 3:24 pm EST



Jun 10, 2025 at 3:23 pm EST



Jun 10, 2025 at 3:23 pm EST

2

5

Needs Action

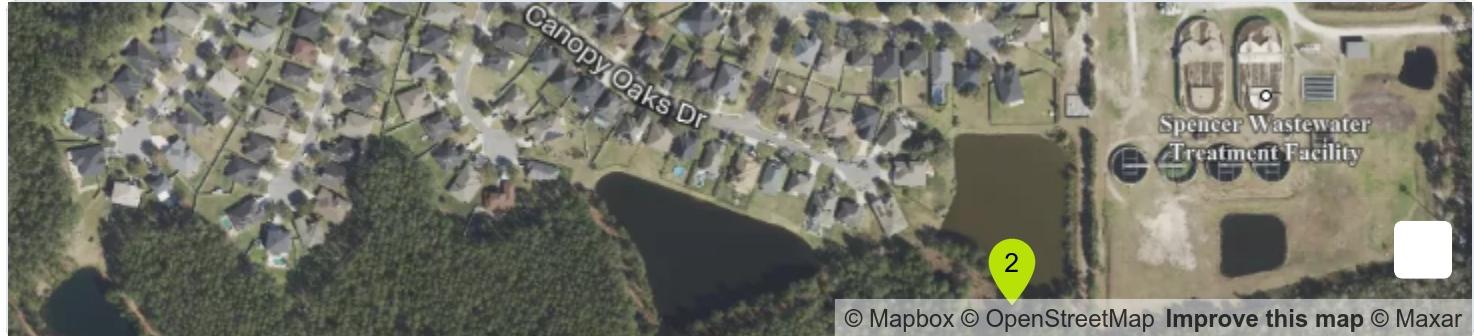
Pin Type: General

Categories: Drainage

Created by:

Michael Williams
CAD Designer

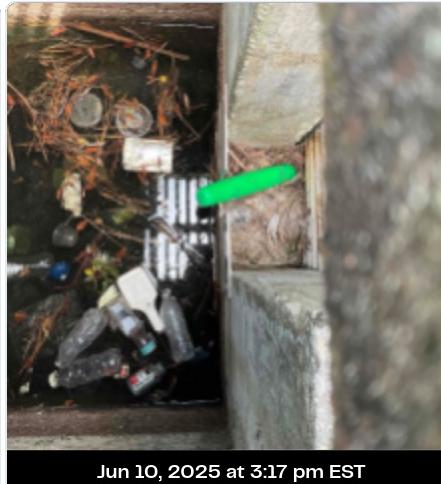
Jun 10, 2025 at 3:18 pm EST

Location:**Description:**

N/A

Worklog:**Branden J Marcinell** June 10, 2025 3:18 PM EST

Weir blocked by debris. Removed debris, clean out structure to allow weir to operate as designed.



3

7

Needs Action

Pin Type: General

Categories: Landscape

Misc

Created by:

Michael Williams

CAD Designer

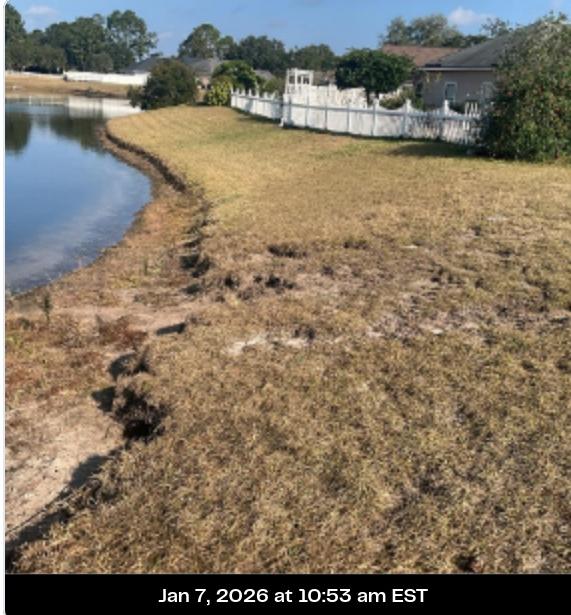
Jun 10, 2025 at 2:29 pm EST

Location:**Description:**

N/A

Worklog:**Branden J Marcinell** January 7, 2026 10:53 AM EST

Pond bank erosion still present. Will need to be stabilized.



4

8

Needs Action

Pin Type: General

Categories: Drainage

Created by:

Michael Williams

CAD Designer

Jun 10, 2025 at 2:22 pm EST

Location:© Mapbox © OpenStreetMap [Improve this map](#) © Maxar**Description:**

N/A

Worklog:**Branden J Marcinell** June 10, 2025 2:22 PM EST

Control structure weir blocked by vegetation. Remove vegetation to allow control structure to function as designed.



Jun 10, 2025 at 2:21 pm EST



Jun 10, 2025 at 2:21 pm EST



Jun 10, 2025 at 2:14 pm EST

5

20

Needs Action

Pin Type: General

Categories: Drainage Storm

Created by:

Michael Williams
CAD Designer

Jun 10, 2025 at 1:57 pm EST

Location:



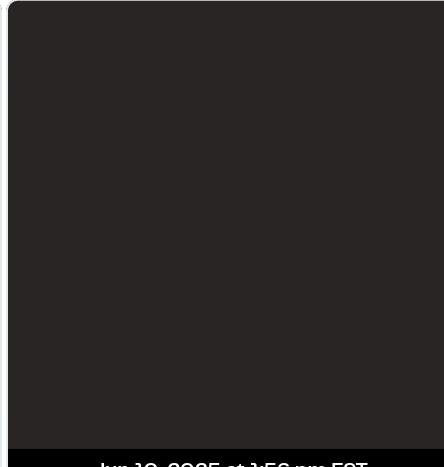
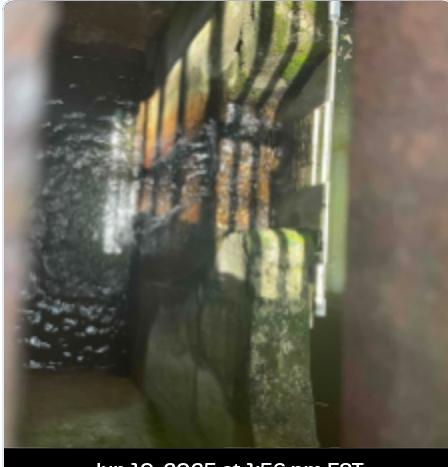
Description:

N/A

Worklog:

Branden J Marcinell June 10, 2025 1:57 PM EST

Outflow appears to be bypassing aluminum weir plate underneath through original concrete weir. Tightening the aluminum plate against the concrete weir for a watertight seal will be required for proper control structure, design function.



Jun 10, 2025 at 1:56 pm EST

Jun 10, 2025 at 1:56 pm EST

Jun 10, 2025 at 1:56 pm EST

6

16

Needs Action

Pin Type: General

Categories: Erosion

Created by:

Mike Silverstein

Senior Construction Inspector

May 2, 2025 at 8:30 am EST

Location:**Description:**

N/A

Worklog:**Branden J Marcinell** January 7, 2026 10:51 AM EST

Pond bank washout possibly related to homeowner irrigation. CDD to reach out to homeowner and run corner sprinkler to see if that is causing the washout from overspray of the area or a leak in the irrigation system. This pin location was formerly classified as a possible animal burrow has been cleared now that the issue is confirmed to not be a burrow.



7

24

Needs Action

Pin Type: General

Categories: Hardscape

Created by:



Branden J Marcinell

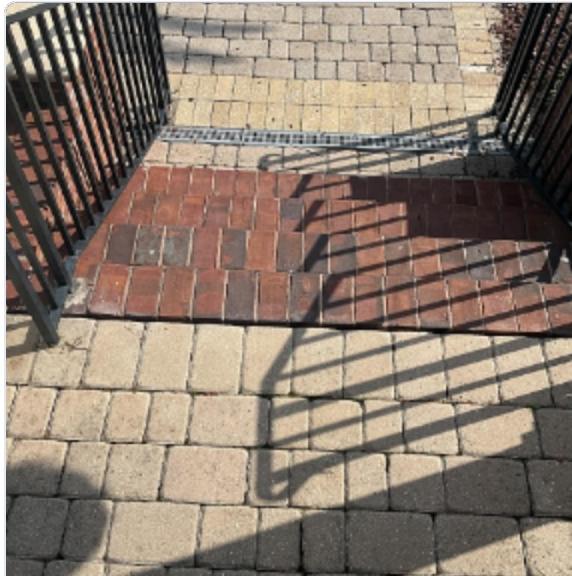
Jun 11, 2025 at 11:39 am EST

Location:**Description:**

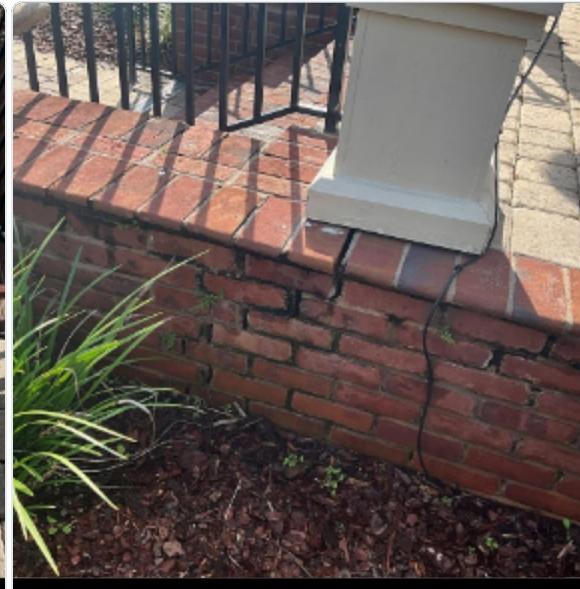
N/A

Worklog:**Branden J Marcinell** January 7, 2026 11:34 AM EST

Stairs appear to be settling and separating from pavers. Suggest inspection for Photo updated. stability.



Jan 7, 2026 at 11:33 am EST



Jan 7, 2026 at 11:33 am EST

8

27

Needs Action

Pin Type: General

Categories: Safety

Created by:



Branden J Marcinell

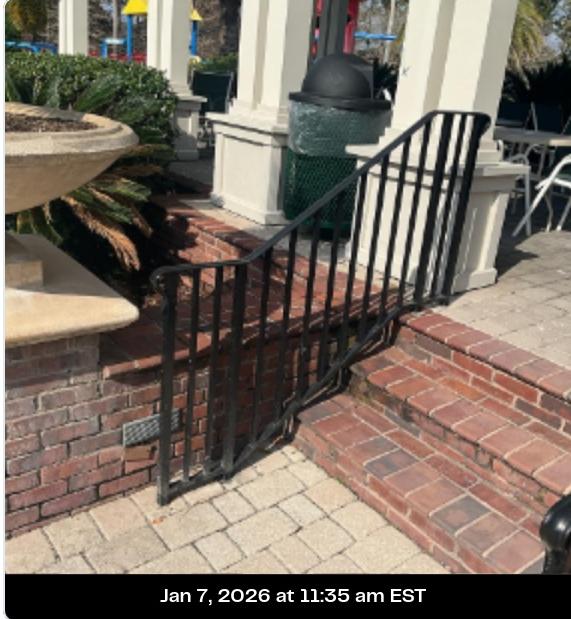
Jun 11, 2025 at 11:56 am EST

Location:© Mapbox © OpenStreetMap [Improve this map](#) © Maxar**Description:**

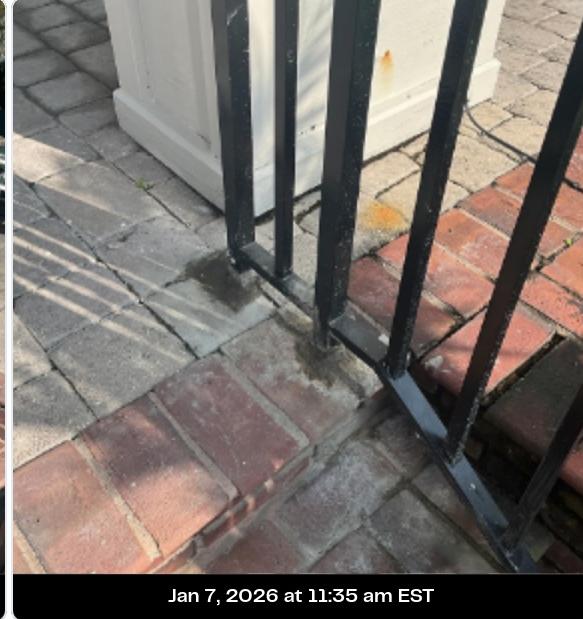
N/A

Worklog:**Branden J Marcinell** January 7, 2026 11:36 AM EST

Right railing has been re-secured. Left railing support is loose needs to be re-secured.



Jan 7, 2026 at 11:35 am EST



Jan 7, 2026 at 11:35 am EST

9

29

Needs Action

Pin Type: General Categories: Storm

Created by:



Branden J Marcinell

Jun 11, 2025 at 12:02 pm EST

Location:**Description:**

N/A

Worklog:**Branden J Marcinell** January 7, 2026 10:12 AM EST

Continue to monitor MES for erosion under future inspections.



D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: February 2026

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – Polar Plunge
- Upcoming – Movie at the park, Spring Break at the pools

Aquatics

- Lap pool closed until March at MV
- Off season equipment refurbishments- Slide gelcoat work begun with patching and epoxy outercoats , spray ground gel-coating begun with cleaning and gel coat primers, - all work was delayed in January due to low temps, will continue in late February

Amenity Usage

- *Total Facilities Usage – 5401*
- *Average daily usage – 174*

Card counts:

DB Owners	38
DB Renters	20
DB Replacements	7
DB Updated	12

Total cards printed: 158 (both districts)

Rentals

- 8 of 31 days rented in January, 3 of 4 weekends rented
- 10 Clubroom rentals, 0 patio rentals
- 22 tours (approx. 45 hours)/ 68 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
- Forms dug for new trash can additions along OVP, 3 locations added currently
- Multiple cases of duck removals
- Inspect pools and piping during freezes
- Replace faulty LED trophers at Fitness Center
- All Holiday decorations removed, inventoried and packed away
- Prep and planning for plant protections during extreme cold
- coordinate future install of multiple wifi antennas for guest wifi at courts and fc, additional antenna purchased and placed
- Coordinate Access System update
- Pull CSV files for access system to create scan-able database for possible remote usage
- Coordinate repair and inspection of backflow device at (JEA compliance)
- Security walkthrough with new Operations manager
- Coordinate inspection of multiple leaks in irrigation system (CCU notifications)
- Walkthrough with Engineers for update of annual report
- 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 1/06 Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 1/23

Landscaping

- Monthly report for January submitted and filed at Operations office
- Coordinate plant protections and during cold snaps
- Tree work completed

For questions, comments, or clarification, please contact:

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

jsoriano@qmsnf.com

