DOUBLE BRANCH
Community Development District

NOVEMBER 9, 2026

AGENDA

Double Branch
Community Development District

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

November 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, November 9, 2026 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065**. Following is the agenda for the meeting:

I. Roll Call

II. Audience Comments (limited to three minutes)

III. Approval of Consent Agenda
   A. Minutes of the October 12, 2026 Meeting
   B. Financial Statements
   C. Assessment Receipts Schedule
   D. Check Register

IV. Update on Meter at 3168 Stonebriar

V. Ratification of Agreement with CALM III, LLC for On-Site Management and Maintenance Contract Administration and Janitorial Services

VI. Consideration of Agreement with Riverside Management Services, Inc. for General Facility Maintenance and Repair Services

VII. Consideration of Resolution 2027-01, Amending the Fiscal Year 2026 Budgets

VIII. Staff Reports
   A. District Counsel

B. District Engineer

C. District Manager

D. Operations Manager – Memorandum

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

X. Next Scheduled Meeting – December 14, 2026 at 4:00 p.m. the Plantation Oaks Amenity Center

XI. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, **October 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	District Counsel, Kutak Rock
Jay Soriano	GMS
Rodney Perry	Sporting Jax Academy

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 opened the audience comment portion of the meeting and reminded those present that public comments were limited to three minutes per person. She requested that individuals state their names for the record and noted that another opportunity for public comments would be provided toward the end of the meeting.

Resident, Mr. Pirkov addressed the Board regarding a trespass warning issued against him following an incident at the community pool on June 22, 2026. He stated that he had provided the Board and District staff with documentation concerning the incident and requested that the trespass warning be rescinded so that he could resume using the District's amenity facilities with his son. He explained that he had been a homeowner in the community for approximately six years and regularly visited the pool with his family. According to Mr. Pirkov, the incident began when an amenity staff member questioned his son's registration in the access system. He stated that his son had been incorrectly listed in the system on multiple occasions and that he became frustrated when staff requested that he leave the facility rather than allowing him to resolve the issue with a supervisor.

Mr. Pirkov acknowledged that he became upset during the encounter and made statements that he should not have made. However, he expressed concern that staff had not adequately considered his explanation or his son's circumstances. He stated that the Clay County Sheriff's Office was subsequently contacted and that deputies responded to the facility. Mr. Pirkov disputed the circumstances surrounding the issuance of the trespass warning and maintained that the situation could have been resolved without requiring him to leave the property. He further stated that he had received correspondence from the Sheriff's Office regarding the handling of the incident and believed that the responding deputies had acknowledged mistakes in their approach.

District Counsel explained that the Board had not previously taken formal action to suspend Mr. Pirkov's amenity privileges. Rather, the trespass warning had been issued by the Clay County Sheriff's Office following the incident. Counsel clarified that the Board could direct District staff to contact the Sheriff's Office and request that the warning be rescinded; however, the ultimate decision would rest with the Sheriff's Office. Counsel further explained that the trespass warning was separate from the District's formal amenity suspension procedures and that the Board was not conducting an amenity suspension hearing.

Board members discussed the circumstances surrounding the incident and the distinction between a resident's right to access District amenities and the requirement to comply with facility rules and staff instructions. It was noted that individuals who are directed to leave a facility by authorized personnel must comply with those instructions, regardless of whether they disagree with the circumstances. Mr. Pirkov maintained that he had been properly registered to use the facility and believed the staff member had acted improperly. Board members acknowledged his

concerns but emphasized that disagreements with staff should be addressed through the appropriate procedures rather than escalating the situation at the facility.

The Board also discussed the duration of the trespass warning, which was generally understood to remain in effect for two years. Counsel clarified that the warning applied specifically to Mr. Pirkov and did not prevent other members of his household from using the District's amenities. Several Board members expressed reservations about requesting that the warning be rescinded immediately, while others discussed whether the matter could be reconsidered after a period of time. The possibility of reducing the effective period to one year was raised; however, Counsel explained that the Board could instead consider directing staff to request rescission of the warning at a future meeting.

Following further discussion, one board member indicated a desire to revisit the matter in approximately six months, with April 2027 identified as a potential time for reconsideration. It was suggested that the matter be placed on a future agenda so that the Board could determine whether to request that the Sheriff's Office rescind the trespass warning. No formal motion was made, and no action was taken to rescind the warning at this meeting.

Resident, Mrs. Pirkov also addressed the Board regarding her family's experiences with amenity staff. She described a separate incident that occurred in May 2026 at another community pool facility, during which she stated that a staff member approached her and directed her to leave without first verifying her identification or confirming her access privileges. Mrs. Pirkov expressed concern that the encounter had been based on assumptions regarding her identity and alleged that she and her family had experienced racial profiling. She stated that these experiences contributed to her husband's frustration during the subsequent June incident and expressed dissatisfaction with how the family had been treated.

Board members acknowledged Mrs. Pirkov's concerns and discussed the importance of maintaining respectful interactions between residents and amenity personnel. It was also emphasized that residents and their guests are expected to treat staff appropriately and comply with facility rules, even when disagreements arise. Mrs. Pirkov reiterated that she believed the family's previous experiences had contributed to the circumstances surrounding the trespass warning and requested that the Board consider those concerns when reviewing the matter.

The Board thanked Mr. and Mrs. Pirkov for their comments and reiterated that the matter could be reconsidered at a future meeting. No further action was taken.

THIRD ORDER OF BUSINESS Approval of Consent Agenda

A. Minutes of the September 14, 2026, Meeting

Ms. Giles stated item three is approval of consent agenda items. Ms. Giles presented the minutes of the September 14, 2026, Board of Supervisors meeting, beginning on page seven of the agenda package. She requested that the Board consider approving the minutes in substantial form to allow District staff and District Counsel additional time to review the document and make any necessary revisions before finalization. Ms. Giles asked whether the Board had any comments or corrections to the minutes as presented. There being no further discussion, the Board approved the minutes in substantial form.

> On MOTION by Chair Nelson, seconded by Mr. Lanier, with all in favor, the Minutes of the September 14, 2026, Board of Supervisors Meeting in Substantial Form, Subject to Final Review by District Staff and District Counsel, were approved.

B. Financial Statements

C. Assessment Receipts Schedule

D. Check Register

Ms. Giles presented the unaudited financial statements for the period ending August 31, 2026, beginning on page 34 of the agenda package. She provided the Board with an opportunity to review the financial information and address any questions or concerns regarding the District's financial position. No questions or concerns were raised.

Ms. Giles reviewed the assessment receipt schedule included in the agenda package and reported that the District had collected 100% of its assessments for the fiscal year.

Ms. Giles presented the check register, beginning on page 48 of the agenda package, in the amount of $230,099.77. She stated that she had reviewed the register and identified no unusual variances or expenditures requiring additional explanation. Ms. Giles asked whether the Board had any questions or comments regarding the check register. There being no further discussion, the Board approved the check register as presented.

> On MOTION by Mr. Lanier, seconded by Chair Nelson, with all in favor, the Check Register Totaling $230,099.77, was approved.

FOURTH ORDER OF BUSINESS Update on Meter at 3168 Stonebriar

Ms. Giles stated item four is update on the meter at 3168 Stonebriar, and asked Mr. Soriano to provide the Board with an update.

Mr. Soriano stated that he had spent considerable time over the past month attempting to establish contact with the electric company regarding the meter and the ongoing charges to the District. He explained that, with assistance from a representative of another company, he was able to obtain contact information for an upper-level manager. However, despite forwarding a series of emails documenting the situation, he continued to be directed to customer service representatives and was unable to obtain a resolution. He noted that the District had been paying for electrical service at the location for approximately 20 years, with total payments estimated at $80,000.

Mr. Soriano reported that he had recently received an email indicating that the company would consider issuing a credit if additional information could be provided regarding when the charges originally began. He explained that he had already supplied documentation of the District's payment history and that the company should be able to review its own records to verify the charges. He further explained that the property had been transferred from Oakleaf Plantation, LLC, the original developer, in February 2003. At that time, an inspection should have been completed, and responsibility for the electrical service associated with the lift station should have been transferred. However, that process was never completed, resulting in the account remaining under the District's responsibility.

Mr. Soriano stated that he was hopeful the company would provide additional information and clarification before the next meeting. He also advised that the company had been informed of the Board's previous discussion regarding discontinuing electrical service at the location. He acknowledged that shutting off the meter could affect wastewater service for residents along the roadway and emphasized that the District did not wish to create that situation. However, he expressed frustration that the District had continued paying for a service that was not its responsibility for an extended period. He stated that he would continue working toward a resolution and seek the largest possible credit for the District. The Board received the update, and no formal action was taken.

FIFTH ORDER OF BUSINESS Consideration of Agreement with CALM III, LLC (to be provided under separate cover)

Ms. Giles presented item five on the agenda, consideration of the agreement with CALM III, LLC, and requested that the item be tabled to allow District Counsel additional time to review the agreement.

Mr. Eckert explained that he had received the agreement approximately one week before leaving town for an extended period and had not yet had sufficient time to complete his review. He further noted that his firm wanted to ensure consistency in its comments and revisions to CALM's standard agreements across the Districts it represents.

The Board agreed to table the item pending further review by District Counsel. No formal motion was made.

SIXTH ORDER OF BUSINESS Staff Reports

A. District Counsel

Mr. Eckert provided the Board with an update regarding anticipated legislative activity during the upcoming legislative session. He stated that his firm would begin reviewing potential legislative proposals and encouraged Board members to forward any ideas or concerns they would like considered.

Mr. Eckert noted that he anticipated the sovereign immunity legislation would be reintroduced during the upcoming session. He further explained that legislative sessions following an election year are typically more active and that he expected several matters affecting community development districts to be considered. He indicated that potential amendments to Chapter 190, Florida Statutes, may also be proposed, with the goal of improving operational efficiency and reducing administrative costs for Districts, particularly those associated with the assessment levy process. Mr. Eckert stated that his firm would continue monitoring legislative developments and welcomed any suggestions from the Board.

B. District Engineer

Ms. Giles stated that there were no items on the agenda requiring the District Engineer's attention. She asked whether the Board had any questions or concerns that staff could relay to the District Engineer for review. No questions or concerns were raised.

C. District Manager – Update on the Fiscal Year 2026 Goals & Objectives

Ms. Giles presented the Double Branch Community Development District's Fiscal Year 2026 Performance Measures and Standards Annual Reporting Form, beginning on page 152 of the agenda package. She explained that the report provided an annual review of the District's performance in meeting the goals and objectives established for the fiscal year.

Ms. Giles reported that the District had successfully met all the performance measures and standards identified in the annual reporting form. She asked whether the Board had any questions or comments regarding the report and requested a motion to approve the Fiscal Year 2026 Annual Report as presented.

On MOTION by Chair Nelsen, seconded by Mr. Lanier, with all in favor, the Fiscal Year 2026 Goals & Objectives, were approved.

D. Operations Manager – Memorandum

Ms. Giles stated the operations report starts on page 155.

Mr. Soriano presented the report and provided updates on recent power outages, maintenance activities, community events, pool operations, and ongoing improvement projects throughout the District.

Mr. Soriano reported that recent power outages had caused damage to several District facilities, including the waterfall at the front entrance. He explained that both sides of Oakleaf had experienced electrical issues and that Destiny Electric had been contacted to evaluate the damage.

The waterfall was experiencing problems with its motor and variable frequency drive (VFD), requiring multiple attempts to restart the system. He noted that additional troubleshooting would be necessary to determine whether the motor or VFD needed replacement.

Mr. Soriano discussed the new electronic operations report, which provides Board members with photographs and updates on maintenance projects. He explained that the report contains the same information as the written report included in the agenda package but allows Board members to view photographs and monitor project progress before meetings. He noted that some Board members had experienced difficulty receiving the emailed report and offered to provide individual links as needed. He further explained that the report is updated regularly and maintained through an internal tracking system that includes project status, vendor information, and warranty details.

Regarding community events, Mr. Soriano reported that the District had recently concluded its summer music events at the pool, which were well received by residents. He discussed the possibility of scheduling future musical performances earlier in the summer when pool attendance is typically higher. He also provided an update on the upcoming Pumpkin Plunge event, which would include a nighttime showing of It's the Great Pumpkin, Charlie Brown and activities for children. He noted that attendance at the event had declined in recent years due to competing community activities and that adjustments may be considered based on participation. Additional upcoming events included the District's annual turkey shoot, virtual turkey shoot, and Christmas event.

Mr. Soriano provided an update on pool operations as the summer season concluded. He reported that pool rentals and resident activity had begun to decrease, along with the number of access cards being issued. He noted that approximately 150 cards had been printed during the previous month compared to approximately 500 per month during the peak summer season. He explained that pool heaters were being tested and were expected to be activated in November. He also reminded the Board that the pools would remain available for adult use during the winter months, although lifeguards and aquatic monitors would not be present.

Mr. Soriano continued his discussion of the recent electrical outages, explaining that the extended interruptions had affected several District systems, including emergency lighting, fire panels, security panels, and sump pumps. He reported that batteries were being replaced where necessary and that the outages had caused additional damage to electrical equipment. He explained that the sump pump motors were located in underground vaults that had experienced flooding during the heavy rainfall. Although staff had previously repositioned the motors to reduce exposure to water, the electrical control boxes and conduits remained vulnerable. He stated that further evaluation was necessary to determine whether the affected motor or control equipment would require replacement.

Mr. Soriano reported that the health department had recently inspected the District's pool facilities and that the inspection was satisfactory. He noted that the inspectors had also requested that the pool slide be tested to confirm its functionality. He explained that the slide remained affected by the electrical issues and that repairs were being evaluated. He clarified that the condition of the slide had not resulted in a pool closure.

Mr. Soriano reported that the playground improvements at Stonebriar Park had been completed, including installation of the playground equipment, swing sets, and mulch. He explained that favorable weather conditions had allowed the contractor to complete the project after previous delays. He also discussed several pending projects, including improvements to the pickleball court area and fence repairs, which had been delayed by inclement weather.

Mr. Soriano provided an update on clubhouse maintenance, reporting that Tito's was completing painting and roof pressure washing. During the work, several cracked roof tiles were identified, and additional repairs would be necessary. He also discussed deterioration of the decorative stucco chimney, explaining that portions of the material had begun separating and falling from the structure. He noted that previous repairs had not provided a permanent solution and that a contractor had been contacted to evaluate the condition and provide recommendations for repairs.

Mr. Soriano further explained that the decorative chimney was not a functioning chimney and contained no smokestack or ventilation system. He discussed the possibility of removing or modifying the structure rather than continuing to repair the deteriorating stucco. He noted that removal could involve significant expenses, including demolition, roofing repairs, matching roof tiles, and potential permitting requirements. The Board briefly discussed whether the structure could be reduced in size. Mr. Soriano stated that the matter could be evaluated further if deterioration continued.

Mr. Soriano concluded by reviewing the maintenance tracking report, which included updates on HVAC repairs, pool slide equipment, fitness center equipment, and other ongoing projects. He explained that the report distinguished completed projects from those still in progress and allowed staff to maintain detailed records of repairs and vendor activities. He encouraged Board members to review the electronic report before meetings and contact staff with any questions regarding individual projects.

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

Ms. Giles stated the next item is item seven, audience comments and supervisors request and asked whether the Chairwoman preferred to hear from the audience or the supervisors first. Chair Nelsen requested audience comments.

Resident, Mrs. Pirkov returned to the discussion regarding the trespass warning and asked whether the Board intended to wait six months before reconsidering the matter. It was explained that a supervisor had suggested revisiting the discussion in six months; however, this did not guarantee that the Board would take any action at that time. Mrs. Pirkov was advised that the trespass warning issued by the county remained in effect and that the Board was not inclined to request its rescission at the present time.

Mrs. Pirkov also questioned whether District staff and Board members had experience working with individuals from different backgrounds and whether staff received training in this area. A Board member explained that staff training was an operational matter that could be addressed with Mr. Soriano rather than through Board policy. It was further stated that Board members and staff had experience working with individuals from various backgrounds. Mrs. Pirkov expressed concern regarding interactions with community staff and requested that the District consider providing additional training.

Resident, Mr. Pirkov expressed frustration regarding the suggestion to revisit the trespass matter in six months, questioning what additional information or circumstances would change during that period. He stated that he had previously submitted correspondence and supporting documentation to the Board but had received no response from individual supervisors. He questioned why the Board could not reconsider the matter immediately and reiterated his concerns regarding the circumstances surrounding the trespass warning and the procedures followed in issuing it.

Mr. Eckert explained that supervisors were not permitted to deliberate collectively on District matters outside of a publicly noticed Board meeting. It was clarified that individual supervisors could not collaborate through email to develop a collective Board response or position on matters requiring Board consideration. Mr. Pirkov questioned why individual supervisors had not acknowledged his correspondence and expressed concern that the information and evidence he submitted had not been adequately reviewed.

Mr. Pirkov further questioned the documentation supporting the trespass warning, stating that he believed the police report did not adequately identify the conduct that resulted in the warning. He reiterated his concerns regarding the lack of responses to his correspondence and the Board's decision to defer any further consideration of the matter.

Following the comments, the Board thanked the residents for their participation and concluded the audience comment period. No Board action was taken.

A Supervisor inquired about the status of the proposed library project and whether there had been any updates from the County. Staff indicated that no additional information had been received. It was noted that several counties were delaying projects while evaluating their budgets and priorities, particularly with the upcoming November elections. Staff explained that the library project could potentially be affected by similar considerations but had no specific information regarding its status.

Supervisor Horton questioned the cost of the District's YouTube TV subscription, noting that it appeared to be a significant expense. Mr. Soriano explained that the District had initially received promotional pricing, but the subscription cost had increased following the introductory period. The service was available on televisions located in the fitness centers, pool areas, and clubhouse. Mr. Soriano further explained that the District had previously discontinued music licensing services because residents frequently used their own devices, making the additional licensing expenses unnecessary. Following discussion, Mr. Soriano agreed to review the YouTube TV subscription, including available cancellation options and whether any charges could be refunded. Mr. Soriano also indicated that the service would not be renewed for the following year.

A Supervisor asked Mr. Perry for an update on the District's soccer programs. Mr. Perry reported that the competitive teams had recently completed a series of tournaments and that the homeschool program was performing well, particularly on Friday mornings. He added that the high school soccer season was approaching and that overall participation and programming continued to be successful. The Board discussed the possibility of hosting tournaments at the District's facilities. Mr. Perry explained that tournaments were generally held twice annually, in the fall and spring, with the next anticipated around the end of January. He noted that the organization primarily utilized Veterans Park fields and other locations throughout the area and that no plans had been established to host tournament games at the District's facilities.

Mr. Horton also commented on the District's security monitoring efforts. He stated that he had observed improvements in certain areas, particularly regarding individuals riding bicycles on the grass and remaining in parking areas after hours. Staff explained that individuals engaging in prohibited activities or remaining on the property after hours were being instructed to leave. Mr.

Horton expressed appreciation for the improvements and acknowledged the efforts being made to address these concerns.

EIGHTH ORDER OF BUSINESS **Next Scheduled Meeting – November 9, 2026 @ 4:00 p.m. at the Plantation Oaks Amenity Center**

Ms. Giles stated item seven on the agenda is our next scheduled meeting. It is November 9, 2026, at 4:00pm here at the same location.

NINTH ORDER OF BUSINESS **Adjournment**

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

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

_____ _____

Secretary/Assistant Secretary Chairman/Vice Chairman

B.

Double Branch

Community Development District

Unaudited Financial Reporting

September 30, 2026

Double Branch

Community Development District

Combined Balance Sheet

September 30, 2026

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account	$ 25,884	$ 319,934	$ -	$ 39,023	$ 384,841
Investments:					
State Board of Administration (SBA)	391	651	-	1,923,785	1,924,827
Custody Account-General Fund Excess	114,116	721,186	-	87	835,389
Series 2013 A-1					
Reserve	-	-	868,806	-	868,806
Revenue	-	-	281,156	-	281,156
Excess Revenue	-	-	827,982	-	827,982
Prepayment	-	-	10,566	-	10,566
Series 2013 A-2					
Reserve	-	-	95,634	-	95,634
Prepaid Expenses	14,469	72,651	-	-	87,120
Total Assets	**$ 154,860**	**$ 1,114,423**	**$ 2,084,145**	**$ 1,962,894**	**$ 5,316,322**
Liabilities:					
Accounts Payable	$ 10,220	$ 399	$ -	$ 126,707	$ 137,326
Accrued Expenditures	-	17,849	-	-	17,849
Total Liabilites	**$ 10,220**	**$ 18,248**	**$ -**	**$ 126,707**	**$ 155,175**
Fund Balance:					
Nonspendable:					
Prepaid Items	$ 14,469	$ 72,651	$ -	$ -	$ 87,120
Restricted for:					
Debt Service - Series	-	-	2,084,145	-	2,084,145
Assigned for:					
Capital Reserve Fund	-	-	-	1,836,187	1,836,187
Unassigned	130,172	1,023,523	-	-	1,153,695
Total Fund Balances	**$ 144,641**	**$ 1,096,174**	**$ 2,084,145**	**$ 1,836,187**	**$ 5,161,147**
Total Liabilities & Fund Balance	$ 154,860	$ 1,114,423	$ 2,084,145	$ 1,962,894	$ 5,316,322

Double Branch

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2026

	Adopted Budget	Prorated Budget Thru 09/30/26	Actual Thru 09/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	$ 184,126	$ 184,126	$ 184,724	$ 598
Interest Income	4,500	4,500	5,487	987
Total Revenues	**$ 188,626**	**$ 188,626**	**$ 190,211**	**$ 1,585**
Expenditures:				
General & Administrative:				
Supervisor Fees	$ 12,000	$ 12,000	$ 12,000	$ -
FICA Expense	918	918	918	-
Engineering	5,000	5,000	12,625	(7,625)
Arbitrage	700	700	700	-
Dissemination	1,888	1,888	1,888	-
Assessment Roll	9,688	9,688	9,688	-
Attorney	42,000	42,000	28,469	13,531
Annual Audit	5,600	5,600	5,700	(100)
Trustee Fees	8,900	8,900	8,848	52
Management Fees	76,509	76,509	76,509	-
Information Technology	2,527	2,527	2,527	-
Telephone	600	600	364	236
Postage	2,000	2,000	383	1,617
Printing	2,500	2,500	939	1,561
Insurance	11,552	11,552	10,268	1,284
Legal Advertising	2,800	2,800	1,205	1,595
Office Supplies	200	200	8	192
Website Compliance	2,949	2,949	2,949	-
Dues, Licenses & Subscriptions	175	175	175	-
Other Current Charges	120	120	-	120
Total General & Administrative Expenditures	**$ 188,626**	**$ 188,626**	**$ 176,162**	**$ 12,464**
Excess (Deficiency) of Revenues over Expenditures	$ -	$ -	$ 14,049	$ (10,878)
Net Change in Fund Balance	**$ -**	**$ -**	**$ 14,049**	**$ (10,878)**
Fund Balance - Beginning	$ -		$ 130,591	
Fund Balance - Ending	$ -		$ 144,641	

Double Branch
Community Development District
General Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	$ -	$ 15,749	$ 158,090	$ 1,750	$ -	$ 2,280	$ 3,448	$ 1,232	$ 2,175	$ -	$ -	$ -	$ 184,724
Interest Income	387	253	250	525	595	542	607	490	476	466	511	387	5,487
Total Revenues	**$ 387**	**$ 16,002**	**$ 158,340**	**$ 2,274**	**$ 595**	**$ 2,822**	**$ 4,055**	**$ 1,723**	**$ 2,650**	**$ 466**	**$ 511**	**$ 387**	**$ 190,211**
Expenditures:													
General & Administrative:													
Supervisor Fees	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 12,000
FICA Expense	77	77	77	77	77	77	77	77	77	77	77	77	918
Engineering	759	585	803	2,636	925	825	636	-	1,083	180	3,231	963	12,625
Arbitrage	-	-	-	-	-	700	-	-	-	-	-	-	700
Dissemination	157	157	157	157	157	157	157	157	157	157	157	157	1,888
Assessment Roll	9,688	-	-	-	-	-	-	-	-	-	-	-	9,688
Attorney	1,005	1,300	2,982	1,223	1,932	1,604	2,592	2,009	3,041	4,550	1,525	4,707	28,469
Annual Audit	-	-	-	-	-	-	5,700	-	-	-	-	-	5,700
Trustee Fees	3,409	-	-	-	-	8,269	-	-	-	-	(2,830)	-	8,848
Management Fees	6,376	6,376	6,376	6,376	6,376	6,376	6,376	6,376	6,376	6,376	6,376	6,376	76,509
Information Technology	211	211	211	211	211	211	211	211	211	211	211	211	2,527
Telephone	29	14	21	21	25	41	36	37	32	44	20	43	364
Postage	19	13	9	29	54	13	17	57	15	72	61	26	383
Printing	40	46	70	83	62	53	59	108	58	142	91	128	939
Insurance	10,268	-	-	-	-	-	-	-	-	-	-	-	10,268
Legal Advertising	153	76	-	153	76	-	153	139	-	293	-	164	1,205
Office Supplies	1	1	0	1	0	1	1	1	1	1	1	1	8
Website Compliance	246	246	246	246	246	246	246	246	246	246	246	246	2,949
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Other Current Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative Expenditures	**$ 33,610**	**$ 10,101**	**$ 11,950**	**$ 12,211**	**$ 11,140**	**$ 19,571**	**$ 17,260**	**$ 10,416**	**$ 12,295**	**$ 13,347**	**$ 10,165**	**$ 14,096**	**$ 176,162**
Excess (Deficiency) of Revenues over Expenditures	$ (33,223)	$ 5,900	$ 146,390	$ (9,937)	$ (10,545)	$ (16,749)	$ (13,204)	$ (8,694)	$ (9,645)	$ (12,881)	$ (9,654)	$ (13,710)	$ 14,049
Net Change in Fund Balance	**$ (33,223)**	**$ 5,900**	**$ 146,390**	**$ (9,937)**	**$ (10,545)**	**$ (16,749)**	**$ (13,204)**	**$ (8,694)**	**$ (9,645)**	**$ (12,881)**	**$ (9,654)**	**$ (13,710)**	**$ 14,049**

Double Branch

Community Development District

Recreation Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2026

	Adopted Budget	Prorated Budget Thru 09/30/26	Actual Thru 09/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	$ 2,118,723	$ 2,118,723	$ 2,125,605	$ 6,882
Interest Income	25,000	25,000	54,289	29,289
Amenities Revenue/Miscellaneous	25,000	25,000	30,383	5,383
Sports Revenue	20,000	20,000	17,525	(2,475)
Total Revenues	**$ 2,188,723**	**$ 2,188,723**	**$ 2,227,801**	**$ 39,078**
Expenditures:				
Administrative:				
Management Fees - On Site Staff	$ 245,615	$ 245,615	$ 245,615	$ -
Insurance	127,990	127,990	91,752	36,238
Other Current Charges	3,500	3,500	3,795	(295)
Permit Fees	1,625	1,625	1,738	(113)
Subtotal Administrative	**$ 378,730**	**$ 378,730**	**$ 342,900**	**$ 35,830**
Maintenance:				
Security	$ 111,280	$ 111,280	$ 112,352	$ (1,072)
Security - Clay County Off-Duty Sheriff	47,304	47,304	17,104	30,200
Water - Irrigation	17,000	17,000	18,380	(1,381)
Irrigation Maintenance	5,000	5,000	25,942	(20,942)
Streetlighting	29,640	29,640	28,521	1,119
Electric	43,800	43,800	41,968	1,832
Landscape Maintenance	487,134	487,134	487,134	-
Common Area Maintenance	82,500	82,500	63,322	19,178
Lake Maintenance	31,000	31,000	29,240	1,760
Capital Reserve Funding	360,024	360,024	360,024	-
Subtotal Maintenance	**$ 1,214,681**	**$ 1,214,681**	**$ 1,183,987**	**$ 30,695**

Double Branch

Community Development District

Recreation Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2026

	Adopted Budget	Prorated Budget Thru 09/30/26	Actual Thru 09/30/26	Variance
Recreation Facility:				
Amenity Staff	$ 165,840	$ 165,840	$ 203,817	$ (37,977)
Refuse Services	20,000	20,000	30,043	(10,043)
Telephone	8,400	8,400	7,341	1,059
Electric	34,800	34,800	38,601	(3,801)
Cable	11,280	11,280	11,858	(578)
Pool Maintenance	43,200	43,200	42,815	385
Water / Sewer/Reclaim	53,280	53,280	56,675	(3,395)
Facility Maintenance-General	82,500	82,500	64,077	18,423
Facility Maintenance-Preventative	10,000	10,000	6,665	3,335
Facility Maintenance - Contingency	45,000	45,000	34,452	10,548
Lighting Repairs	10,500	10,500	7,232	3,268
Special Events	10,700	10,700	6,732	3,968
Office Supplies & Equipment	1,400	1,400	799	601
Janitorial	74,412	74,412	74,461	(49)
Recreation Passes	4,000	4,000	2,945	1,055
Multiuse Field	20,000	20,000	-	20,000
Subtotal Recreation Facility	**$ 595,312**	**$ 595,312**	**$ 588,511**	**$ 6,801**
Total Expenditures	**$ 2,188,723**	**$ 2,188,723**	**$ 2,115,398**	**$ 73,325**
Excess (Deficiency) of Revenues over Expenditures	$ -	$ -	$ 112,403	$ (34,247)
Net Change in Fund Balance	**$ -**	**$ -**	**$ 112,403**	**$ (34,247)**
Fund Balance - Beginning	$ -		$ 983,772	
Fund Balance - Ending	$ -		$ 1,096,174	

Double Branch
Community Development District
Recreation Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	$ -	$ 181,225	$ 1,819,127	$ 20,132	$ -	$ 26,241	$ 39,680	$ 14,178	$ 25,023	$ -	$ -	$ -	$ 2,125,605
Interest Income	1,885	1,868	1,954	5,703	6,745	5,939	6,007	5,927	5,243	4,940	4,857	3,221	54,289
Amenities Revenue/Miscellaneous	282	-	1,486	2,008	3,667	3,862	5,991	-	3,990	2,290	3,214	3,593	30,383
Sports Revenue	1,400	7,300	-	1,160	-	-	1,140	1,825	2,750	800	-	1,150	17,525
Total Revenues	**$ 3,567**	**$ 190,393**	**$ 1,822,567**	**$ 29,003**	**$ 10,412**	**$ 36,042**	**$ 52,817**	**$ 21,930**	**$ 37,006**	**$ 8,029**	**$ 8,071**	**$ 7,965**	**$ 2,227,801**
Expenditures:													
Administrative:													
Management Fees - On Site Staff	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 20,468	$ 245,615
Insurance	91,752	-	-	-	-	-	-	-	-	-	-	-	91,752
Other Current Charges	139	102	440	329	335	277	274	464	224	538	349	324	3,795
Permit Fees	-	-	39	455	-	144	-	-	871	230	-	-	1,738
Subtotal Administrative	**$ 112,360**	**$ 20,570**	**$ 20,947**	**$ 21,252**	**$ 20,803**	**$ 20,889**	**$ 20,742**	**$ 20,932**	**$ 21,563**	**$ 21,235**	**$ 20,817**	**$ 20,792**	**$ 342,900**
Maintenance:													
Security	$ 12,673	$ 9,053	$ 9,223	$ 9,279	$ 8,374	$ 9,279	$ 8,841	$ 9,336	$ 8,940	$ -	$ 18,417	$ 8,940	$ 112,352
Security - Clay County Off-Duty Sheriff	1,800	4,623	3,700	4,443	2,539	-	-	-	-	-	-	-	17,104
Water - Irrigation	1,915	2,033	1,652	816	193	805	1,856	1,743	2,075	1,802	1,775	1,716	18,380
Irrigation Maintenance	-	-	-	-	6,245	-	12,373	3,453	-	-	3,871	-	25,942
Streetlighting	2,361	2,361	2,361	2,370	2,370	2,370	2,370	2,392	2,392	2,392	2,392	2,392	28,521
Electric	3,290	3,501	3,501	3,556	2,378	2,774	3,471	3,813	3,965	4,508	3,660	3,551	41,968
Landscape Maintenance	40,594	40,594	40,594	40,594	40,594	40,594	40,594	40,594	40,594	40,594	40,594	40,594	487,134
Common Area Maintenance	-	6,875	5,721	9,519	5,005	4,924	4,900	7,120	5,521	6,993	6,744	-	63,322
Lake Maintenance	2,170	2,170	2,170	7,540	-	2,170	2,170	2,170	2,170	2,170	2,170	2,170	29,240
Capital Reserve Funding	-	-	-	-	-	-	-	-	-	360,024	-	-	360,024
Subtotal Maintenance	**$ 64,802**	**$ 71,209**	**$ 68,922**	**$ 78,117**	**$ 67,698**	**$ 62,916**	**$ 76,575**	**$ 70,621**	**$ 65,657**	**$ 418,483**	**$ 79,623**	**$ 59,363**	**$ 1,183,987**

Double Branch
Community Development District
Recreation Fund
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Recreation Facility:													
Amenity Staff	$ 16,622	$ 6,318	$ 6,659	$ 6,087	$ 6,655	$ 6,833	$ 21,804	$ 18,226	$ 30,930	$ 34,407	$ 29,330	$ 19,946	$ 203,817
Refuse Services	2,172	2,172	2,172	2,172	2,585	2,585	2,585	2,585	2,769	2,750	2,742	2,755	30,043
Telephone	376	466	543	631	455	543	644	543	543	631	939	1,027	7,341
Electric	3,062	2,718	2,718	1,957	2,371	2,573	3,239	3,629	4,177	4,374	3,814	3,969	38,601
Cable	901	904	964	1,013	1,013	1,013	1,013	1,014	1,011	1,002	1,005	1,005	11,858
Pool Maintenance	3,439	3,439	3,439	3,572	3,572	3,572	3,572	3,572	3,659	3,659	3,659	3,659	42,815
Water / Sewer/Reclaim	4,968	3,308	5,340	3,036	3,193	5,225	5,340	5,329	4,400	5,981	4,498	6,057	56,675
Facility Maintenance-General	6,875	-	5,614	10,343	5,160	4,924	4,900	5,415	7,130	6,993	6,722	-	64,077
Facility Maintenance-Preventative	559	546	490	525	581	640	570	575	560	513	546	560	6,665
Facility Maintenance - Contingency	-	3,750	2,546	6,105	2,960	2,825	2,700	2,469	3,750	3,750	3,598	-	34,452
Lighting Repairs	653	875	500	500	546	705	502	500	875	875	701	-	7,232
Special Events	-	1,125	485	1,036	-	345	190	845	807	622	1,180	96	6,732
Office Supplies & Equipment	-	285	-	51	-	-	322	3	15	15	93	15	799
Janitorial	6,201	6,201	6,201	6,201	6,201	6,201	6,250	6,201	6,201	6,201	6,201	6,201	74,461
Recreation Passes	-	1,385	-	174	-	-	-	-	1,386	-	-	-	2,945
Pool Leak Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Multiuse Field	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Recreation Facility	**$ 45,829**	**$ 33,492**	**$ 37,672**	**$ 43,402**	**$ 35,291**	**$ 37,983**	**$ 53,631**	**$ 50,905**	**$ 68,213**	**$ 71,773**	**$ 65,029**	**$ 45,291**	**$ 588,511**
Total Expenditures	**$ 222,990**	**$ 125,271**	**$ 127,540**	**$ 142,772**	**$ 123,792**	**$ 121,788**	**$ 150,947**	**$ 142,459**	**$ 155,433**	**$ 511,492**	**$ 165,469**	**$ 125,445**	**$ 2,115,398**
Excess (Deficiency) of Revenues over Expenditures	$ (219,424)	$ 65,123	$ 1,695,026	$ (113,769)	$ (113,380)	$ (85,746)	$ (98,130)	$ (120,529)	$ (118,428)	$ (503,463)	$ (157,397)	$ (117,481)	$ 112,403
Net Change in Fund Balance	**$ (219,424)**	**$ 65,123**	**$ 1,695,026**	**$ (113,769)**	**$ (113,380)**	**$ (85,746)**	**$ (98,130)**	**$ (120,529)**	**$ (118,428)**	**$ (503,463)**	**$ (157,397)**	**$ (117,481)**	**$ 112,403**

Double Branch

Community Development District

Debt Service Fund

Series 2013 A-1 & 2013 A-2 Special Assessment Bonds

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2026

	Adopted Budget	Prorated Budget Thru 09/30/26	Actual Thru 09/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	$ 1,976,742	$ 1,976,742	$ 1,968,283	$ (8,459)
Special Assessments - Prepayments	-	-	10,296	10,296
Interest Income	10,000	10,000	94,810	84,810
Total Revenues	**$ 1,986,742**	**$ 1,986,742**	**$ 2,073,389**	**$ 86,648**
Expenditures:				
Series 2013 A-1				
Interest 11/1	$ 271,388	$ 271,388	$ 271,388	$ -
Interest 5/1	271,388	271,388	271,388	-
Principal 5/1	1,220,000	1,220,000	1,220,000	-
Series 2013 A-2				
Interest 11/1	38,238	38,238	38,238	-
Interest 5/1	38,238	38,238	38,238	-
Principal 5/1	115,000	115,000	115,000	-
Total Expenditures	**$ 1,954,250**	**$ 1,954,250**	**$ 1,954,250**	**$ -**
Excess (Deficiency) of Revenues over Expenditures	$ 32,492	$ 32,492	$ 119,139	$ 86,648
Net Change in Fund Balance	**$ 32,492**	**$ 32,492**	**$ 119,139**	**$ 86,648**
Fund Balance - Beginning	$ 983,859		$ 1,965,006	
Fund Balance - Ending	$ 1,016,351		$ 2,084,145	

Double Branch

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2026

	Adopted Budget	Prorated Budget Thru 09/30/26	Actual Thru 09/30/26	Variance
Revenues				
Transfer In from Recreation Fund	360,024	360,024	360,024	-
Interest	10,000	10,000	62,986	52,986
Total Revenues	**$ 370,024**	**$ 370,024**	**$ 423,010**	**$ 52,986**
Expenditures:				
Repairs & Replacements	$ 250,000	$ 250,000	$ 319,055	$ (69,055)
Total Expenditures	**$ 250,000**	**$ 250,000**	**$ 319,055**	**$ (69,055)**
Excess (Deficiency) of Revenues over Expenditures	**$ 120,024**		**$ 103,954**	
Net Change in Fund Balance	**$ 120,024**		**$ 103,954**	
Fund Balance - Beginning	$ 1,755,699		$ 1,732,233	
Fund Balance - Ending	$ 1,875,723		$ 1,836,187	

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		$0
Less: May 1, 2014 (Mandatory)		(860,000)
Less: May 1, 2015 (Mandatory)		(875,000)
Less: May 2, 2016 (Mandatory)		(890,000)
Less: May 2, 2017 (Mandatory)		(910,000)
Less: May 1, 2018 (Mandatory)		(930,000)
Less: May 1, 2019 (Mandatory)		(955,000)
Less: May 1, 2020 (Mandatory)		(980,000)
Less: May 1, 2021 (Mandatory)		(1,015,000)
Less: May 1, 2022 (Mandatory)		(1,045,000)
Less: May 1, 2023 (Mandatory)		(1,085,000)
Less: May 1, 2024 (Mandatory)		(1,125,000)
Less: May 1, 2025 (Mandatory)		(1,170,000)
Less: May 1, 2026 (Mandatory)		(1,220,000)
Current Bonds Outstanding		**$ 11,790,000**

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)
Less: May 1, 2026 (Mandatory)		(115,000)
Current Bonds Outstanding		**$ 1,215,000**

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**

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS	TOTAL RECEIVED
1	11/07/25	11,536.92	1,082.74	12,459.05	25,078.71
2	11/13/25	60,997.61	5,724.65	65,873.04	132,595.30
3	11/24/25	95,277.83	8,941.86	102,893.22	207,112.90
4	12/05/25	1,557,178.42	146,141.72	1,681,641.02	3,384,961.16
5	12/18/25	127,310.09	11,948.10	137,485.77	276,743.96
6	01/14/26	18,641.77	1,749.54	20,131.78	40,523.09
7	02/11/26	-	-	-	-
8	03/06/26	24,298.77	2,280.45	26,240.93	52,820.15
9	04/14/26	36,742.76	3,448.32	39,679.54	79,870.62
10	05/11/26	13,128.23	1,232.09	14,177.54	28,537.86
11	06/09/26	3,864.19	362.66	4,173.05	8,399.89
TAX CERTIFICATES	06/16/26	19,306.66	1,811.94	20,849.81	41,968.41
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		**1,968,283.25**	**184,724.07**	**2,125,604.75**	**4,278,612.05**

PERCENT COLLECTED	DEBT	O&M GF	O&M RF	TOTAL
TOTAL PERCENT COLLECTED	**100.33%**	**100.33%**	**100.33%**	**100.33%**

D.

Double Branch
Community Development District

Check Run Summary
October 31, 2026

Fund	Date	Check No.		Amount
General Fund				
Accounts Payable	10/5/2026	1939-1940	$	4,783.51
	10/9/2026	1941		962.50
	10/19/2026	1942-1943		17,906.75
	10/30/2026	1944		4,550.09
		Sub-Total	$	28,202.85
Recreation Fund				
Accounts Payable	10/5/2026	8082	$	3,658.92
	10/19/2026	8083-8086		28,401.52
	10/30/2026	8087-8092		44,817.33
		Sub-Total	$	76,877.77
Capital Reserve Fund				
Accounts Payable	10/5/2026	517-520	$	116,465.76
	10/9/2026	521		1,032.89
	10/19/2026	522		1,763.30
	10/30/2026	523-528		14,880.74
		Sub-Total	$	134,142.69
Total			**$**	**239,223.31**

*** CHECK NOS. 001939-001944 DOUBLE BRANCH - GENERAL FUND
BANK A GENERAL FUND

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/05/26	00111	10/01/26	26-00387	202610	310-51300-48000			*	76.25		
			10/12 NTC OF BOS MTG								
							JACKSONVILLE DAILY RECORD			76.25	001939
10/05/26	00113	9/28/26	3815779	202608	310-51300-31500			*	4,707.26		
			AUG GENERAL SERVICES								
							KUTAK ROCK LLP			4,707.26	001940
10/09/26	00116	10/06/26	195854	202609	310-51300-31100			*	962.50		
			SEP ENGINEERING SERVICES								
							MATTHEWS DESIGN GROUP LLC			962.50	001941
10/19/26	00035	10/01/26	2629	202610	310-51300-34000			*	6,758.25		
			OCT MANAGEMENT FEES								
		10/01/26	2629	202610	310-51300-52000			*	260.50		
			OCT WEBSITE ADMIN								
		10/01/26	2629	202610	310-51300-35100			*	223.25		
			OCT INFO TECH								
		10/01/26	2629	202610	310-51300-31300			*	160.00		
			OCT DISSEM AGENT SRVCS								
		10/01/26	2629	202610	310-51300-51000			*	5.63		
			OFFICE SUPPLIES								
		10/01/26	2629	202610	310-51300-42000			*	111.56		
			POSTAGE								
		10/01/26	2629	202610	310-51300-42500			*	82.65		
			COPIES								
		10/01/26	2629	202610	310-51300-41000			*	34.91		
			TELEPHONE								
							GOVERNMENTAL MANAGEMENT SERVICES			7,636.75	001942
10/19/26	00035	10/08/26	2630	202610	310-51300-31400			*	10,270.00		
			FY27 ASSESSMENT ROLL CERT								
							GOVERNMENTAL MANAGEMENT SERVICES			10,270.00	001943
10/30/26	00113	10/23/26	3831745	202609	310-51300-31500			*	4,550.09		
			SEP GENERAL SERVICES								
							KUTAK ROCK LLP			4,550.09	001944

TOTAL FOR BANK A 28,202.85

TOTAL FOR REGISTER 28,202.85

Jacksonville Daily Record

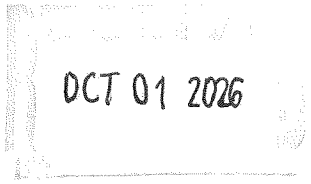
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(904) 356-2466

INVOICE

October 1, 2026
Date

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



Serial # 26-00387C **PO/File #**

$76.25
Payment Due

Notice of Meeting of the Board of Supervisors

$76.25
Publication Fee

Double Branch Community Development District

Amount Paid

Case Number

Publication Dates 10/1

County Clay

Payment is due before the Proof of Publication is released.

Payment Due Upon Receipt

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If your payment is being mailed, please reference Serial # 26-00387C on your check or remittance advice.

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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, October 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

Oct. 1 00 (26-00387C)

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

RECEIVED
SEP 29 2026

September 28, 2026

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

[redacted]

Reference: Invoice No. 3815779
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. 3815779
5323-1

Re: General

For Professional Legal Services Rendered

08/03/26	K. Haber	1.20	342.00	Research ownership of drainage easement; correspond with district engineer regarding damaged drainage box
08/04/26	M. Eckert	0.60	243.00	Review draft minutes and provide comments; prepare for board meeting
08/05/26	M. Eckert	0.70	283.50	Review draft minutes and provide comments; prepare for board meeting
08/05/26	K. Haber	0.30	85.50	Correspond with district engineer regarding damaged drainage box
08/09/26	M. Eckert	1.60	648.00	Prepare for and travel to board meeting
08/10/26	M. Eckert	3.70	1,498.50	Prepare for and attend board meeting; follow up; return travel
08/11/26	K. Haber	0.70	199.50	Research and prepare memorandum regarding piggyback off another unit of government's contract prices in lieu of competitive bidding; correspond with Soriano regarding Pace Center 5k race and pickleball agreements

08/13/26	K. Haber	1.20	342.00	Correspond with Soriano regarding 5k run; prepare license agreement for 5k run
08/14/26	K. Haber	0.30	85.50	Correspond with Soriano regarding adopting pricing from another district's contract in lieu of conducting competitive bidding
08/17/26	M. Eckert	0.30	121.50	Research and prepare waivers for Pace Center run event
08/18/26	M. Eckert	0.20	81.00	Follow up from board meeting
08/18/26	K. Haber	1.30	370.50	Prepare waivers for race participants and volunteers; correspond with Thomas and Soriano regarding waivers and license agreement
08/21/26	M. Eckert	0.20	81.00	Follow up from board meeting
08/26/26	M. Eckert	0.20	81.00	Prepare for and attend agenda call
08/27/26	K. Haber	0.20	57.00	Correspond with Soriano regarding pickleball agreement
08/28/26	K. Haber	0.40	114.00	Correspond with Soriano regarding 5k race; revise race license agreement

TOTAL HOURS	13.10	
TOTAL FOR SERVICES RENDERED		$4,633.50
DISBURSEMENTS		
Travel Expenses	73.76	
TOTAL DISBURSEMENTS		73.76
TOTAL CURRENT AMOUNT DUE		$4,707.26

Project Manager Carl Allen

Matthews | DCCM

Engineering - Architecture - Planning - Surveying

Governmental Management Services
Marilee Giles
475 West Town Place STE 114
St. Augustine, FL 32092

October 06, 2026
Invoice # 195854

Project 0000021873.0000 24015.00 - Double Branch CDD

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

- CDD meeting
- Updated annual report
- Agenda call and review

RECEIVED
OCT 07 2026
BY:

Please call Carl Allen if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.

Professional Services through September 30, 2026

Phase 0001 Engineering Services

	Hours	Rate	Amount	
Division Lead	3.50	275.00	962.50	
Total Labor				**962.50**
			Total Due:	**962.50**

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	962.50	32,087.50	33,050.00
Expense	0.00	304.14	304.14
Unit	0.00	29.12	29.12
Interest	0.00	5.18	5.18
Totals	**962.50**	**32,425.94**	**33,388.44**

Invoices are due upon receipt.
Prompt payments are critical to keeping your project on schedule. Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued. We appreciate your business and cooperation with timely payments.

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

Invoice

Invoice #: 2629
Invoice Date: 10/1/26
Due Date: 10/1/26
Case:
P.O. Number:

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

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BY:

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees - October 2026		6,758.25	6,758.25
Website Administration - October 2026		260.50	260.50
Information Technology - October 2026		223.25	223.25
Dissemination Agent Services - October 2026		160.00	160.00
Office Supplies		5.63	5.63
Postage		111.56	111.56
Copies		82.65	82.65
Telephone		34.91	34.91

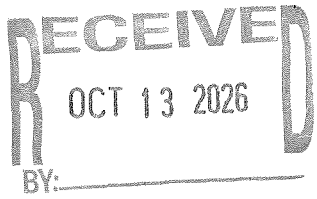
Total	$7,636.75
Payments/Credits	$0.00
Balance Due	$7,636.75

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

Invoice

Invoice #: 2630
Invoice Date: 10/8/26
Due Date: 10/8/26
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2027		10,270.00	10,270.00

Total	$10,270.00
Payments/Credits	$0.00
Balance Due	$10,270.00

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

[redacted]

October 23, 2026

RECEIVED
OCT 27 2026
BY:

Reference: Invoice No. 3831745
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. 3831745
5323-1

Re: General

For Professional Legal Services Rendered

09/08/26	K. Haber	0.70	199.50	Correspond with Soriano regarding sporting program agreements; prepare meeting agenda memorandum
09/09/26	M. Eckert	0.90	364.50	Review draft minutes and provide comments
09/10/26	M. Eckert	1.30	526.50	Review draft minutes and provide comments; prepare for board meeting
09/11/26	M. Eckert	0.10	40.50	Confer with Nelson regarding GMS contracts
09/14/26	M. Eckert	4.90	1,984.50	Prepare for, travel to and attend board meeting; follow up; return travel; confer with Giles; review new management structure
09/16/26	M. Eckert	0.20	81.00	Follow up from board meeting

09/16/26	K. Haber	1.50	427.50	Correspond with Soriano regarding pickleball, concession stand, and sporting agreements; research drowning prevention regulations and legislation governing retention ponds; prepare summary of childhood drownings data
09/17/26	K. Haber	0.20	57.00	Correspond with Soriano and Giles regarding pickleball agreement
09/21/26	M. Eckert	0.90	364.50	Review new management and maintenance agreement structure; confer with Giles; review procedures for trespass warning
09/22/26	M. Eckert	0.10	40.50	Confer with Nelson
09/24/26	M. Eckert	0.40	162.00	Review insurance request from Pace Center for Girls; confer with Reynoso; review and forward public records request
09/25/26	K. Haber	0.20	57.00	Correspond with Soriano and Giles regarding pickleball program
09/30/26	M. Eckert	0.40	162.00	Prepare for and attend agenda call

TOTAL HOURS	11.80	
TOTAL FOR SERVICES RENDERED		$4,467.00
DISBURSEMENTS		
Meals	11.00	
Travel Expenses	72.09	
TOTAL DISBURSEMENTS		83.09
TOTAL CURRENT AMOUNT DUE		$4,550.09

*** CHECK NOS. 008082-008092 DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/05/26	00186	10/01/26	13129563	202610	320-57200-46300			*	3,658.92		
			OCT POOL CHEMICALS								
							POOLSURE			3,658.92	008082
10/19/26	01194	10/01/26	1	202610	310-51300-34000			*	21,491.25		
			OCT FACILITY MANAGEMENT								
		10/01/26	1	202610	320-57200-61000			*	6,511.08		
			OCT JANITORIAL								
							CALM III LLC			28,002.33	008083
10/19/26	00092	9/30/26	2631	202609	320-57200-41000			*	88.19		
			SEP PHONES								
		9/30/26	2631	202609	320-57200-51000			*	15.00		
			SEP OFFICE SUPPLIES								
		9/30/26	2631	202609	320-57200-49400			*	96.00		
			SEP SPECIAL EVENTS								
							GOVERNMENTAL MANAGEMENT SERVICES			199.19	008084
10/19/26	01024	10/13/26	10132026	202608	300-36900-10300			*	100.00		
			DEPOSIT REFUND								
							JOSEPH LOMENA			100.00	008085
10/19/26	01195	10/13/26	10132026	202608	300-36900-10300			*	100.00		
			DEPOSIT REFUND								
							STEPHANIE BROWN			100.00	008086
10/30/26	00451	10/27/26	10272026	202610	300-36900-10300			*	100.00		
			DEPOSIT REFUND								
							DEBBIE CORNMAN			100.00	008087
10/30/26	01070	10/16/26	279394	202610	320-57200-46610			*	335.00		
			OCT PREVENTATIVE MAINT								
							ALLWAYS IMPROVING LLC			335.00	008088
10/30/26	00092	10/20/26	2634	202610	300-36900-10300			*	300.00		
			OCT FACILITY STAFF EVENT								
							GOVERNMENTAL MANAGEMENT SERVICES			300.00	008089
10/30/26	00024	10/01/26	412418B	202610	320-57200-46800			*	2,170.00		
			OCT LAKE MAINTENANCE								
							THE LAKE DOCTORS, INC.			2,170.00	008090
10/30/26	01196	10/27/26	10272026	202610	300-36900-10300			*	100.00		
			DEPOSIT REFUND								
							MARCELINA JALLIGAO			100.00	008091

*** CHECK NOS. 008082-008092 DOUBLE BRANCH - REC FUND
BANK B RECREATION FUND

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	...EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
10/30/26	00672	10/01/26	31330	202610	320	57200-46200				*	41,812.33		
			OCT LANDSCAPE MAINTENANCE										
									VERDEGO LLC			41,812.33	008092

TOTAL FOR BANK B 76,877.77

TOTAL FOR REGISTER 76,877.77

poolsure
AN AQUASOL COMPANY

Invoice

Date 10/1/2026
Invoice# 131295637786

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

Terms	Net 20
Due Date	10/21/2026
PO #	

Bill To	**Ship To**
Oakleaf Village/Double Branch 475 West Town Place Ste 114 St Augustine FL 32092	Oak Leaf Plantation/ Double Branch 370 Oakleaf Village Parkway Orange Park FL 32065

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	$3,464.14
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	$194.78

Subtotal	$3,658.92
Tax	$0.00
Total	$3,658.92
Amount Paid/Credit Applied	$0.00
Balance Due	$3,658.92

Click Here to Pay Now

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SEP 30 2026
BY TP

131295637786

CALM III, LLC

475 West Town Place
St. Augustine, FL 32092

Invoice

Date	Invoice #
10/1/2026	1

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

Description	Amount
Recreation - Facility Management - Oakleaf Plantation - October 2026	21,491.25
Janitorial - October 2026	6,511.08

RECEIVED
OCT 09 2026
BY:

Alison Mossing
10-9-26

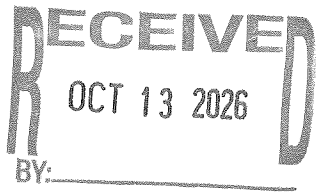
Total	$28,002.33

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

Invoice

Invoice #: 2631
Invoice Date: 9/30/26
Due Date: 9/30/26
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) -Statement Closing Date 9/25/26		88.19	88.19
2.320.513.49300 (DB Office Supplies) - Statement Closing Date 9/25/26		15.00	15.00
34.600.538.6200 (DB Repair & Replacements) -Statement Closing Date 9/25/26		1,763.30	1,763.30
2.320.572.49400 (DB Special Events) - Statement Closing Date 9/25/26		96.00	96.00

Total	$1,962.49
Payments/Credits	$0.00
Balance Due	~~$1,962.49~~

$199.19

American Express Charges
GMS Statement Closing Date – September 25, 2026

Purchase Date	Vendor	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
8/27/2026	1and1ionos	6.00	Office Supplies	2.330.572.51000	3	2.320.572.5100	3	6
8/28/2026	arkansas flag	127.14	Repair and Replacement	34.600.538.64000	63.57	034.600.538.621	63.57	127.14
8/29/2026	Amazon	182.74	Repair and Replacement	34.600.538.64000	91.37	034.600.538.621	91.37	182.74
8/29/2026	Amazon	417.16	Repair and Replacement	34.600.538.64000	417.16			417.16
8/30/2026	Amazon	108.95	Repair and Replacement	34.600.538.64000	70.16	034.600.538.621	38.79	108.95
8/30/2026	simplyscapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99	9.99
9/2/2026	RingCentral	176.39	Phones	2.330.572.4100	88.2	2.320.572.4100	88.19	176.39
9/5/2026	Dwyer Garage Doors	200.00	Repair and Replacement			034.600.538.621	200	200
9/6/2026	simplyscapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99	9.99
9/7/2026	Vevor	719.07	Tennis Maintenance	2.330.572.34400	719.07			719.07
9/8/2026	1and1ionos	24.00	Office Supplies	2.330.572.51000	12	2.320.572.5100	12	24
9/10/2026	Freshwater systems	186.54	Repair and Replacement	34.600.538.64000	93.27	034.600.538.621	93.27	186.54
9/10/2026	B&M Land Construction	330.00	Repair and Replacement			034.600.538.621	330	330
9/13/2026	simplyscapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99	9.99
9/15/2026	Award Gallery	490.74	Repair and Replacement	34.600.538.64000	490.74			490.74
9/20/2026	simplyscapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99	9.99
9/21/2026	Pinch a Penny	135.96	Repair and Replacement	34.600.538.64000	37.98	034.600.538.621	37.98	75.96
9/23/2026	SupplyHouse	25.23	Repair and	34.600.538.64000	25.23			25.23

American Express Charges
GMS Statement Closing Date – September 25, 2026

			Replacement					
9/24/2026	wolf automation	1776.72	Repair and Replacement	34.600.538.64000	888.36	034.600.538.621	888.36	1776.72
9/24/2026	HeadPenn	106.04	Tennis Maintenance	2.330.572.34400	106.04			106.04
9/24/2026	HeadPenn	666.18	Tennis Maintenance	2.330.572.34400	666.18			666.18
9/24/2026	PVTEVENTINS	192.00	Special Event	2.330.572.49400	96	2.320.572.49400	96	192
9/24/2026	poolweb	598.99	Repair and Replacement	34.600.538.64000	598.99	034.600.538.621		598.99
Totals					**$4,487.32**		**$1,962.49**	**$6,449.81**

Totals by District and GL

Double Branch: $1,962.49
2.320.572.4100 (DB Phones) – $88.19
2.320.572.5100 (DB Office Supplies) – $15.00
34.600.538.6200 (DB Repair and Replacements) - $1763.30
2.320.572.49400 (DB Special Events) – $96.00

Middle Village: $4,487.32
2.330.572.4100 (MV Phones) – $88.20
2.310.513.49300 (MV Office Supplies) – $15.00
34.600.538.64000 (MV repair & replacements) – $2,796.83
2.330.572. 34400 (MV Tennis Maintenance) - $1,491.29
2.310.513.49300 (MV Permits/Licenses) - $96.00

PRIVATE
Event Insurance

Your Event Insurance Specialists™

K&K Insurance Services,Inc.
WedSafe and Private Event Insurance
PO Box 2338
Fort Wayne, IN 46801

www.privateeventinsurance.com

Phone 1-800-328-2317
Fax 1-260-459-5502
Claims 1-800-237-2917

Application Date :09/24/2026

Final Summary

Special Event Insurance

Insured Information

Business or Organization:	Middle Village CDD				
First Name:	Jay				
Last name:	Soriano				
Address 1:	845 Oakleaf Plantation Parkway				
Address 2:					
City:	Orange Park	State:	Florida	Zip:	32065
Phone:	9043759285	Fax:		Cell:	
E-mail:	manager@oakleafresidents.com				
How did you hear about us?	Other				

Event Information

Venue Details - Venue1

Venue Name:	Middle Village CDD and GMS				
Address 1:	845 Oakleaf Plantation Parkway				
Address 2:					
City:	Orange Park	State:	Florida	Zip:	32065
Phone:	9043759285				
Email certificate to the venue?	Yes				
Venue's E-mail address:	manager@oakleafresidents.com				
Specific Language for Venue:					

Commercial General Liability

Eligibility

Where do you live?	Florida
Where will your wedding or event take place?	In the state where I live
Type of Event:	Non-profit meeting/function
Date of Event:	09/25/2026
How many guests will be at the event?	150
Alcoholic beverages are:	Furnished without a charge and/or BYOB
Will there be any organized athletic competitions?	No
Does the event have any of the following activities?	No

Activist rallies/marches/protests,Air shows/events,Animal obedience training,Any events held at multiple locations,Any events held on an airfield or airport facility or premises,Any events held outside the U.S.,Any events honoring national and/or local celebrities or professional athletes,Any events involving in or on water activities,Any events providing overnight accommodations,Athletic events or competitions,Balloon festivals,Battle reenactments,Block Party,Bonfires,Cannabis related events,Car/Motorcycle/RV/Boat shows,Christmas tree sales/lots,Cinematography & photography for commercial use,Circuses,Color party, foam party or raves,Concerts,Craft Fairs/ Shows,Dance competitions,Events with motorized vehicles except static vehicle shows/auctions or car washes for charity only,Events with ticket sales, or fee to attend, or are advertised on social media,Fashion Shows,Food eating contests,Fraternity or sorority events,Geocaching events,Gun and/or knife shows,Haunted attractions,Health fairs/expositions/shows,Hunting, fishing and hiking events,Mazes (corn, hay or fence),Open to the public events,Parades,Petting zoos,Political events (except private fundraising auctions, benefits, dances, dinners),Proms,Pumpkin chuckin events,Rodeos,Seances,Shooting events/activities (skeet/trap/clay/guns),Tailgating events,Tractor pulls,Union meetings,Walks/running events

Coverage & Limits

Each Occurrence:	$1,000,000
General Aggregate (other than Products-completed Operations):	$5,000,000
Products-completed Operations Aggregate:	$1,000,000
Personal and Advertising Injury:	$1,000,000

TrustedSite

CERTIFIED SECURE

Damage to Premises Rented to You:	$1,000,000
Medical Expense (any one person):	$5,000
Total Commercial General Liability Premium:	**$172.00**

Notable Exclusions:

Refer to your policy for all specific coverage terms, conditions and exclusions.

Terms & Conditions:

1. A discount is applied to your premium, if available, if you purchased both a Wedding Event Liability policy and a Wedding Event Cancellation policy.
2. Premiums are 100% fully earned at inception of policy coverage and are non-refundable in the event of the cancellation of coverage at any time by the insured.
3. Any changes that deviate from the original enrollment form must be reported in writing.
4. Coverage is contingent upon receipt of premium payment. No coverage will be deemed in effect until premium is received by the company or their representative.

Important Policy Information

I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and correct.

I am aware that the insurance company expects accurate reporting for my premium calculation, and should my figures exceed my estimates during the coverage term I will make arrangements to pay the additional premium. I understand that my book and records may be examined or audited by the insurance company at any time during the coverage period and up to three years thereafter. Intentional misrepresentation or misreporting may jeopardize coverage. The company, as well as any of its authorized representatives, reserves the right to decline/void any ineligible coverage. I further acknowledge that, I have reviewed all information provided with this enrollment form and understand the exclusions which apply, as well as the activities and operations for which coverage is not provided.

Affinity Insurance Services Inc. is an insurance producer licensed in your state. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction involves one or more of these activities. Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In addition, Affinity may charge a fee for administrative services. Your signature on your application, quote form, check, credit card and/or other authorization for payment of your premium, will be deemed to signify your consent to and acceptance of the terms and conditions including the compensation, as disclosed above, that is to be received by Aon. K&K Insurance Group, Inc. as managing general underwriter for the insurance company, receives compensation from the insurance company in consideration for its performance of insurance services that include, but are not limited to; underwriting, policy/certificate issuance, administration and claims handling. The insurance company compensates K&K, based on a predetermined percentage of the total premium. The total may also include an RPG membership fee of up to ten dollars. The insurance purchaser may obtain information about compensation expected to be received by the producer and managing general underwriter based in whole or in part on the sale of insurance to the purchaser, and compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by emailing a written request to: info@privateeventinsurance.com.

In addition, premiums paid by Clients to Affinity or K&K for remittance to insurers, Client refunds and claim payments paid to Affinity or K&K by insurance companies for remittance to Clients are deposited into fiduciary accounts in accordance with applicable insurance laws until they are due to be paid to the insurance company or Client. Subject to such laws and the applicable insurance company's consent, where required, Affinity or K&K will retain the interest or investment income earned while such funds are on deposit in such accounts.

Our liability to you, in total, for the duration of our business relationship for any and all damages, costs, and expenses (including but not limited to attorneys' fees), whether based on contract, tort (including negligence), or otherwise, in connection with or related to our services (including a failure to provide a service) that we provide in total shall be limited to the lesser of $1,000,000 or the singular annual limit of the policy of insurance procured by us on your behalf from which your damages arise.

This liability limitation applies to you, our client, and extends to our client's parent(s), affiliates, subsidiaries, and their respective directors, officers, employees and agents (each a "Client Group Member" of the "Client Group") wherever located that seek to assert claims against Affinity, and its parent(s), affiliates, subsidiaries and their respective directors, officers, employees and agents (each an "Aon Group Member" of an "Aon Group"). Nothing in this liability limitation section implies that any Aon Group Member owes or accepts any duty or responsibility to any Client Group Member.

If you or any of your Group Members asserts any claims or makes any demands against us or any Aon Group Member for a total amount in excess of this liability limitation, then you agree to indemnify Affinity for any and all liabilities, costs, damages and expenses, including attorneys' fees, incurred by Affinity or any Aon Group Member that exceeds this liability limitation.

Aon Corporation, our ultimate parent company, and its affiliates have from time to time sponsored and invested in insurance and reinsurance companies. While we generally undertake such activities with a view to creating an orderly flow of capacity for our clients, we also seek an appropriate return on our investment. These investments, for which Aon is generally at-risk for potential price loss, typically are small and range from fixed-income to common stock transactions. In such case, the gains or losses we make through your investments could potentially be linked, in part, to the results of treaties or policies transacted with you. Please visit the Aon website at http://www.aon.com/market relationships for a current listing of insurance and reinsurance carriers in which Aon Corporate and its affiliates hold any ownership interest.

Electronic Signature Disclosure and Consent

The Electronic Signatures in Global and National Commerce Act (15 U.S.C . § 7001, et seq.) provides that a signature, contract or other record may not be denied legal effect, validity or enforceability solely because it is in electronic form or because an electronic signature was used in a transaction.
K&K Insurance Group (K&K), whether on its own behalf, and/or on behalf of an insurer and/or third parties, may utilize the internet, email, cloud services, digital storage, digital media or similar electronic means to transmit Policy Documents to its clients. This Agreement informs you of your rights when we are delivering and you are receiving such documents from us electronically.

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CERTIFIED SECURE

By agreeing to proceed with this on-line transaction, you acknowledge and consent to the following:
1. I hereby voluntarily consent to proceeding with this transaction, and all subsequent actions related to this transaction, electronically.
2. I understand that further documents relating to this insurance purchased through K&K, including but not limited to correspondence, communications, confirmations, requests for premium payments and policy documents, may, to the extent permitted by law, be transmitted by electronic means to me, including by e-mail sent to the e-mail address I have provided as part of this transaction and/or my on-line registration. I consent to such documents being provided to me electronically.
3. Notwithstanding paragraph 2, any notice of cancellation shall be sent to me by mailing to the address I have provided as part of my registration and/or application for insurance, or to such other address for which I have provided notice pursuant to the terms of the policy.
4. Any change or revision to the e-mail address or other electronic contact information which I have provided as part of this transaction and/or on-line registration process shall be requested by me by logging onto this website, or by mailing a written notice to: K&K Insurance; 1712 Magnavox Way; Fort Wayne, IN 46804.
5. I understand that I may obtain a paper copy of any electronic record provided pursuant to this transaction or any subsequent transaction involving my coverage, either by printing a copy for my records or by mailing a written request by to the address provided in paragraph 4 hereof.
6. In order to access the electronic records provided, the following hardware and software are required: (a) a personal computer or other device through which Internet access is available, (b) an Internet connection, (c) an e-mail account with an Internet service provider, and (d) Adobe Acrobat Reader.
7. I understand that I have the right and option to withdraw my consent to the receipt of further electronic documents at any time, by mailing a written request to the address provided in paragraph 4 hereof.
8. Information relating to this transaction shall be maintained private and confidential and subject to the terms of our privacy statement, a copy of which is provided here Privacy Statement

I accept

Name of the person completing this form: First name: Lisa Last name: Carter
Relationship to Insured: Employee/Staff Member

Premium Summary

Total Commercial General Liability:	$ 172.00
Total Cancellation/Postponement Insurance (Inland Marine):	Not Covered
Total Premium:	$ 172.00
Risk Purchasing Group Administration Fee	$20.00
Total Amount Due	**$192.00**

*** Premium subject to change if not completing purchase same day as quoting ***

This summary is not a contract of insurance. You must refer to the actual policy for complete information regarding coverage terms, conditions and exclusions, as they may change from one coverage period to the next. Please remember that you will receive evidence of coverage immediately if purchased online. You may request a copy of the full policy by submitting a written request.

Acceptance of this quote confirms your desire to obtain liability insurance through the Sports, Leisure and Entertainment Risk Purchasing Group (where applicable). An RPG provides group purchasing power for similar risks resulting in potential advantageous coverage terms, competitive rates, risk management bulletins and rewards for favorable group loss experience. An RPG membership fee may be charged.

Fraud Warning

Fair Credit Report Act Notice
Personal information about you, including information from a credit or other investigative report, may be collected from persons other than you in connection with this application for insurance and subsequent amendments and renewals. Such information as well as other personal and privileged information collected by us or our agents may in certain circumstances be disclosed to third parties without your authorization. Credit scoring information may be used to help determine either your eligibility for insurance or the premium you will be charged. We may use a third party in connection with the development of your score. You have the right to review your personal information in our files and can request correction of any inaccuracies. A more detailed description of your rights and our practices regarding such information is available upon request. Contact your agent or broker for instructions on how to submit a request to us.

Applicable in AL, AR, DC, LA, MD, NM, RI and WV
Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD only.

Applicable in CO
It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK
Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL only.

Applicable in KS
Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA
Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties* (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

Applicable in ME, TN, VA and WA
It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of

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defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in MN
A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Applicable in NJ
Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR
Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in VT
Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

Applicable in all other states
Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

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Order Summary

Order placed August 29, 2026 Order # 112-8080681-0649861

Ship to

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

Payment method

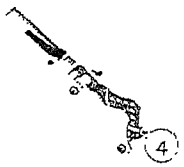
American Express ending in 3053
View related transactions

Order Summary

Item(s) Subtotal:	$101.37
Shipping & Handling:	$0.00
Total before tax:	$101.37
Estimated tax to be collected:	$7.58
Grand Total:	**$108.95**

Placed by	Jay Soriano
GMS Customer Name	Jay Soriano
GMS Work Order Number	JSO082926
GMS Description	doors,shade,tables
GMS Billable (N/F/O)	F (Billable through Field)

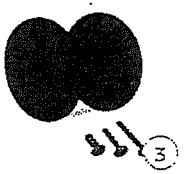
Arriving tomorrow



Aquatonics Heavy Duty Pool Tablet Holder – ABS and Stainless Steel Construction, EZ Clip Handle, Adjustable Wing Screw – Replaces 542068, Fits 3 Inch Tablets for Cleaning Stains with Telescopic Pole
Sold by: Aquatonics
Return or replace items: Eligible through October 2, 2026
$16.99



Transparent Push Start Button Cover, SdydudCyb 1 PCS Electrical Protective Cover Emergency Stop Protection Cover,Push Button Cover,Stop Switch Box
Sold by: SdydudCyb
Return or replace items: Eligible through October 2, 2026
$15.68



GuoluvSoo Door Hole Deadbolt Cover Plate, 2-5/8" Stainless Steel, Black
Sold by: Luvsoo Direct
$5.91

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English | United States

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Order Summary

Order placed August 29, 2026 Order # 112-7365230-9204262

Ship to

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

Payment method

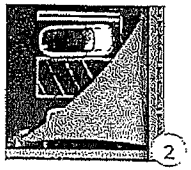
American Express ending in 3053
View related transactions

Order Summary

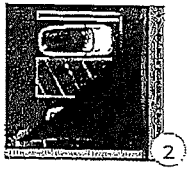
Item(s) Subtotal:	$388.04
Shipping & Handling:	$0.00
Total before tax:	$388.04
Estimated tax to be collected:	$29.12
Grand Total:	$417.16

Placed by	Jay Soriano
GMS Customer Name	Jay Soriano
GMS Work Order Number	JSO082926
GMS Description	doors,shade,tables
GMS Billable (N/F/O)	F (Billable through Field)

Arriving September 9



Royal Shade 13' x 18' x 22.2' Sand Beige Right Triangle Sun Shade Sail Order to Make RSTAPT14, UPF50+ 95% UV Blockage, 200GSM Commercial Standard Heavy Duty, 3 Years Warranty (We Make Custom Size)
Sold by: Royal Shade
Supplied by: Other
Return or replace items: Eligible through October 8, 2026
$97.01



Royal Shade 13' x 18' x 22.2' Brown Right Triangle Sun Shade Sail Order to Make RSTAPT14, UPF50+ 95% UV Blockage, 200GSM Commercial Standard Heavy Duty, 3 Years Warranty (We Make Custom Size)
Sold by: Royal Shade
Supplied by: Other
$97.01

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Order Summary

Order placed August 29, 2026 Order # 112-5406955-1898613

Ship to

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

Payment method

American Express ending in 3053
View related transactions

Order Summary

Item(s) Subtotal:	$169.99
Shipping & Handling:	$0.00
Total before tax:	$169.99
Estimated tax to be collected:	$12.75
Grand Total:	**$182.74**

Placed by	Jay Soriano
GMS Customer Name	Jay Soriano
GMS Work Order Number	JSO082926
GMS Description	doors,shade,tables
GMS Billable (N/F/O)	F (Billable through Field)

Arriving September 3 - September 8



Stabrech 47" Round Patio Table with Umbrella Hole, Metal Outdoor Dining Table for Garden, Backyard and Deck, 6 Person Round Patio Dining Table for Outside, Honey Oak
Sold by: Stabrech Direct
Supplied by: Other
$169.99

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B & M Land Construction Inc

$330.00

#1684
Sep 10 2026 at 12:53 PM

Custom Amount Sand hauled	$330.00
Total	**$330.00**

B & M Land Construction Inc
2141 Louie Carter Rd
Baldwin, FL 32234-3455
(904) 219-3423

AMEX 3053 (Keyed)

Sep 10 2026 at 12:53 PM
Auth code: 225083

INVOICE	#112
SERVICE DATE	Sep 03, 2026
PAYMENT TERMS	Upon receipt
DUE DATE	Sep 03, 2026
AMOUNT DUE	$0.00

Dwyer Garage Doors & More

Jay Soriano
370 Oakleaf Village Parkway
Orange Park, FL 32065

(904) 562-0249
jsoriano@gmsnf.com

CONTACT US

2695 Secret Harbor Dr.
jacksonville, FL 32065

(928) 412-7536
james_dwyer99@yahoo.com

INVOICE

Services	qty	unit price	amount
Crashed Door	1.0	$200.00	$200.00
Fix the issue at hand and lube and adjust anything that may need adjusting1 year parts warranty,30 day labor warranty			

Subtotal	$200.00
Job Total	**$200.00**
Amount Due	**$0.00**

Payment History

Sep 05	Sat 7:05am	Credit Card	$200.00

Thank you for your business. We look forward to future business with you.

See our Terms & Conditions

Order Information

Your order number is **W234129.** The order was placed on 6/23/2026

Billing Information

Jay Soriano
475 W Town Pl
Orange Park, FL 32092

Order Summary

Payment Method: Credit Card

Shipping Address

GMS LLc
370 OAKLEAF VILLAGE PKWY
orange park, FL 32065

Shipping Method

Ground

Image	Qty	Description	Unit Price	Price
	2	Sewn Nylon American Flag (5 ft. x 8 ft.) SKU: US58	$97.87	$195.74
	2	Yellow/Black Heavy Duty String Pennants SKU: PENNSP899YB	$44.83	$89.66
	2	Blue/White String Large Pennants SKU: PENNSP48H	$34.63	$69.26

Questions about your order? Reply to this email or contact customer service at 501-375-7633

Subtotal	$354.66
Shipping	$29.04
Coupon	$70.93
Total	**$312.77**

FlagandBanner.com 501-375-7633
800 West Ninth Street
Little Rock, Arkansas 72201

Fresh Water Systems

ORDER WEBFWS100705569

Thank you for your purchase!

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

View your order

or Visit our store

Order summary



John Guest Black 1/4" OD LLDPE Polyethylene Tubing × 1
500 Feet — $59.13



Stenner Santoprene Check Valve Duckbill × 5
5-Pack — $103.75

Subtotal	$162.88
Shipping	$10.63
Taxes	$13.03
Total	**$186.54 USD**

Customer information

Shipping address

Jay Soriano
GMS llc
370 Oakleaf Village Parkway
Orange Park FL 32065
United States

Billing address

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

Payment

Shipping method

SHIPPING - Ground- 4-5 business days in transit

If you have any questions, reply to this email or contact us at orders@freshwatersystems.com

IONOS

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:	202064279834
Invoice Date:	08/26/2026
Customer ID:	270980442
Contract ID:	48060001
Help Center:	ionos.com/help
My IONOS:	my.ionos.com/invoices

Your IONOS Personal Consultant:
Milette C
+1 913 258 7841

Invoice

Billing period starting: 08/25/2026

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 48060001 - IONOS Expert					
1	IONOS Website Builder 08/25/2026-09/24/2026	$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

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:	202064514049
Invoice Date:	09/07/2026
Customer ID:	270980442
Contract ID:	85644648
Help Center:	ionos.com/help
My IONOS:	my.ionos.com/invoices

Your IONOS Personal Consultant:
Milette C
+1 913 258 7841

Invoice

Billing period starting: 09/06/2026

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 85644648 - IONOS MyWebsite Creator+					
1	Basic Fee 09/06/2026-10/05/2026	$30.00 a month	1 mo.	$0.00	$30.00
2	Special Offer Discount for line-item 1	Special Offer		$0.00	$-6.00
Net Total					**$24.00**
Net (non-taxable portion)					**$24.00**
Net (taxable portion)					**$0.00**
Tax					**$0.00**
Total amount due Please **DO NOT** send cash, check or money order					**$24.00**

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.

ORDER 13933259703

POOLWEB
POOL & SPA SUPPLIES

Thank you for your purchase!

At Poolweb, we want to ensure that your purchase remains in excellent condition for years to come.

Order summary



1-1/2 HP Pump Motor Square Flange - 1-Speed 3-Phase 208-230/460 Volts 60 Hz - TEFC Almond × 1 **$518.20**

Product Warranty Powered by SureBright × 1 **$39.00**
1 Year Protection / Coverage#851

Subtotal	**$557.20**
Shipping	**$0.00**
Taxes	**$41.79**
Total	**$598.99 USD**

Customer information

Shipping address

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

Billing address

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

Shipping method

Standard

SupplyHouse

Secure Checkout

Thanks for your order, Jay!

Order # 28911963

Print Edit your order Go to invoices

We've emailed you a copy of this receipt. You'll get a second email with a tracking number once your items ship.

VIEW ORDER

Continue Shopping



Stay Updated on Your Order! NEW

To receive automatic delivery updates for your orders, please enter the email address(es) where you'd like to receive notifications:

jsoriano@gmsnf.com x Enter email...

SUBSCRIBE EMAILS

Shipping Method

UPS Ground

Shipping Address

Jay Soriano
GMS LLc
370 Oakleaf Village Pkwy
Orange Park, FL 32065
(904) 342-1441

Payment Method

AMERICAN EXPRESS
**** 3053
(Exp. 12/2026)

Billing Address

Jay Soriano
GMS llc
475 W Town Pl
Saint Augustine, FL 32092
(904) 342-1441

Arriving
Fri, Sep 25

FastTrack



30 MFD Round Motor Run Capacitor (440/370V) 1 unit $16.52 each

SKU: PRCF30A
Titan HD

Order Total

Subtotal (1 item)	$16.52
Shipping - UPS Ground	$6.95
Sales Tax	$1.76
Total:	**$25.23**

Easy Returns No restocking fee for 90 days!
View Return Policy

Secure Checkout

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Norton powered by digicert



Need Help? Call or Text 1-888-757-4774

Live Chat Email

Open Now: 8am–7:45pm

View Cart ID

Award Gallery, Inc.

175-6 Blanding Boulevard
Orange Park, FL 32073

Invoice

Date	Invoice #
8/16/2024	14642

PAID 09/25/2024

Bill To
oakleaf orcas swim team jack powers-young 505-7731

Manager @ oakleaf residents.com

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
medals	24	3.50	84.00
plaques 6 x 8	5	21.00	105.00
trophies high point	12	6.00	72.00
trophies - special awards	2	8.50	17.00
champs chenille pins	100	1.25	125.00

Award Gallery Blvd
Orange Park, FL 32073
904-568-5450

09/25/2024 11:06

Sale

Trans #: 1 Batch #: 149

CREDIT CARD MANUAL
AMEX **/**
**********3053

Card Price / Cash Price
****
$418.11 $403.00

Cash Discount $0.00
SUB TOTAL: $418.11
TOTAL AMT: USD $418.11

Resp: Transaction approved
Code: 2119324
Ref #: 604497166
CID Rsp: The Card Security Code matched
AVS Rsp: All digits match (5-digit Zip Code)

If paid with cash you could've saved $15.11

Thank You!

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS

Subtotal	$403.00
Sales Tax (7.5%)	$0.00
Total	$403.00
Payments/Credits	$-403.00
Balance Due	$0.00

PINCH A PENNY #242
9715 Crosshill Boulevard, #105
Jacksonville, FL 32222
Office: (904) 619-0939
STORE242@PINCHAPENNY.COM

PINCH·A·PENNY POOL·PATIO·SPA®

STATEMENT

Jay Soriano
370 oakleaf village parkway

orange park fl 32065
Billing Group: A-Due Upon Reciept

Billing Period Start Date 09/01/26
Client Code 1461

Date	INV	Transaction	Description			Amount
9/1/2026		Previous Balance				$60.00
9/1/2026	13728	Invoice	Double branch			$75.96
			ALGAE EATER PLUS 1 GAL.	Qty: 4	$75.96	
9/21/2026		Credit Card Payment	81811285495			$-135.96

Current	31+ Days Overdue	61+ Days Overdue	91+ Days Overdue	Amount Due
$0.00	$0.00	$0.00	$0.00	$0.00

Thank you

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

Client Info:
Jay Soriano
370 oakleaf village parkway
orange park fl 32065

Billing Date	Client Code	Amount Due
09/21/26	1461	$0.00

Amount Paid	Check #

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

Thank You! We Greatly Appreciate Your Business!!

PINCH·A·PENNY POOL·PATIO·SPA®

Receipt

Invoice number YSOPUWFB-0062
Receipt number 2270-9891
Date paid September 13, 2026

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

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

$9.99 paid on September 13, 2026

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Sep 13–Sep 20, 2026	1	$9.99	$9.99

Subtotal	$9.99
Total	$9.99
Amount paid	**$9.99**

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	September 13, 2026	$9.99	2270-9891

Receipt

Invoice number YSOPUWFB-0063
Receipt number 2311-0693
Date paid September 20, 2026

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

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

$9.99 paid on September 20, 2026

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Sep 20–Sep 27, 2026	1	$9.99	$9.99

Subtotal	$9.99
Total	$9.99
Amount paid	**$9.99**

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	September 20, 2026	$9.99	2311-0693

Receipt

Invoice number YSOPUWFB-0061
Receipt number 2381-7107
Date paid September 6, 2026

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

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

$9.99 paid on September 6, 2026

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Sep 6–Sep 13, 2026	1	$9.99	$9.99

Subtotal	$9.99
Total	$9.99
Amount paid	**$9.99**

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	September 6, 2026	$9.99	2381-7107

Receipt

Invoice number YSOPUWFB-0060
Receipt number 2853-5268
Date paid August 30, 2026

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

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

$9.99 paid on August 30, 2026

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Aug 30–Sep 6, 2026	1	$9.99	$9.99

Subtotal	$9.99
Total	$9.99
Amount paid	**$9.99**

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	August 30, 2026	$9.99	2853-5268

RingCentral

Thank you for choosing RingCentral.

Invoice

Document # 17281041001

Account Information		Bill To	Pay To
Account Number:	(904) 770-4650	Oakleaf Plantation 475 west town place ste St Augustine, FL 32092, USA	RingCentral, Inc. 20 Davis Dr, Belmont, CA 94002, USA
Subscription Name:	RingEX Standard™		
Statement Date:	09/02/2026		
Paid By:	···· ···· ···· 8052		

Statement Summary

Subscription

Subtotal:

Charges	Billing frequency	Price per item	Qty	Discounts and prorates
RingEX Standard™ - Subscription Fee	Monthly	$0.00	1	-
DigitalLine Unlimited	Monthly	$34.99	5	($40.05)
Taxes, fees and surcharges				
Federal taxes				$5.74
State taxes				$8.79
Local taxes				$1.96

Compliance and Administrative Cost Recovery Fee	$20.00
e911 Service Fee	$5.00

Total charges after discounts and prorates:	$134.90
Total Taxes and Fees:	$41.49
Amount charged to credit card:	**$176.39**

Statement Details

Charges and applied credits summary

Charges after discounts and prorates: **$134.90**

Period	Description	Unit Price	Quantity	Amount
09/02/2026-10/01/2026	RingEX Standard™ - Monthly Subscription Fee	$0.00	1	$0.00
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 342-1441	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 770-4648	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 770-4649	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 770-4661	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 770-4667	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)

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HEAD® Penn

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

Sold-to address
Middle Village CDD
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

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

Order acknowledgement

Order Number	Date
5103540733	09/03/2026
P.O. No.	Date
Fletcher 9/3	
Requested Delivery Date	09/03/2026
Cancel Date:	
Customer No.: 715220	
Order Placed By: R118	
Entered by: OMS3_CPIC	
Salesrep: ELLIS, JEFF	

We deliver according to the following conditions:
Terms of payment Credit Card preauth.
Terms of delivery: FOB BALTIMORE, MD
Shipped Via: FED EX GROUND (PPA)

Thank you for your order - this is your order acknowledgement.
Payment should only be made upon receipt of invoice.

Line.	Material-No.	Description Quantity	Price	Price unit	Amount	Cur
000010	522103	PRO PENN MARATHON+ RD				
	Item 10					
		8 CAS	87.12		696.96	USD
	Terms of payment	5% 30 2% 60 NET 61 days				
		8 CAS	Day 09/03/2026			
000020	285375	Prime Tour Perforated 50 pcs clear polyb				
	Item 20					
	BK Del Date 2 09/03/2026					
		2 PAC	46.92		93.84	USD
000030	952194	HEAD COURT BANNER				
	Item 30					
		2 PC				USD
		2 PC	Day 09/03/2026			
000040	952195	HEAD Shop Banner				
	Item 40					
		1 PC				USD
		1 PC	Day 09/03/2026			

For Return Authorization or Billing Inquiries: Please call (800) 289-7366

HEAD® Penn®

Sold-to address
Middle Village CDD
SAINT AUGUSTINE FL 32092

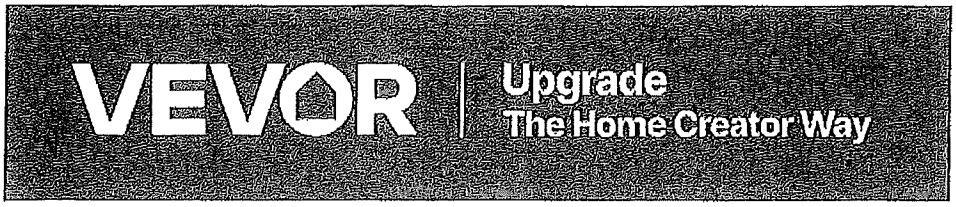
Doc. No. /Date
5103540733 / 09/03/2026

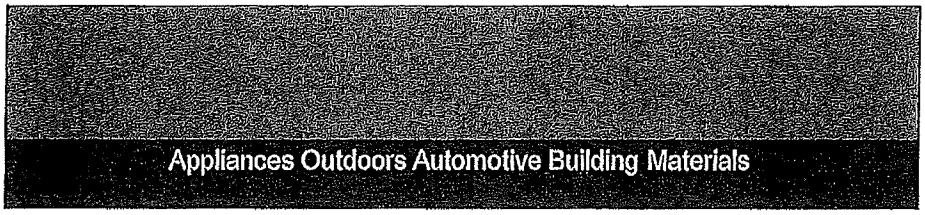
Page
2

Line.	Material-No.	Description	Quantity	Price	Price unit	Amount	Cur
000050	952278	HEAD Slatwall Header (NEW)					
	Item 50						
			1 PC				USD
			1 PC	Day 09/03/2026			
000060	952371	Pro Penn Marathon Court Banner					
	Item 60						
			1 PC				USD
			1 PC	Day 09/03/2026			
Total Number of Units			15				

Items total		790.80	USD
CC Discount	5.000- %	34.85-	USD
Final Amount		755.95	USD

For Return Authorization or Billing Inquiries: Please call (800) 289-7366



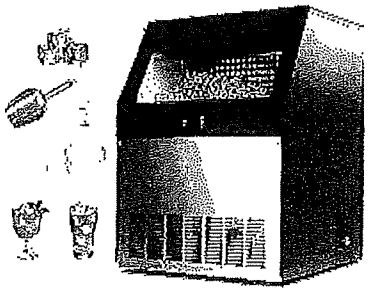


Dear Jay Soriano,

Thank you for your order. Here is a summary of order:

Order Information	Email
Contact Name	jsoriano@gmsnf.com
Jay Soriano	Zip Code
Phone Number	32065
1-9043421441	Payment Method
Address1	Credit/Debit Card
370 Oakleaf Village Parkway Orange Park Florida United States	Shipping Method
	Standard Shipping (Fri, Sep 11 - Fri, Sep 11)

Product	Unit Price	Subtotal
•		



$668.90 $668.90

VEVOR Commercial Ice Maker Machine, 265 lbs/24h with 85 lbs Storage Capacity, Built-in/Freestanding/Under Counter, Stainless Steel Ice Maker with LED Display & Self-Cleaning, for Home Bar Restaurant

Subtotal	$668.90
$668.90	Estimated Sales Tax
Shipping Fee	$50.17
Free	Total
Total before Sales Tax	**$719.07**

MARSHALL WOLF AUTOMATION

Thanks for your order! We're processing it now. In-stock orders placed before 3 p.m. CST usually ship the same day, and you'll hear from us with tracking info or a ship date update as soon as we have it.

Order #169915
Placed Sep 24th 2026

Shipping Address

370 OAKLEAF VILLAGE PKWY
ORANGE PARK
FLORIDA
32065-4259
US

Billing Address

Jay Soriano
GMS LLC
475 W TOWN PL STE 114
SAINT AUGUSTINE, FLORIDA 32092-3649
UNITED STATES

Email: manager@oakleafresidents.com
Phone: 9043421441

Items

FRN0025C2S-2U FRN0025C2S-2U Brand: Fuji Electric $525.23	Qty: 1	**$525.23**
Extend Protection Plan - 3 years B6-HG-TOOL-3y;xtd;FRN0025C2S-2U $99.99	Qty: 1	$99.99
CFW500A04P3B2NB20G2 CFW500A04P3B2NB20G2 Brand: Weg $244.07	Qty: 1	**$244.07**

Extend Protection Plan - 3 years (A) B6-HG-TOOL-3y;xtd;CFW500A04P3B2NB20G2 $59.99	Qty: 1	**$59.99**
FRN0033C2S-2U FRN0033C2S-2U Brand: Fuji Electric $723.49	Qty: 1	**$723.49**

Subtotal:	**$1,652.77**
Shipping:	**$0.00**
Tax:	**$123.95**
Grand total:	**$1,776.72**
Shipping method:	**UPS® (UPS® Ground)**

Questions about your order? Contact us or reply to this email.

Thanks again for choosing Wolf Automation!

From: **Oakleaf Venues** venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - JOSEPH LOMENA
Date: October 13, 2026 at 2:34 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
  - LOCATION – OVCR aka CLUBROOM (SUNDAY) 5:00 P.M. to 9:00 P.M. (ET 5:30-8:30 pm)
  - DATE OF VENUE – OCTOBER 11, 2026
  - RESIDENT – **JOSEPH LOMENA**
  - ADDRESS – 826 GROVER LANE, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - **$100.00**
  - BOOKING FEE/DEPOSIT was via VISA (8738):
    - DATED: 8/7/26
    - APPROVAL CODE: 612124
    - AMOUNT: 100.00

RECEIVED
OCT 13 2026
BY:

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

Thank you.

I will be out of the office **October 15-16, 2026**
Email is the best means of communication when 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

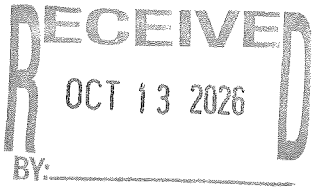
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From: **Oakleaf Venues** venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - STEPHANIE BROWN
Date: October 13, 2026 at 2:36 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
  - LOCATION – OVCR aka CLUBROOM (SATURDAY) 10:00 A.M. to 2:00 P.M. (ET 10:30 am-1:30 pm)
  - DATE OF VENUE – OCTOBER 10, 2026
  - RESIDENT – **STEPHANIE BROWN**
  - ADDRESS – 559 Running Woods Street, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - **$100.00**
  - BOOKING FEE/DEPOSIT was via VISA (2621):
    - DATED: 8/5/26
    - APPROVAL CODE: 074611
    - AMOUNT: 100.00



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

Thank you.

I will be out of the office **October 15-16, 2026**
Email is the best means of communication when 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

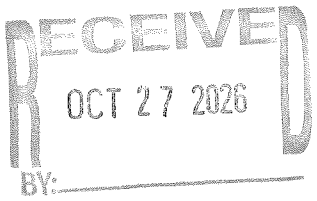
Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s)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

From: **Oakleaf Venues** venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - DEBBIE CORNMAN
Date: October 27, 2026 at 3:40 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
  - LOCATION – OVCR aka CLUBROOM (SATURDAY) 10:00 A.M. to 2:00 P.M. (ET 11am-1pm)
  - DATE OF VENUE – OCTOBER 24, 2026
  - RESIDENT – **DEBBIE CORNMAN**
  - ADDRESS – 620 CHESTWOOD CHASE DRIVE, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - **$100.00**
  - BOOKING FEE/DEPOSIT was via VISA (2190):
    - DATED: 8/7/26
    - APPROVAL CODE: 03497D
    - AMOUNT: 100.00



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

Thank you.

I will be out of the office **November 4-9, 2026**
Email is the best means of communication when 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

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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

RECEIVED
OCT 19 2026
BY:

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

Invoice details
Invoice no.: 279394
Terms: Net 15
Invoice date: 10/16/2026
Due date: 10/31/2026

Code to:

Double Branch Facility Maintenance - Preventative

2-320-572-4661

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 48856 - OCTOBER PREVENTATIVE MAINTENANCE			
2.	**PM**		Oct 6, 2026: 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 and electrical components. SEE BELOW	1	$335.00	$335.00

ISSUES FOUND
1. Hoist VKR 16-09-A02-005202 needs arm pad covers. SEE 47912
2. Bicep Arm Curl 144275 Should replace arm pad and arm pad cover. SEE 41501
3. Magnum Hip Abductor/Adductor sn: 144200 2x thigh pad SEE 41501
4. Magnum Decline/Sit up Bench sn: 143738 roller pads SEE 41501
5. ALL OTHER UNITS TEST CORRECT

Total **$335.00**

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

Invoice

Invoice #: 2634
Invoice Date: 10/20/26
Due Date: 10/20/26
Case:
P.O. Number:

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

RECEIVED
OCT 20 2026
BY:

Description	Hours/Qty	Rate	Amount
Facility Event Staff through October 17, 2026	12	25.00	300.00

2.300.369.103

Total	$300.00
Payments/Credits	$0.00
Balance Due	$300.00

10/20/26

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
12	Facility Event Staff	$ 25.00	$ 300.00

Covers Period End: October 17, 2026

Amenities Revenue # 2.300.369.103

MAKE CHECK PAYABLE TO:

The Lake Doctors, Inc.
Aquatic Management Services

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

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

VISA MasterCard

CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

☐ *Please check if address below is incorrect and indicate change on reverse side*

DOUBLE BRANCH CCD/OAKLEAF PLANTATION
Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065

ACCOUNT NUMBER	DATE	BALANCE
708477	10/1/2026	$2,170.00

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

00000000019082001000000041241800000021700056

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

DOUBLE BRANCH CCD/OAKLEAF PL 8664 Oakleaf Village Pkwy Jacksonville, FL 32222

Invoice Due Date 10/11/2026 **Invoice 412418B** **PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
10/1/2026	Water Management - Zone 1,Water Management - Zone 2		$1085.00	$0.00	$1085.00
			$1085.00	$0.00	$1085.00

Code to:

2-320-572-4680

RECEIVED
OCT 19 2026
BY:

Double Branch Lake Maintenance

Please remit payment for this month's invoice.

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

Credits	$0.00
Adjustment	$0.00
AMOUNT DUE	

Total Account Balance including this invoice: $2170.00

This Invoice Total: $2170.00

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

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

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

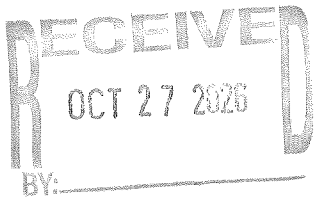
Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

From: **Oakleaf Venues** venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MARCELINA JALLIGAO
Date: October 27, 2026 at 3:59 PM
To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com
Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com

Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM DBCDD – for the following venue.
  - LOCATION – OV PATIO (SATURDAY) 9:30 A.M. to 1:30 P.M. (ET 9:30am-12:30pm)
  - DATE OF VENUE – OCTOBER 24, 2026
  - RESIDENT – **MARCELINA JALLIGAO**
  - ADDRESS – 4151 BITTERBERRY DRIVE, **ORANGE PARK, FL 32065**
  - AMOUNT OF REFUND - $100.00
  - BOOKING FEE/DEPOSIT was via VISA (3429):
    - DATED: 6/2/26
    - APPROVAL CODE: 04282D
    - AMOUNT: 100.00



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

Thank you.

I will be out of the office **November 4-9, 2026**
Email is the best means of communication when 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.

VERDEGO LANDSCAPE
A DEARTLAND COMPANY

Invoice

Invoice #: 31330
Date: 10/01/26
Customer PO:
DUE DATE: 10/31/2026

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
#30866 - Standard Maintenance Contract 2026-2027 October 2026	$41,812.33

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE **$41,812.33**

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

RECEIVED
OCT 19 2026
BY:

Double Branch Landscape Maintenance

*** CHECK NOS. 000517-000528 DOUBLE BRANCH-CAPITAL RESERVE
BANK C CAPITAL RESERVE FUND

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	...EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
10/05/26	00088	9/23/26	7504	202609	600	53800	62100			*	3,965.00		
			65 YDS - PLAYGROUND MULCH										
									BIG BRANCH TREE SERVICE INC			3,965.00	000517
10/05/26	00064	9/21/26	3479	202609	600	53800	62100			*	4,200.00		
			POOL SLIDE RPR										
									BLUE SOLUTIONS INC			4,200.00	000518
10/05/26	00016	6/29/26	29460	202606	600	53800	62100			*	107,800.00		
			SOCCER REFURBISH 2 ACRES										
									VERDEGO LLC			107,800.00	000519
10/05/26	00032	9/23/26	INV10935	202609	600	53800	62100			*	500.76		
			12 VOLT 7 AH AGM BATTERY										
									1000 BULBS			500.76	000520
10/09/26	00089	9/11/26	INV34782	202609	600	53800	62100			*	1,032.89		
			PORTABLE DIVIDER PANELS										
									PUTTERMAN ATHLETICS LLC			1,032.89	000521
10/19/26	00035	9/30/26	2631	202609	600	53800	62100			*	1,763.30		
			SEP REPAIR & REPLACEMENTS										
									GOVERNMENTAL MANAGEMENT SERVICES			1,763.30	000522
10/30/26	00070	10/09/26	279411	202610	600	53800	62100			*	338.84		
			RPR ID-AUG PREVENT MAINT										
									ALLWAYS IMPROVING LLC			338.84	000523
10/30/26	00070	10/15/26	278763	202610	600	53800	62100			*	2,347.17		
			RPR ID-JUN PREVENT MAINT										
									ALLWAYS IMPROVING LLC			2,347.17	000524
10/30/26	00082	9/04/26	92537087	202609	600	53800	62100			*	835.06		
			JANITORIAL SUPPLIES										
		9/04/26	92537087	202609	600	53800	62100			*	62.65-		
			CREDIT MEMO #9253421116										
									HD SUPPLY INC			772.41	000525
10/30/26	00082	9/08/26	92537407	202609	600	53800	62100			*	296.32		
			JANITORIAL SUPPLIES										
									HD SUPPLY INC			296.32	000526
10/30/26	00090	10/07/26	BD370OVP	202610	600	53800	62100			*	4,750.00		
			RPR STUCCO AROUND CHIMNEY										
									OLD SCHOOL ASSOCIATES INCORPORATED			4,750.00	000527

*** CHECK NOS. 000517-000528 DOUBLE BRANCH-CAPITAL RESERVE
BANK C CAPITAL RESERVE FUND

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	...EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
10/30/26	00039	9/08/26	26-0167	202609	600	53800-62100				*	6,376.00		
		PAINT MATERIALS											
									EDWIN ARCE			6,376.00	000528

TOTAL FOR BANK C 134,142.69

TOTAL FOR REGISTER 134,142.69

Invoice

Date	Invoice #
9/23/26	7504

FULL CIRCLE
MULCH-E-MORE
904-291-8733

5184 Carter Spencer Road
Middleburg, FL 32068

Bill To
Governmental Management Systems 1001 Bradford Way Kingston, TN 37763

RECEIVED
SEP 25 2026
BY:

Description	Qty	Rate	Amount
Double Branch CDD Stonebrier Piedmont Park 2971 Wakemont Dr Oakleaf Plantation, FL 32065			
Install 65 yards of certified playground mulch	65	61.00	3,965.00

Code to:

Double Branch Capital

34.600.53800.6200

Total	$3,965.00
Payments/Credits	$0.00
Balance Due	$3,965.00

Price includes tax, material and labor.

Blue Solutions Inc
2343 Conciliation Ln
Green Cove Springs, FL
32043-9472 USA
+19044498191
Blue_Solutions@comcast.net
www.bluesolutionspools.com

Invoice

BILL TO
Javier Soriano
Double Branch CDD
370 Village Oaks PKWY
Orange Park, FL 32065

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
3479	09/21/2026	$4,200.00	09/21/2026	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Labor Remove and Repair couplings and pipe stands for pool slide	1	2,200.00	2,200.00
service:Scaffolding Set up and removal of equipment plus rental	1	1,800.00	1,800.00
Materials Wasp Spray ,Topcon's , Bolts, Anchors	1	200.00	200.00

BALANCE DUE **$4,200.00**

Ways to pay

View and pay

RECEIVED
SEP 25 2026
BY:

Code to:

Double Branch Capital

34.600.53800.6200

VERDEGO
LANDSCAPE
A HEARTLAND COMPANY

Invoice

Invoice #: 29460
Date: 06/29/26
Customer PO:
DUE DATE: 07/29/2026

BILL TO

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

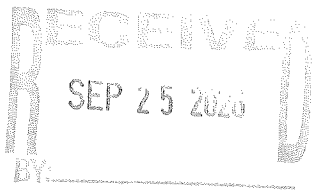
FROM

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

DESCRIPTION	AMOUNT
#27770 - Soccer Refurbish 2 acres	

We propose stripping 2 acres of field area specified by Board, hauling off debris. Repair grade by Laser leveling, prep area then laying BEMINI BERMUDA, 419 grade better suited for active field use. Power roll Three times, parallel and perpendicular.

Code to:



Double Branch Capital

34.600.53800.6200

Landscape Enhancement			*$107,800.00*
Sub: Sod work (Sub)	1.00	$107,800.00	$107,800.00

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE **$107,800.00**

Please See Our Updated Remittance Information

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

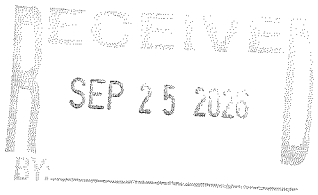
Credit card convenience fee of 3% will be applied to all transactions

1000Bulbs.com

Invoice: INV1093559

Bill To:
Double Branch CDD
Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065
904-562-0249
Sales Order: S05063001

Ship To:
Double Branch CDD
Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065



Order Date	09/22/2026	**Invoice Date**	09/23/2026	**Due Date**	10/23/2026
Customer #	1705529	**Terms**	Net 30	**Web #**	15694693
Salesperson	Kash Brewer	**Phone**	972-764-5916	**Email**	kbrewer@1000bulbs.com

Product	Ordered	Shipped	Unit Price	Total
 **Brand: Bright Way Group** **SKU: BAT-10010** **12 Volt - 7 Ah - AGM Battery** F1 Terminal - Sealed AGM - Bright Way Group BW1270F1	32	32	$12.62	**$403.84**

Ship Via	Multiple Methods
Tracking #	877605212927 877605213165 877605211254 877605210497

Skip to main content

Subtotal:	$403.84
Shipping:	$96.92
Sales Tax:	$0.00
Total:	**$500.76**

Opt-Out Signal Honored

Please mail payment by check to

Service Lighting & Electrical Supplies - 599522
PO Box 649552
Dallas, TX 75264-9552

Phone: (800) 624-4488

Please send ACH/Wire payments to

Account Name: Service Lighting & Electrical Supplies
Account Number: 01878438861
Routing Number: 044000024
Bank Name: Huntington Bank
Bank Address: 41 South High Street, Columbus, OH, 43215

Code to:

Double Branch Repair and Replacement

34.600.53800.6200

Opt-Out Signal Honored

athletics
putterman

Invoice

#INV34782

Customer #: Oakleaf Plantation Pickleball
Ship Date: 9/10/2026
Invoice Date: 9/11/2026
Due Date: 10/11/2026

Sold To
Oksana Kuzmuk
Branch Community Development District
475 West Town Place, Suite 114
Saint Augustine FL 32092
United States
(904) 544-6011

Ship To
Jay Soriano
Oakleaf Plantation Pickleball
370 Oakleaf Village Parkway
Orange Park FL 32065
United States
(904) 342-1441

Remit To
880 N. Spring Garden Ave
DeLand, FL 32720
800-621-0146

Terms	PO #	Sales Rep	Ship Via	Tracking #
Net 30	JSDB09102026	Jamie Akridge	FedEx Ground®	877066813627 877066813638 877066813649

Item	QTY/UOM	Unit Price	Amount
PROPCDP-6 Portable Divider Panels 32.5" x 59" Qty 6 Black hexagonal net , black coated metal frame, 420 D black fabric, rotating legs , and instructions Care Suggestion: Portable Divider Panels are designed for either indoor or outdoor use. However, please do not leave this product outside for extended periods. We suggest that you store your system indoors and not expose to wet or extreme outside elements. Although most Portable Divider Systems are rust resistant, they are not rust proof. We cannot warranty products that are left outside for extended periods.	2/Each-Qty 6	$388.28	$776.56
PROPCDP-2 Portable Divider Panels 32.5" x 59" Qty 2 Black hexagonal net , black coated metal frame, 420 D black fabric, rotating legs , and instructions Care Suggestion: Portable Divider Panels are designed for either indoor or outdoor use. However, please do not leave this product outside for extended periods. We suggest that you store your system indoors and not expose to wet or extreme outside elements. Although most Portable Divider Systems are rust resistant, they are not rust proof. We cannot warranty products that are left outside for extended periods.	1/EA	$136.33	$136.33

Code to:

Double Branch Repair and Replacement

034.600.538.621

RECEIVED
SEP 17 2026
By

Subtotal	$912.89
Tax Total	$0.00
Est. Shipping	$120.00
Total	**$1,032.89**
Amount Paid	$0.00
Amount Due	**$1,032.89**

Customers will be responsible for any additional carrier fees incurred from incorrect shipping address.

Accounts over 30 days past due are subject to a 1.5% finance charge.

A 3% processing fee will be charged for payments via credit card for accounts set up with net terms.

Payment by Wire:
Wintrust Bank NA
Account: 3802207084
Account Name: Putterman Athletics LLC
Routing: 071925444

Email: info@mputterman.com
Website: www.puttermanathletics.com
Phone: (800) 621 - 0146

athletics
putterman

Invoice

#INV34782

Customer #: Oakleaf Plantation Pickleball
Ship Date: 9/10/2026
Invoice Date: 9/11/2026
Due Date: 10/11/2026

Swift Code: NSCTUS44

Email: info@mputterman.com
Website: www.puttermanathletics.com
Phone: (800) 621 - 0146

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

Invoice

Invoice #: 2631
Invoice Date: 9/30/26
Due Date: 9/30/26
Case:
P.O. Number:

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

RECEIVED
OCT 13 2026
BY:

Description	Hours/Qty	Rate	Amount
2.320.572.4100 (DB Phones) -Statement Closing Date 9/25/26		88.19	88.19
2.320.513.49300 (DB Office Supplies) - Statement Closing Date 9/25/26		15.00	15.00
34.600.538.6200 (DB Repair & Replacements) -Statement Closing Date 9/25/26		1,763.30	1,763.30
2.320.572.49400 (DB Special Events) - Statement Closing Date 9/25/26		96.00	96.00

Total	$1,962.49
Payments/Credits	$0.00
Balance Due	~~$1,962.49~~

$1,763.30

American Express Charges
GMS Statement Closing Date – September 25, 2026

Purchase Date	Vendor	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
8/27/2026	1and1ionos	6.00	Office Supplies	2.330.572.51000	3	2.320.572.5100	3	6
8/28/2026	arkansas flag	127.14	Repair and Replacement	34.600.538.64000	63.57	034.600.538.621	63.57	127.14
8/29/2026	Amazon	182.74	Repair and Replacement	34.600.538.64000	91.37	034.600.538.621	91.37	182.74
8/29/2026	Amazon	417.16	Repair and Replacement	34.600.538.64000	417.16			417.16
8/30/2026	Amazon	108.95	Repair and Replacement	34.600.538.64000	70.16	034.600.538.621	38.79	108.95
8/30/2026	simplyscapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99	9.99
9/2/2026	RingCentral	176.39	Phones	2.330.572.4100	88.2	2.320.572.4100	88.19	176.39
9/5/2026	Dwyer Garage Doors	200.00	Repair and Replacement			034.600.538.621	200	200
9/6/2026	simplyscapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99	9.99
9/7/2026	Vevor	719.07	Tennis Maintenance	2.330.572.34400	719.07			719.07
9/8/2026	1and1ionos	24.00	Office Supplies	2.330.572.51000	12	2.320.572.5100	12	24
9/10/2026	Freshwater systems	186.54	Repair and Replacement	34.600.538.64000	93.27	034.600.538.621	93.27	186.54
9/10/2026	B&M Land Construction	330.00	Repair and Replacement			034.600.538.621	330	330
9/13/2026	simplyscapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99	9.99
9/15/2026	Award Gallery	490.74	Repair and Replacement	34.600.538.64000	490.74			490.74
9/20/2026	simplyscapes	9.99	Repair and Replacement	34.600.538.64000	5	034.600.538.621	4.99	9.99
9/21/2026	Pinch a Penny	135.96	Repair and Replacement	34.600.538.64000	37.98	034.600.538.621	37.98	75.96
9/23/2026	SupplyHouse	25.23	Repair and	34.600.538.64000	25.23			25.23

American Express Charges
GMS Statement Closing Date – September 25, 2026

			Replacement					
9/24/2026	wolf automation	1776.72	Repair and Replacement	34.600.538.64000	888.36	034.600.538.621	888.36	1776.72
9/24/2026	HeadPenn	106.04	Tennis Maintenance	2.330.572.34400	106.04			106.04
9/24/2026	HeadPenn	666.18	Tennis Maintenance	2.330.572.34400	666.18			666.18
9/24/2026	PVTEVENTINS	192.00	Special Event	2.330.572.49400	96	2.320.572.49400	96	192
9/24/2026	poolweb	598.99	Repair and Replacement	34.600.538.64000	598.99	034.600.538.621		598.99
Totals					**$4,487.32**		**$1,962.49**	**$6,449.81**

Totals by District and GL

Double Branch: $1,962.49
2.320.572.4100 (DB Phones) – $88.19
2.320.572.5100 (DB Office Supplies) – $15.00
34.600.538.6200 (DB Repair and Replacements) - $1763.30
2.320.572.49400 (DB Special Events) – $96.00

Middle Village: $4,487.32
2.330.572.4100 (MV Phones) – $88.20
2.310.513.49300 (MV Office Supplies) – $15.00
34.600.538.64000 (MV repair & replacements) – $2,796.83
2.330.572. 34400 (MV Tennis Maintenance) - $1,491.29
2.310.513.49300 (MV Permits/Licenses) - $96.00

PRIVATE
Event Insurance

Your Event Insurance Specialists™

K&K Insurance Services,Inc.
WedSafe and Private Event Insurance
PO Box 2338
Fort Wayne, IN 46801

www.privateeventinsurance.com

Phone 1-800-328-2317
Fax 1-260-459-5502
Claims 1-800-237-2917

Application Date :09/24/2026

Final Summary

Special Event Insurance

Insured Information

Business or Organization:	Middle Village CDD				
First Name:	Jay				
Last name:	Soriano				
Address 1:	845 Oakleaf Plantation Parkway				
Address 2:					
City:	Orange Park	State:	Florida	Zip:	32065
Phone:	9043759285	Fax:		Cell:	
E-mail:	manager@oakleafresidents.com				
How did you hear about us?	Other				

Event Information

Venue Details - Venue1

Venue Name:	Middle Village CDD and GMS				
Address 1:	845 Oakleaf Plantation Parkway				
Address 2:					
City:	Orange Park	State:	Florida	Zip:	32065
Phone:	9043759285				
Email certificate to the venue?	Yes				
Venue's E-mail address:	manager@oakleafresidents.com				
Specific Language for Venue:					

Commercial General Liability

Eligibility

Where do you live?	Florida
Where will your wedding or event take place?	In the state where I live
Type of Event:	Non-profit meeting/function
Date of Event:	09/25/2026
How many guests will be at the event?	150
Alcoholic beverages are:	Furnished without a charge and/or BYOB
Will there be any organized athletic competitions?	No
Does the event have any of the following activities?	No

Activist rallies/marches/protests,Air shows/events,Animal obedience training,Any events held at multiple locations,Any events held on an airfield or airport facility or premises,Any events held outside the U.S.,Any events honoring national and/or local celebrities or professional athletes,Any events involving in or on water activities,Any events providing overnight accommodations,Athletic events or competitions,Balloon festivals,Battle reenactments,Block Party,Bonfires,Cannabis related events,Car/Motorcycle/RV/Boat shows,Christmas tree sales/lots,Cinematography & photography for commercial use,Circuses,Color party, foam party or raves,Concerts,Craft Fairs/ Shows,Dance competitions,Events with motorized vehicles except static vehicle shows/auctions or car washes for charity only,Events with ticket sales, or fee to attend, or are advertised on social media,Fashion Shows,Food eating contests,Fraternity or sorority events,Geocaching events,Gun and/or knife shows,Haunted attractions,Health fairs/expositions/shows,Hunting, fishing and hiking events,Mazes (corn, hay or fence),Open to the public events,Parades,Petting zoos,Political events (except private fundraising auctions, benefits, dances, dinners),Proms,Pumpkin chuckin events,Rodeos,Seances,Shooting events/activities (skeet/trap/clay/guns),Tailgating events,Tractor pulls,Union meetings,Walks/running events

Coverage & Limits

Each Occurrence:	$1,000,000
General Aggregate (other than Products-completed Operations):	$5,000,000
Products-completed Operations Aggregate:	$1,000,000
Personal and Advertising Injury:	$1,000,000

TrustedSite

CERTIFIED SECURE

Damage to Premises Rented to You:	$1,000,000
Medical Expense (any one person):	$5,000
Total Commercial General Liability Premium:	**$172.00**

Notable Exclusions:

Refer to your policy for all specific coverage terms, conditions and exclusions.

Terms & Conditions:

1. A discount is applied to your premium, if available, if you purchased both a Wedding Event Liability policy and a Wedding Event Cancellation policy.
2. Premiums are 100% fully earned at inception of policy coverage and are non-refundable in the event of the cancellation of coverage at any time by the insured.
3. Any changes that deviate from the original enrollment form must be reported in writing.
4. Coverage is contingent upon receipt of premium payment. No coverage will be deemed in effect until premium is received by the company or their representative.

Underwriting Questions

I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and correct.

I am aware that the insurance company expects accurate reporting for my premium calculation, and should my figures exceed my estimates during the coverage term I will make arrangements to pay the additional premium. I understand that my book and records may be examined or audited by the insurance company at any time during the coverage period and up to three years thereafter. Intentional misrepresentation or misreporting may jeopardize coverage. The company, as well as any of its authorized representatives, reserves the right to decline/void any ineligible coverage. I further acknowledge that, I have reviewed all information provided with this enrollment form and understand the exclusions which apply, as well as the activities and operations for which coverage is not provided.

Affinity Insurance Services Inc. is an insurance producer licensed in your state. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction involves one or more of these activities. Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In addition, Affinity may charge a fee for administrative services. Your signature on your application, quote form, check, credit card and/or other authorization for payment of your premium, will be deemed to signify your consent to and acceptance of the terms and conditions including the compensation, as disclosed above, that is to be received by Aon. K&K Insurance Group, Inc. as managing general underwriter for the insurance company, receives compensation from the insurance company in consideration for its performance of insurance services that include, but are not limited to; underwriting, policy/certificate issuance, administration and claims handling. The insurance company compensates K&K, based on a predetermined percentage of the total premium. The total may also include an RPG membership fee of up to ten dollars. The insurance purchaser may obtain information about compensation expected to be received by the producer and managing general underwriter based in whole or in part on the sale of insurance to the purchaser, and compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by emailing a written request to: info@privateeventinsurance.com.

In addition, premiums paid by Clients to Affinity or K&K for remittance to insurers, Client refunds and claim payments paid to Affinity or K&K by insurance companies for remittance to Clients are deposited into fiduciary accounts in accordance with applicable insurance laws until they are due to be paid to the insurance company or Client. Subject to such laws and the applicable insurance company's consent, where required, Affinity or K&K will retain the interest or investment income earned while such funds are on deposit in such accounts.

Our liability to you, in total, for the duration of our business relationship for any and all damages, costs, and expenses (including but not limited to attorneys' fees), whether based on contract, tort (including negligence), or otherwise, in connection with or related to our services (including a failure to provide a service) that we provide in total shall be limited to the lesser of $1,000,000 or the singular annual limit of the policy of insurance procured by us on your behalf from which your damages arise.

This liability limitation applies to you, our client, and extends to our client's parent(s), affiliates, subsidiaries, and their respective directors, officers, employees and agents (each a "Client Group Member" of the "Client Group") wherever located that seek to assert claims against Affinity, and its parent(s), affiliates, subsidiaries and their respective directors, officers, employees and agents (each an "Aon Group Member" of an "Aon Group"). Nothing in this liability limitation section implies that any Aon Group Member owes or accepts any duty or responsibility to any Client Group Member.

If you or any of your Group Members asserts any claims or makes any demands against us or any Aon Group Member for a total amount in excess of this liability limitation, then you agree to indemnify Affinity for any and all liabilities, costs, damages and expenses, including attorneys' fees, incurred by Affinity or any Aon Group Member that exceeds this liability limitation.

Aon Corporation, our ultimate parent company, and its affiliates have from time to time sponsored and invested in insurance and reinsurance companies. While we generally undertake such activities with a view to creating an orderly flow of capacity for our clients, we also seek an appropriate return on our investment. These investments, for which Aon is generally at-risk for potential price loss, typically are small and range from fixed-income to common stock transactions. In such case, the gains or losses we make through your investments could potentially be linked, in part, to the results of treaties or policies transacted with you. Please visit the Aon website at http://www.aon.com/market_relationships for a current listing of insurance and reinsurance carriers in which Aon Corporate and its affiliates hold any ownership interest.

Electronic Signature Disclosure and Consent

The Electronic Signatures in Global and National Commerce Act (15 U.S.C . § 7001, et seq.) provides that a signature, contract or other record may not be denied legal effect, validity or enforceability solely because it is in electronic form or because an electronic signature was used in a transaction.
K&K Insurance Group (K&K), whether on its own behalf, and/or on behalf of an insurer and/or third parties, may utilize the internet, email, cloud services, digital storage, digital media or similar electronic means to transmit Policy Documents to its clients. This Agreement informs you of your rights when we are delivering and you are receiving such documents from us electronically.

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CERTIFIED SECURE

By agreeing to proceed with this on-line transaction, you acknowledge and consent to the following:
1. I hereby voluntarily consent to proceeding with this transaction, and all subsequent actions related to this transaction, electronically.
2. I understand that further documents relating to this insurance purchased through K&K, including but not limited to correspondence, communications, confirmations, requests for premium payments and policy documents, may, to the extent permitted by law, be transmitted by electronic means to me, including by e-mail sent to the e-mail address I have provided as part of this transaction and/or my on-line registration. I consent to such documents being provided to me electronically.
3. Notwithstanding paragraph 2, any notice of cancellation shall be sent to me by mailing to the address I have provided as part of my registration and/or application for insurance, or to such other address for which I have provided notice pursuant to the terms of the policy.
4. Any change or revision to the e-mail address or other electronic contact information which I have provided as part of this transaction and/or on-line registration process shall be requested by me by logging onto this website, or by mailing a written notice to: K&K Insurance; 1712 Magnavox Way; Fort Wayne, IN 46804.
5. I understand that I may obtain a paper copy of any electronic record provided pursuant to this transaction or any subsequent transaction involving my coverage, either by printing a copy for my records or by mailing a written request by to the address provided in paragraph 4 hereof.
6. In order to access the electronic records provided, the following hardware and software are required: (a) a personal computer or other device through which Internet access is available, (b) an Internet connection, (c) an e-mail account with an Internet service provider, and (d) Adobe Acrobat Reader.
7. I understand that I have the right and option to withdraw my consent to the receipt of further electronic documents at any time, by mailing a written request to the address provided in paragraph 4 hereof.
8. Information relating to this transaction shall be maintained private and confidential and subject to the terms of our privacy statement, a copy of which is provided here Privacy Statement

I accept

Name of the person completing this form: First name: Lisa Last name: **Carter**
Relationship to insured: **Employee/Staff Member**

Premium Summary

Total Commercial General Liability:	**$ 172.00**
Total Cancellation/Postponement Insurance (Inland Marine):	**Not Covered**
Total Premium:	**$ 172.00**
Risk Purchasing Group Administration Fee	**$20.00**
Total Amount Due	**$192.00**

*** Premium subject to change if not completing purchase same day as quoting ***

This summary is not a contract of insurance. You must refer to the actual policy for complete information regarding coverage terms, conditions and exclusions, as they may change from one coverage period to the next. Please remember that you will receive evidence of coverage immediately if purchased online. You may request a copy of the full policy by submitting a written request.

Acceptance of this quote confirms your desire to obtain liability insurance through the Sports, Leisure and Entertainment Risk Purchasing Group (where applicable). An RPG provides group purchasing power for similar risks resulting in potential advantageous coverage terms, competitive rates, risk management bulletins and rewards for favorable group loss experience. An RPG membership fee may be charged.

Fraud Warning

Fair Credit Report Act Notice
Personal information about you, including information from a credit or other investigative report, may be collected from persons other than you in connection with this application for insurance and subsequent amendments and renewals. Such information as well as other personal and privileged information collected by us or our agents may in certain circumstances be disclosed to third parties without your authorization. Credit scoring information may be used to help determine either your eligibility for insurance or the premium you will be charged. We may use a third party in connection with the development of your score. You have the right to review your personal information in our files and can request correction of any inaccuracies. A more detailed description of your rights and our practices regarding such information is available upon request. Contact your agent or broker for instructions on how to submit a request to us.

Applicable in AL, AR, DC, LA, MD, NM, RI and WV
Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD only.

Applicable in CO
It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK
Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL only.

Applicable in KS
Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA
Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties* (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

Applicable in ME, TN, VA and WA
It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of

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defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in MN
A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Applicable in NJ
Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR
Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in VT
Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

Applicable in all other states
Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

CERTIFIED SECURE

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Order Summary

Order placed August 29, 2026 Order # 112-8080681-0649861

Ship to

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

Payment method

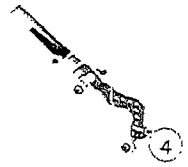
American Express ending in 3053
View related transactions

Order Summary

Item(s) Subtotal:	$101.37
Shipping & Handling:	$0.00
Total before tax:	$101.37
Estimated tax to be collected:	$7.58
Grand Total:	**$108.95**

Placed by	Jay Soriano
GMS Customer Name	Jay Soriano
GMS Work Order Number	JSO082926
GMS Description	doors,shade,tables
GMS Billable (N/F/O)	F (Billable through Field)

Arriving tomorrow



Aquatonics Heavy Duty Pool Tablet Holder – ABS and Stainless Steel Construction, EZ Clip Handle, Adjustable Wing Screw – Replaces 542068, Fits 3 Inch Tablets for Cleaning Stains with Telescopic Pole
Sold by: Aquatonics
Return or replace items: Eligible through October 2, 2026
$16.99



Transparent Push Start Button Cover, SdydudCyb 1 PCS Electrical Protective Cover Emergency Stop Protection Cover,Push Button Cover,Stop Switch Box
Sold by: SdydudCyb
Return or replace items: Eligible through October 2, 2026
$15.68



GuoluvSoo Door Hole Deadbolt Cover Plate, 2-5/8" Stainless Steel, Black
Sold by: Luvsoo Direct
$5.91

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English | United States

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Order Summary

Order placed August 29, 2026 Order # 112-7365230-9204262

Ship to

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

Payment method

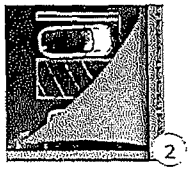
American Express ending in 3053
View related transactions

Order Summary

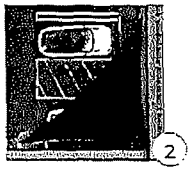
Item(s) Subtotal:	$388.04
Shipping & Handling:	$0.00
Total before tax:	$388.04
Estimated tax to be collected:	$29.12
Grand Total:	**$417.16**

Placed by	Jay Soriano
GMS Customer Name	Jay Soriano
GMS Work Order Number	JSO082926
GMS Description	doors,shade,tables
GMS Billable (N/F/O)	F (Billable through Field)

Arriving September 9



Royal Shade 13' x 18' x 22.2' Sand Beige Right Triangle Sun Shade Sail Order to Make RSTAPT14, UPF50+ 95% UV Blockage, 200GSM Commercial Standard Heavy Duty, 3 Years Warranty (We Make Custom Size)
Sold by: Royal Shade
Supplied by: Other
Return or replace items: Eligible through October 8, 2026
$97.01



Royal Shade 13' x 18' x 22.2' Brown Right Triangle Sun Shade Sail Order to Make RSTAPT14, UPF50+ 95% UV Blockage, 200GSM Commercial Standard Heavy Duty, 3 Years Warranty (We Make Custom Size)
Sold by: Royal Shade
Supplied by: Other
$97.01

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Order Summary

Order placed August 29, 2026 Order # 112-5406955-1898613

Ship to

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

Payment method

American Express ending in 3053
View related transactions

Order Summary

Item(s) Subtotal:	$169.99
Shipping & Handling:	$0.00
Total before tax:	$169.99
Estimated tax to be collected:	$12.75
Grand Total:	**$182.74**

Placed by	Jay Soriano
GMS Customer Name	Jay Soriano
GMS Work Order Number	JSO082926
GMS Description	doors,shade,tables
GMS Billable (N/F/O)	F (Billable through Field)

Arriving September 3 - September 8



Stabrech 47" Round Patio Table with Umbrella Hole, Metal Outdoor Dining Table for Garden, Backyard and Deck, 6 Person Round Patio Dining Table for Outside, Honey Oak
Sold by: Stabrech Direct
Supplied by: Other
$169.99

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B & M Land Construction Inc

$330.00

Custom Amount
Sand hauled

Total

#1684
Sep 10 2026 at 12:53 PM
$330.00

$330.00

B & M Land Construction Inc
2141 Louie Carter Rd
Baldwin, FL 32234-3455
(904) 219-3423

AMEX 3053 (Keyed)

Sep 10 2026 at 12:53 PM
Auth code: 225083

INVOICE	#112
SERVICE DATE	Sep 03, 2026
PAYMENT TERMS	Upon receipt
DUE DATE	Sep 03, 2026
AMOUNT DUE	$0.00

Dwyer Garage Doors & More

Jay Soriano
370 Oakleaf Village Parkway
Orange Park, FL 32065

(904) 562-0249
jsoriano@gmsnf.com

CONTACT US

2695 Secret Harbor Dr.
jacksonville, FL 32065

(928) 412-7536
james_dwyer99@yahoo.com

INVOICE

Services	qty	unit price	amount
Crashed Door	1.0	$200.00	$200.00
Fix the issue at hand and lube and adjust anything that may need adjusting1 year parts warranty,30 day labor warranty			

Subtotal	$200.00
Job Total	**$200.00**
Amount Due	**$0.00**

Payment History

Sep 05	Sat 7:05am	Credit Card	$200.00

Thank you for your business. We look forward to future business with you.

See our Terms & Conditions

Order Information

Your order number is **W234129**. The order was placed on 6/23/2026

Billing Information

Jay Soriano
475 W Town Pl
Orange Park, FL 32092

Order Summary

Payment Method: Credit Card

Shipping Address

GMS LLc
370 OAKLEAF VILLAGE PKWY
orange park, FL 32065

Shipping Method

Ground

Image	Qty	Description	Unit Price	Price
	2	**Sewn Nylon American Flag (5 ft. x 8 ft.)** SKU: US58	$97.87	$195.74
	2	**Yellow/Black Heavy Duty String Pennants** SKU: PENNSP899YB	$44.83	$89.66
	2	**Blue/White String Large Pennants** SKU: PENNSP48H	$34.63	$69.26

Subtotal	$354.66
Shipping	$29.04
Coupon	$70.93
Total	**$312.77**

Questions about your order? Reply to this email or contact customer service at 501-375-7633

FlagandBanner.com 501-375-7633
800 West Ninth Street
Little Rock, Arkansas 72201

Fresh Water Systems

ORDER WEBFWS100705569

Thank you for your purchase!

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

View your order

or Visit our store

Order summary



John Guest Black 1/4" OD LLDPE Polyethylene Tubing × 1
500 Feet — $59.13



Stenner Santoprene Check Valve Duckbill × 5
5-Pack — $103.75

Subtotal	$162.88
Shipping	$10.63
Taxes	$13.03
Total	**$186.54 USD**

Customer information

Shipping address

Jay Soriano
GMS llc
370 Oakleaf Village Parkway
Orange Park FL 32065
United States

Billing address

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

Payment

Shipping method

SHIPPING - Ground- 4-5 business days in transit

If you have any questions, reply to this email or contact us at orders@freshwatersystems.com

IONOS

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:	202064279834
Invoice Date:	08/26/2026
Customer ID:	270980442
Contract ID:	48060001
Help Center:	ionos.com/help
My IONOS:	my.ionos.com/invoices

Your IONOS Personal Consultant:
Milette C
+1 913 258 7841

Invoice

Billing period starting: 08/25/2026

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 48060001 - IONOS Expert					
1	IONOS Website Builder 08/25/2026-09/24/2026	$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

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:	202064514049
Invoice Date:	09/07/2026
Customer ID:	270980442
Contract ID:	85644648
Help Center:	ionos.com/help
My IONOS:	my.ionos.com/invoices

Your IONOS Personal Consultant:
Milette C
+1 913 258 7841

Invoice

Billing period starting: 09/06/2026

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 85644648 - IONOS MyWebsite Creator+					
1	Basic Fee 09/06/2026-10/05/2026	$30.00 a month	1 mo.	$0.00	$30.00
2	Special Offer Discount for line-item 1	Special Offer		$0.00	$-6.00
Net Total					**$24.00**
Net (non-taxable portion)					**$24.00**
Net (taxable portion)					**$0.00**
Tax					**$0.00**

Total amount due **$24.00**

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.

ORDER 13933259703

POOLWEB
POOL & SPA SUPPLIES

Thank you for your purchase!

At Poolweb, we want to ensure that your purchase remains in excellent condition for years to come.

Order summary



1-1/2 HP Pump Motor Square Flange - 1-Speed 3-Phase 208-230/460 Volts 60 Hz - TEFC Almond × 1 **$518.20**

Product Warranty Powered by SureBright × 1
1 Year Protection / Coverage#851 **$39.00**

Subtotal	**$557.20**
Shipping	**$0.00**
Taxes	**$41.79**
Total	**$598.99 USD**

Customer information

Shipping address	Billing address
Jay Soriano	Jay Soriano
370 OAKLEAF VILLAGE PKWY STE 114	475 West Town Place
orange park FL 32065	St. Augustine FL 32092
United States	United States

Shipping method

Standard

SupplyHouse

Secure Checkout

Thanks for your order, Jay!

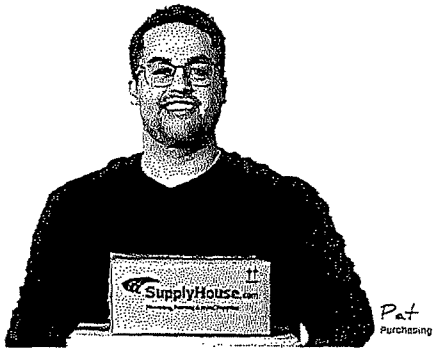
Order # 28911963

Print Edit your order Go to invoices

We've emailed you a copy of this receipt. You'll get a second email with a tracking number once your items ship.

VIEW ORDER

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Stay Updated on Your Order! NEW

To receive automatic delivery updates for your orders, please enter the email address(es) where you'd like to receive notifications:

jsoriano@gmsnf.com x Enter email...

SUBSCRIBE EMAILS

Shipping Method

UPS Ground

Shipping Address

Jay Soriano
GMS LLc
370 Oakleaf Village Pkwy
Orange Park, FL 32065
(904) 342-1441

Payment Method

AMERICAN EXPRESS
**** 3053
(Exp. 12/2026)

Billing Address

Jay Soriano
GMS llc
475 W Town Pl
Saint Augustine, FL 32092
(904) 342-1441

Arriving
Fri, Sep 25

FastTrack



30 MFD Round Motor Run Capacitor (440/370V) 1 unit $16.52 each

SKU:
PRCF30A
Titan HD

Order Total

Subtotal (1 item)	$16.52
Shipping - UPS Ground	$6.95
Sales Tax	$1.76
Total:	**$25.23**

Easy Returns No restocking fee for 90 days!

View Return Policy

Secure Checkout

TrustedSite CERTIFIED SECURE
Norton powered by digicert



Need Help? Call or Text 1-888-757-4774

Live Chat Email

Open Now: 8am–7:45pm

View Cart ID

Award Gallery, Inc.

175-6 Blanding Boulevard
Orange Park, FL 32073

Invoice

Date	Invoice #
8/16/2024	14642

PAID
09/25/2024

Bill To
oakleaf orcas swim team jack powers-young 505-7731

Manager @ oakleaf residents.com

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
medals	24	3.50	84.00
plaques 6 x 8	5	21.00	105.00
trophies high point	12	6.00	72.00
trophies - special awards	2	8.50	17.00
champs chenille pins	100	1.25	125.00

Award Gallery
175 6 Blanding Blvd
Orange Park, FL 32073
904-568-5450

09/25/2024 11:06

Sale

Trans #: 1 Batch #: 149

CREDIT CARD
AMEX MANUAL
**********3053 **/**
==========
Card Price / Cash Price
****
$418.11 $403.00

Cash Discount $0.00
SUB TOTAL: $418.11
TOTAL AMT: USD $418.11

Resp: Transaction approved
Code: 219324
Ref #: 604497166
CID Rsp: The Card Security Code Matched
AVS Rsp: All digits Match (5-digit Zip Code)

If paid with cash you could've saved $15.11

Thank You!

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS

Subtotal	$403.00
Sales Tax (7.5%)	$0.00
Total	$403.00
Payments/Credits	$-403.00
Balance Due	$0.00

PINCH A PENNY #242
9715 Crosshill Boulevard, #105
Jacksonville, FL 32222
Office: (904) 619-0939
STORE242@PINCHAPENNY.COM

PINCH·A·PENNY POOL·PATIO·SPA

STATEMENT

Jay Soriano
370 oakleaf village parkway

orange park fl 32065
Billing Group: A-Due Upon Reciept

Billing Period Start Date 09/01/26
Client Code 1461

Date	INV	Transaction	Description			Amount
9/1/2026		Previous Balance				$60.00
9/1/2026	13728	Invoice	Double branch			$75.96
			ALGAE EATER PLUS 1 GAL.	Qty: 4	$75.96	
9/21/2026		Credit Card Payment	81811285495			$-135.96

Current	31+ Days Overdue	61+ Days Overdue	91+ Days Overdue	Amount Due
$0.00	$0.00	$0.00	$0.00	$0.00

Thank you

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

Client Info:
Jay Soriano
370 oakleaf village parkway
orange park fl 32065

Billing Date	Client Code	Amount Due
09/21/26	1461	$0.00

Amount Paid	Check #

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

Thank You! We Greatly Appreciate Your Business!!

PINCH·A·PENNY POOL·PATIO·SPA

Receipt

Invoice number YSOPUWFB-0062
Receipt number 2270-9891
Date paid September 13, 2026

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

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

$9.99 paid on September 13, 2026

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Sep 13–Sep 20, 2026	1	$9.99	$9.99

Subtotal	$9.99
Total	$9.99
Amount paid	$9.99

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	September 13, 2026	$9.99	2270-9891

Receipt

Invoice number YSOPUWFB-0063
Receipt number 2311-0693
Date paid September 20, 2026

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

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

$9.99 paid on September 20, 2026

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Sep 20–Sep 27, 2026	1	$9.99	$9.99

Subtotal	$9.99
Total	$9.99
Amount paid	**$9.99**

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	September 20, 2026	$9.99	2311-0693

Receipt

Invoice number YSOPUWFB-0061
Receipt number 2381-7107
Date paid September 6, 2026

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

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

$9.99 paid on September 6, 2026

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Sep 6–Sep 13, 2026	1	$9.99	$9.99

Subtotal	$9.99
Total	$9.99
Amount paid	**$9.99**

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	September 6, 2026	$9.99	2381-7107

Receipt

Invoice number YSOPUWFB-0060
Receipt number 2853-5268
Date paid August 30, 2026

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

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

$9.99 paid on August 30, 2026

Description	Qty	Unit price	Amount
SimplyScapes Plus Weekly Aug 30–Sep 6, 2026	1	$9.99	$9.99

Subtotal	$9.99
Total	$9.99
Amount paid	**$9.99**

Payment history

Payment method	Date	Amount paid	Receipt number
American Express - 3053	August 30, 2026	$9.99	2853-5268

RingCentral

Thank you for choosing RingCentral.

Invoice **Document # 17281041001**

Account Information		Bill To	Pay To
Account Number:	(904) 770-4650	Oakleaf Plantation 475 west town place ste St Augustine, FL 32092, USA	RingCentral, Inc. 20 Davis Dr, Belmont, CA 94002, USA
Subscription Name:	RingEX Standard™		
Statement Date:	09/02/2026		
Paid By:	···· ···· ···· 8052		

Statement Summary

Subscription

Charges	Billing frequency	Price per item	Qty	Discounts and prorates	Subtotal:
RingEX Standard™ - Subscription Fee	Monthly	$0.00	1	-	
DigitalLine Unlimited	Monthly	$34.99	5	($40.05)	
Taxes, fees and surcharges					
Federal taxes					$5.74
State taxes					$8.79
Local taxes					$1.96

Compliance and Administrative Cost Recovery Fee	$20.00
e911 Service Fee	$5.00

Total charges after discounts and prorates:	$134.90
Total Taxes and Fees:	$41.49
Amount charged to credit card:	**$176.39**

Statement Details

Charges and applied credits summary

Charges after discounts and prorates: **$134.90**

Period	Description	Unit Price	Quantity	Amount
09/02/2026-10/01/2026	RingEX Standard™ - Monthly Subscription Fee	$0.00	1	$0.00
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 342-1441	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 770-4648	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 770-4649	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 770-4661	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)
09/02/2026-10/01/2026	DigitalLine Unlimited - (904) 770-4667	$34.99	1	$34.99
09/02/2026-10/01/2026	DigitalLine Unlimited - Discount $8.01 off	($8.01)	1	($8.01)

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

Sold-to address
Middle Village CDD
475 Town Place West Ste 114
SAINT AUGUSTINE FL 32092

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

Order acknowledgement

Order Number	Date
5103540733	09/03/2026
P.O. No.	Date
Fletcher 9/3	
Requested Delivery Date	09/03/2026
Cancel Date:	
Customer No.: 715220	
Order Placed By: R118	
Entered by: OMS3_CPIC	
Salesrep: ELLIS, JEFF	

We deliver according to the following conditions:
Terms of payment Credit Card preauth.
Terms of delivery: FOB BALTIMORE, MD
Shipped Via: FED EX GROUND (PPA)

Thank you for your order - this is your order acknowledgement.
Payment should only be made upon receipt of invoice.

Line.	Material-No.	Description / Quantity	Price	Price unit	Amount	Cur
000010	522103	PRO PENN MARATHON+ RD				
	Item 10					
		8 CAS	87.12		696.96	USD
	Terms of payment	5% 30 2% 60 NET 61 days				
		8 CAS Day 09/03/2026				
000020	285375	Prime Tour Perforated 50 pcs clear polyb				
	Item 20					
	BK Del Date					
	2 09/03/2026					
		2 PAC	46.92		93.84	USD
000030	952194	HEAD COURT BANNER				
	Item 30					
		2 PC				USD
		2 PC Day 09/03/2026				
000040	952195	HEAD Shop Banner				
	Item 40					
		1 PC				USD
		1 PC Day 09/03/2026				

For Return Authorization or Billing Inquiries: Please call (800) 289-7366

Sold-to address
Middle Village CDD
SAINT AUGUSTINE FL 32092

Doc. No. /Date
5103540733 / 09/03/2026

Page
2

Line.	Material-No.	Description	Quantity	Price	Price unit	Amount	Cur
000050	952278	HEAD Slatwall Header (NEW)					
	Item 50						
			1 PC				USD
			1 PC	Day 09/03/2026			
000060	952371	Pro Penn Marathon Court Banner					
	Item 60						
			1 PC				USD
			1 PC	Day 09/03/2026			
Total Number of Units			15				

Items total		790.80	USD
CC Discount	5.000- %	34.85-	USD
Final Amount		755.95	USD

For Return Authorization or Billing Inquiries: Please call (800) 289-7366

VEVOR | Upgrade The Home Creator Way

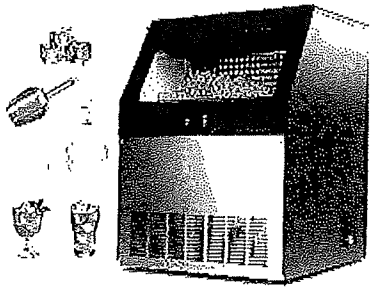
Appliances Outdoors Automotive Building Materials

Dear Jay Soriano,

Thank you for your order. Here is a summary of order:

Order Information	Email
Contact Name	jsoriano@gmsnf.com
Jay Soriano	Zip Code
Phone Number	32065
1-9043421441	Payment Method
Address1	Credit/Debit Card
370 Oakleaf Village Parkway Orange Park Florida United States	Shipping Method
	Standard Shipping (Fri, Sep 11 - Fri, Sep 11)

Product	Unit Price	Subtotal
•		



$668.90 $668.90

VEVOR Commercial Ice Maker Machine, 265 lbs/24h with 85 lbs Storage Capacity, Built-in/Freestanding/Under Counter, Stainless Steel Ice Maker with LED Display & Self-Cleaning, for Home Bar Restaurant

Subtotal	$668.90
$668.90	Estimated Sales Tax
Shipping Fee	$50.17
Free	Total
Total before Sales Tax	**$719.07**

MARSHALL WOLF AUTOMATION

Thanks for your order! We're processing it now. In-stock orders placed before 3 p.m. CST usually ship the same day, and you'll hear from us with tracking info or a ship date update as soon as we have it.

Order #169915
Placed Sep 24th 2026

Shipping Address

370 OAKLEAF VILLAGE PKWY
ORANGE PARK
FLORIDA
32065-4259
US

Billing Address

Jay Soriano
GMS LLC
475 W TOWN PL STE 114
SAINT AUGUSTINE, FLORIDA 32092-3649
UNITED STATES

Email: manager@oakleafresidents.com
Phone: 9043421441

Items

FRN0025C2S-2U FRN0025C2S-2U Brand: Fuji Electric $525.23	Qty: 1	**$525.23**
Extend Protection Plan - 3 years B6-HG-TOOL-3y;xtd;FRN0025C2S-2U $99.99	Qty: 1	**$99.99**
CFW500A04P3B2NB20G2 CFW500A04P3B2NB20G2 Brand: Weg $244.07	Qty: 1	**$244.07**

Extend Protection Plan - 3 years (A) B6-HG-TOOL-3y;xtd;CFW500A04P3B2NB20G2 $59.99	Qty: 1	**$59.99**
FRN0033C2S-2U FRN0033C2S-2U Brand: Fuji Electric $723.49	Qty: 1	**$723.49**

Subtotal:	**$1,652.77**
Shipping:	**$0.00**
Tax:	**$123.95**
Grand total:	**$1,776.72**
Shipping method:	**UPS® (UPS® Ground)**

Questions about your order? Contact us or reply to this email.

Thanks again for choosing Wolf Automation!

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

RECEIVED
OCT 19 2026
BY:

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

Invoice details
Invoice no.: 279411
Terms: Net 15
Invoice date: 10/09/2026
Due date: 10/24/2026

Code to:

Double Branch Repair and Replacement

034.600.538.621

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 48475 - REPAIR IDENTIFIED DURING AUGUST PREVENTATIVE MAINTENANCE			
2.	**1. CS Return Labor with Contract/Purchase**		Oct 6, 2026: Estimated Labor - Tech replaced intermediate shaft, pulley, bearings and clutch bearing. UNIT TESTS CORRECT	1	$95.00	$95.00
3.	**2b. Shipping/ Handling**		Aug 21, 2026: Shipping and Handling Estimate:	1	$23.34	$23.34
4.	**2a. Parts**		Aug 21, 2026: Parts for Repair: SHAFT, INTERMEDIATE FOR RLC900/RPS100 ASS-PS100R-20#	1	$220.50	$220.50
5.			Service Request Details/Notes: 1. Tech disassembled, tightened internals and cleaned and lubricated True Recumbent RLC900 11-RLC900836K due to loud screech during operation. Unit currently tests correct but will need clutch bearing and bearing axle assembly if noise, grinding, slipping or "spotty" operation returns.			

Total **$338.84**

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

RECEIVED
OCT 19 2026
BY:

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

Invoice details
Invoice no.: 278763
Terms: Net 15
Invoice date: 10/15/2026
Due date: 10/30/2026

Code to:

Double Branch Repair and Replacement

034.600.538.621

#	Product or service	SKU	Description	Qty	Rate	Amount
1.			SERVICE REQUEST 47912 - REPAIRS IDENTIFIED DURING JUNE PREVENTATIVE MAINTENANCE			
2.	**1. CS Return Labor with Contract/Purchase**		Estimated Labor - Tech replaced wheels, axles, and bearings for StairMill Replaced speed switches for Staitmill Replaced power cord for Arc Trainer. THESE UNITS TEST CORRECT	2	$95.00	$190.00
3.	**2b. Shipping/ Handling**		Shipping and Handling Estimate: Axles Oversized/Heavy, Multiple Boxes	1	$105.55	$105.55
4.	**2a. Parts**		Parts for Repair: Magnum Decline/Sit up Bench Roller Pads ***PART IS NO LONGER AVAILABLE*** (Item 7)	1	$0.00	$0.00
5.	**2a. Parts**		Parts for Repair: KIT, STEP AXLE, WHEELS, HARDWARE (Item 4)	8	$248.98	$1,991.84
6.	**2a. Parts**		Parts for Repair: ASSY, KEYPAD, SPEED – INCLINE (Item 3)	1	$23.78	$23.78
7.	**2a. Parts**		Parts for Repair: POWER CORD, NEMA5-1 5PTOIEC320 C13 LA, 10A (Item 2)	1	$36.00	$36.00
8.			Service Request Details/Notes: ISSUES FOUND 1. Hoist VKR 16-09-A02-005202 needs arm pad covers. SEE PHOTOS ***NOT			

APPROVED FOR REPAIR***
2. Cybex Arc Trainer *25AT sn: M0316525AT823N needs new power cord. SEE PHOTOS
3. Stairmaster SM5285L19430120 speed button for console is getting stuck and intermittently causes speed to gradually rise. Should replace speed button for console. SEE PHOTOS
4. Stairmaster Stairclimber SM5285L19450112 needs tread bearings SEE 44724
5. Bicep Arm Curl 144275 Should replace arm pad and arm pad cover. SEE 41501 ***NOT APPROVED FOR REPAIR***
6. Magnum Hip Abductor/Adductor sn: 144200 2x thigh pad SEE 41501 ***NOT APPROVED FOR REPAIR***
7. Magnum Decline/Sit up Bench sn: 143738 roller pads SEE 41501 ***NOT APPROVED FOR REPAIR***

Total **$2,347.17**

Sign up to pay online or go paperless
Visit: http://hdsupplyfacilities.billtrust.com
Login Token: GKV PWP KPZ

SUPPLY

INVOICE

PO Box 509058 • San Diego, CA 92150-9058

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

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

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

HD Supply Facilities Maintenance, Ltd. Federal ID 62-2418865

Invoice Date	Invoice Number
09/04/2026	9253708759

Customer Number	Ordered By	Authorized By	Order Number	Purchase Order Number
14368430	LISA CARTER		W239030087	LNC932026

Ship To:

DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

HD - Repair & Replacement

Stock Number	Description	Product Category	Ordered	Shipped	Unit Price	Unit	Extension
184301	CatCrn 2Ply Tlt Ppr Wte 666 Sheets 36/Cs	JANITORIAL	8	8	69.10	CA	552.80
275710	Wave 3d Mango Urinal Scrn Mnn 10/Pkg	JANITORIAL	4	4	24.70	PK	98.80
275226	24 Oz. Cttn Blend Wet Mop Hd	JANITORIAL	12	12	11.11	EA	133.32
366675	Renown Eco Ntrl Mlflld Twl 250 16/Cs	JANITORIAL	5	5	29.44	CA	147.20
217545	Cn Lnr 40-45Gal 12Mic Ntrl 40X48" 250/Cs	JANITORIAL	10	9	48.77	CA	438.93
211445	Pcr Lnr 60g. 1.5 Mil Lw Bk 38x58 100/Cs	JANITORIAL	4	4	66.29	CA	281.16
331426	Renown 36"x5" White Lrg Blended Dust Mop	JANITORIAL	12	12	2.36	EA	28.32
354070	Chemical Resistant Triggr Sprayer W/Tube	JANITORIAL	20	20	0.49	EA	9.60

Please split invoice between DB & MV 50/50

TP
Total Amount: $835.06

RECEIVED
OCT 27 2026
BY:

Product Category Summary (Excluding Misc. Charges & Freight)
Janitorial 1670.13

DB - 2.320.572.63100
MV - 34.600.538.64000

Ship Date	Sub Total
09/04/2026	1,670.13
Pkg Count	Sales Tax
32	0.00
Weight	Freight
537.02 LB	0.00
DLVR1	TOTAL 1,670.13

Question? Call Melissa Kelm at 800-798-8888 ext 63468 or email MelissaKelm@hdsupply.com

SUPPLY

Invoice Number: 9253708759
Amount Due: 1,670.13
Date Due: 10/04/2026

Amount Paid: _____

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

Please return this portion with payment.

Thank you for your order.

☐ If amount paid differs from amount due, please check and explain on back.

Mail To:

14368430
DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

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

1 0 0014368430 9253708759 0000000000167013 7

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Visit: http://hdsupplyfacilities.billtrust.com
Login Token: GKV PWP KPZ

Credit Memo

SUPPLY

PO Box 509058 • San Diego, CA 92150-9058

CREDIT...Please Deduct From Your Next Payment.

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

HD Supply Facilities Maintenance, Ltd. Federal ID 62-2418852

Customer Number	Orig. Inv. Number	Returned By	Purchase Order Number	Memo Date	Memo Number
14368430	9253421116	LISA CARTER	LISA CARTER	08/28/2026	9253421116

Ship To:

DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

Stock Number	Description	Product Category	Quantity	Unit Price	Unit	Extension
ASPCL	PURELL VF PLUS HAND SANITIZER GEL 2/CS	JANITORIAL	1	-100.69	CA	-100.69

Please use this credit towards an outstanding invoice

Product Category Summary (Excluding Misc. Charges & Freight)
Janitorial -100.69

RECEIVED
OCT 27 2026
BY:

TP Total Amount: -$62.65

Return Date	Sub Total
08/28/2026	-100.69
Pkg Count	Sales Tax
0	0.00
Weight	Freight
6.18 LB	-24.60
	TOTAL
	-125.29

Question? Call Melissa Keim at 800-798-8888 ext 63468 or email Melissa.Keim@hdsupply.com

SUPPLY

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

Please return this portion with payment.

Credit Memo Number: 9253421116
Credit Memo Date: 08/28/2026
Credit Amount: -125.29
Original Invoice Number: 9253421116
Apply to Invoice Number: _____

14368430
DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

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

1 1 00014368430 9253421116 000000000012529 2

Sign up to pay online or go paperless
Visit: http://hdsupplyfacilities.billtrust.com
Login Token: GKV PWP KPZ

SUPPLY

INVOICE

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

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

Credit/Account Information
800/798-8888, FAX 800/930-4930
Orders/Product Information
800/431-3000, FAX 800/859-8589

HD Supply Facilities Maintenance, Ltd. Federal ID 57-2418852

Invoice Date	Invoice Number
09/06/2026	9253740757

Customer Number	Ordered By	Authorized By	Order Number	Purchase Order Number
14368430	LISA CARTER		W239030087	LNC932026

Ship To:

DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

HP - Repair & Replacement

Stock Number	Description	Product Category	Ordered	Shipped	Unit Price	Unit	Extension
263246	7.5" Child Hrg Pr Ti Ntl Wte 800 Ft 6/Cs	JANITORIAL	8	8	64.71	CA	517.68
217546	Cn Lnr 40-46Gal 12Mic Ntrl 40X46" 250/Cs	JANITORIAL	10	1	48.77	CA	48.77
502515	Kl Sanitary Dispnsr Liner 500/Cs	JANITORIAL	1	1	25.19	CA	25.19

Please split invoice between DS & MV 50/50

RECEIVED
OCT 27 2026
BY:

TP
Total Amount: $296.32

Product Category Summary (Excluding Misc. Charges & Freight)
Janitorial 292.64

DS - 2.320.572.63100
MV - 34.600.538.64000

Ship Date	Sub Total
09/06/2026	592.64
Pkg Count	Sales Tax
10	0.00
Weight	Freight
236.70 LB	0.00
DLVR1 DLVR2	TOTAL 592.64

Question? Call Melissa Kelm at 800-798-8888 ext.63458 or email Melissa.Kelm@hdsupply.com

---

SUPPLY

Invoice Number: 9253740757
Amount Due: 592.64
Date Due: 10/06/2026

Amount Paid: _____

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

Please return this portion with payment.

Thank you for your order.

☐ If amount paid differs from amount due, please check and explain on back.

Mail To:

14368430
DOUBLE BRANCH COMM DEV DIST
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

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

1 0 0014368430 9253740757 000000000059264 1

Old School Associates Inc
4722 Quarterland Dr
Jacksonville, FL 32207-2511

oldschoolassoc@gmail.com
+1 (904) 759-4457

RECEIVED
OCT 19 2026
BY:

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

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

Code to:

Double Branch Repair and Replacement

034.600.538.621

Based on Estimate no.:
BD370OVP

#	Description	Qty	Rate	Amount
1.	Remove and Repair delaminated stucco around chimney			$3,750.00
2.	*Remove delaminated stucco			
3.	*Base coat and block in where needed			
4.	*Mesh and base around chimney			
5.	*Sand float finish			
6.	**Left natural grey. Paint by others			
7.	Lift rental			$1,000.00
			Total	**$4,750.00**

Accepted date 10/07/2026 **Accepted by**

INVOICE

TITO'S PAINTING CO. LLC
10309 Scott Mill Rd
Jacksonville, FL 32257-6226

Titopaintingco@gmail.com
+1 (904) 343-9992
https://www.facebook.com/Titopaintingco



Bill to
Oakleaf Management
382 Oakleaf Village Pkwy
Orange Park
FL
32065

Invoice details
Invoice no.: 26-0167
Invoice date: 09/08/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Services**	Painting: Main Buildings eves, window trim, shutters, chimney, two small metal roofs, two Pergolas and small towers on top of building. Replacement of rotten wood and missing plastic soffits.		$0.00	$0.00
2.		**Initial payment**	50% of balance due by day 1 of job. Then, final balance at completion of job. NO PERSONAL CHECKS		$0.00	$0.00
3.		**Materials Only**	Paint, paint brushes, plastic covers, tape, caulking, wood, nails, primer, Roller, traps, pressure washing machine, stucco patch, paint machine, plastic soffits.		$6,376.00	$6,376.00

Total **$6,376.00**

Ways to pay

VISA DISCOVER AMEX BANK

Note to customer
Thank you for your business.

View and pay

Code to:

Double Branch Repair and Replacement

034.600.538.621

RECEIVED
OCT 19 2026
BY:

FIFTH ORDER OF BUSINESS

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AGREEMENT BETWEEN DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT AND COMMUNITY ASSOCIATION AND LIFESTYLE MANAGEMENT III, LLC FOR ON-SITE MANAGEMENT AND MAINTENANCE CONTRACT ADMINISTRATION AND JANITORIAL SERVICES

This Agreement ("Agreement") is made and entered into on November 9th, 2026 ("Execution Date"), to be effective as of October 1st, 2026 ("Effective Date"), by and between:

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Clay County, Florida, whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"), and

COMMUNITY ASSOCIATION AND LIFESTYLE MANAGEMENT III, LLC, a Florida limited liability company, whose address is 393 Palm Coast Parkway SW, Suite 4, Palm Coast, FL 32137 ("Contractor" or "CALM III" and, together with the District, the "Parties").

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

WHEREAS, the District has constructed an amenity center that includes a swimming pool, community center, and other recreation facilities (collectively, the "Amenities"), as well as landscape and irrigation improvements, lake embankments, entrance areas, and other common areas (collectively, the "Facilities"); and

WHEREAS, the District intends to provide for the operation, management, and maintenance of the Amenities and the Facilities; and

WHEREAS, Contractor has a background in the operation, management, and maintenance of recreation and amenity facilities and is willing to provide such operation, management, and maintenance services to the District in accordance with this Agreement; and

WHEREAS, the District desires to enter into a contractual relationship with Contractor to operate, manage, and maintain the Amenities and the Facilities and to provide other services as described in this Agreement and the Scope of Services attached hereto as **Exhibit A** and incorporated herein by reference (collectively, the "Services").

1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated as a material part of this Agreement.

2. ENGAGEMENT OF SERVICES. The District agrees to engage Contractor to provide the Services. This Agreement grants to Contractor the right to enter and use the Amenities and the Facilities for the purposes and uses described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations while performing its obligations under this Agreement including that Contractor will not take a tax position inconsistent with it being a

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manager and not owner of the Amenities and Facilities.

3. DESCRIPTION OF SERVICES. Contractor shall perform the duties described by **Exhibit A** attached hereto, and as more particularly stated herein. Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities under this Agreement are fulfilled. Contractor shall ensure responsible and proper staffing levels needed to satisfy the terms of this Agreement. To the extent the terms of this Agreement and **Exhibit A** conflict, this Agreement shall control.

4. COMPENSATION. The Agreement shall be for a one-year period, renewable or terminable pursuant to the provisions herein. Contractor shall be compensated for providing the Services described in Section 3 of this Agreement.

A. Fees and Expenses:

i. The District shall pay the Contractor the following annual fees for the Services in accordance with **Exhibit A** and **Exhibit B**:

- On-Site Management and Maintenance Contract Administration Services: Two Hundred Fifty-Seven Thousand Eight Hundred Ninety-Five Dollars and No Cents ($257,895.00) per year.
- Janitorial Services: Seventy-Eight Thousand One Hundred Thirty-Three Dollars and No Cents ($78,133.00) per year.

The total annual fee for the foregoing fixed Services is Three Hundred Thirty-Six Thousand Twenty-Eight Dollars and No Cents ($336,028.00), which shall be invoiced and paid in equal monthly installments during the Fiscal Year. The District shall not be charged for hours required by this Agreement but not actually worked.

ii. Out-of-pocket reimbursable expenses incurred by the Contractor in the performance of the Services shall be billed at the Contractor's standard rate or at cost, as indicated in **Exhibit A** or **Exhibit B**, and itemized on the Contractor's monthly invoice to the District.

iii. Unless otherwise specified by this Agreement, the Contractor will invoice the District for the Services as soon as may be practicable in advance of each month. Notwithstanding the foregoing, services that are variable in nature may be invoiced in arrears based on actual services performed. The fees for those services which are not being requested at the time this Agreement is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. All invoices shall be due and payable by the District within forty-five (45) days from the date of receipt of a correctly submitted invoice or as otherwise provided by the Prompt Payment Act, Chapter 218.70, Florida Statutes. Invoices not paid within forty-five (45) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.

iv. Fees for the Services may be negotiated annually by the Parties. Any

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amendment to Service fees must comply with the amendment procedure in this Agreement.

v. In the event the District authorizes a requested change in the scope of Services, Contractor shall submit, in writing to the District, a request for a fee amendment corresponding to the change in Services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Agreement. Such amendment must be validly executed by the Parties before Contractor is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.

B. Services will be billed monthly pursuant to the fee schedule shown in **Exhibit B.** Additional work or services, as such terms are used in Section 4.D, will either be billed monthly at the Contractor's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.

C. The District may require, as a condition precedent to making any payment to the Contractor that all subcontractors, materialmen, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workers' Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

D. Should the District desire additional work or services, or to add additional areas to be maintained, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.

E. The Contractor shall maintain records conforming to usual accounting practices. Fixed fees shall be invoiced in advance of each month as provided in Section 4.A.iii. As soon as may be practicable at the beginning of each month, the Contractor shall invoice the District for any variable services performed in the prior month and any other sums due to the Contractor. The Contractor may cease performing services under this Agreement if any payment due hereunder is not paid within forty-five (45) days of the invoice date. Each monthly invoice will include such supporting information as the District may reasonably require the Contractor to provide.

F. In the event there is a dispute regarding payment or Services, the District reserves

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the right to hold the portion of the payment in dispute, pending expeditious negotiation and resolution of the dispute in good faith by the Parties.

5. GENERAL PROVISIONS.

A. The Services provided by Contractor shall be as provided for in **Exhibit A** and as set forth in this Agreement.

B. Contractor agrees that this Agreement expressly prohibits non-compete provisions. Should the District elect to suspend any service hereunder, or terminate the Agreement in whole or part, the District shall not be prohibited from directly or indirectly employing or contracting any individual employed by the Contractor under this Agreement. Contractor may prohibit its employees from soliciting work with other competitors or vendors that are not the District in its discretion.

C. The District may elect to add additional services to this Agreement upon mutual agreement by the Parties, as confirmed in a written addendum hereto. The District may discontinue all of the Services provided for herein pursuant to the termination provisions set forth herein or discontinue the provision of a portion of the services described herein immediately for cause or upon thirty (30) days written notice without cause, specifying the department or position(s) discontinued, in the District's sole and absolute discretion. Any addendums to this agreement will not take effect unless the parties receive an opinion from bond counsel that the changes made thereby do not adversely affect the exclusion from gross income of interest on the bonds financing the managed property.

D. At all times during operation of the Facilities and Amenities, Contractor shall ensure responsible and proper staffing levels that meet the provisions of law and best practices. The needs of other properties shall not trump the responsible staffing for provision of the Services required under this Agreement. Contractor shall not utilize employees hired by Contractor to staff District Facilities and Amenities at other Contractor properties without the express approval of the District, through its District Manager. Contractor shall not use District employees, if any, District property or any District hardware/facility for any other work not related directly to the District, including any other off-site properties or in support of other Contractor-related businesses.

E. In consideration for the District's ability to elect to make any position, department or portion of this Agreement staffed by District employee(s) or an unaffiliated third-party contractor other than Contractor, Contractor shall not be entitled to any compensation in consideration for such election by the District.

F. All Contractor employees or subcontractors shall either be employees hired directly by the Contractor, or sub-contractors who are hired and compensated by the Contractor (1099 individuals).

G. Contractor is an independent contractor. Contractor shall have sole authority as an independent Contractor in dealing with its employees and shall be solely

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responsible for all necessary insurance payments (including workers' compensation, as required by Florida law), payroll taxes and other deductions, and the provision of various benefits to its staff. Contractor shall be liable for the performance, or lack thereof, of employees of the District, of Contractor's employees and contractors, licensees, lessees and vendors that are within the Contractor's control. Contractor shall solely be responsible for oversight, control, direction and management of all personnel providing services or functions at the District and shall defend, hold the District harmless and indemnify the District against any employment or other related claims arising from the same. This provision is meant to be exhaustive such that, if any claims related to the provision of the Services arise, Contractor shall defend, hold the District harmless and indemnify the District, and Contractor has been paid for the Services in consideration of the Services and the indemnification provisions provided for in this Agreement.

H. Contractor shall promptly respond to any and all emergencies or problems related to the Amenities and/or the Facilities and shall report to the District all known problems related to the Amenities and/or the Facilities.

I. All purchases made by any of the positions paid for pursuant to the Agreement or any Addendum will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for District procurement and purchases imposed by Florida law. The District will be responsible for all operating expenses pertaining to the day-to-day operation that will be reasonably necessary for a public purpose of the District. These will include, but not be limited to, the following: District telephone services, utilities, operating supplies, uniforms to the extent not provided for by Contractor as set forth herein, travel expenses for District employees consistent with the District's reimbursement policies, and other related expenses to District specific operations not a part of the responsibilities of Contractor. No expenditure in excess of the amount budgeted for such may be made without prior Board approval except in the event of an emergency, in which case the Contractor shall report such expenditure and the reason for the emergency expense to the District Manager as soon as possible, but in no event later than seventy-two (72) hours.

J. Costs incurred by Contractor due to emergencies or at the written direction of the District shall be reimbursed to Contractor at cost. Such reimbursements shall be paid only in accordance with receipts for such costs provided to the District by Contractor. The Contractor shall to the best of its ability, avoid paying directly for items and seeking reimbursements, as the District provides a credit card for expenditures and has several accounts open for purchases.

K. Contractor shall require all applicable registration forms and waivers to be executed by any Patrons of the District (as defined in the *Policies Regarding Use of the District*'s *Amenities*) prior to use of the Amenities and/or Facilities.

L. The Parties agree that the Amenities and Facilities shall be operated and maintained for a public purpose, and that any monies generated from the operation of the Amenities or Facilities shall be remitted to the District and used to defray the public

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expense associated with operating and maintaining the Facilities consistent with the terms of this Agreement. The Contractor shall operate in a way that maintains the District's tax-exempt status.

M. Contractor shall be responsible for tracking resident complaints and report to the District monthly on timeline and response to each complaint.

6. CARE OF THE PROPERTY. Contractor shall use all due care to protect the property of the District, its Patrons, landowners and authorized guests from damage by Contractor or its employees or agents. Contractor agrees to diligently commence repair of any damage resulting from the Services within twenty-four (24) hours. Any such repairs caused by Contractor shall be at Contractor's sole expense, unless otherwise agreed, in writing, by the District.

7. COMPLIANCE WITH GOVERNMENTAL REGULATIONS. In providing the Services, Contractor shall use approved and effective chemicals and cleaning agents in strict compliance with state and federal environmental guidelines. Further, Contractor shall take any action necessary to promptly comply with any and all orders or requirements affecting the Amenities and/or the Facilities placed thereon by any governmental authority having jurisdiction. However, Contractor shall not take any action under this paragraph if the District is contesting or has affirmed its intention to contest any such order or requirement. Contractor shall promptly, and in no event more than seventy-two (72) hours after receipt, notify the District in writing of all such orders or requirements.

8. INVESTIGATION AND REPORT OF ACCIDENTS/CLAIMS. Contractor shall promptly, and in no event more than forty-eight (48) hours after the occurrence, provide a written report as to all accidents, injuries or claims for damage relating to the Amenities and/or the Facilities or related to the Services, including any damage or destruction of property, and shall cooperate and make any and all reports required by any insurance company, law enforcement agency or the District in connection therewith, unless the Board expressly directs Contractor otherwise, in writing. The District may adopt policies requiring more stringent reporting requirements of Contractor, which later adopted policies shall control; this paragraph is intended to set forth minimum standards.

9. TERMINATION. The District shall have the right to terminate this Agreement at any time upon written notice, due to Contractor's failure to perform in accordance with the terms of this Agreement or upon sixty (60) days' written notice without cause. Contractor shall have the right to terminate this Agreement upon ninety (90) days' written notice to the District with or without cause. In the event either party terminates this Agreement, Contractor agrees to accept the balance due and owing to it at the effective date of termination for the work performed up to that date, subject to any offsets the District may have against Contractor. Upon termination, the Parties shall account to each other with respect to all matters outstanding as of the date of termination.

Upon termination of this Agreement, the Contractor shall also, as soon as practicable, but in no event later than the effective date of termination or such other date as may be set forth below:

A. deliver to the District all materials, equipment, tools and supplies, keys, contracts and documents relating to the Amenities and/or the Facilities, the District operations, and such other accountings, papers, and records as the District shall request and are in the Contractor's possession or under the Contractor's reasonable

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direct control pertaining to the Amenities and/or Facilities;

B. vacate any portion of the Amenities and/or Facilities then accessed by the Contractor as a consequence of this Agreement; and

C. furnish all such information and take all such action as the District shall reasonably require in order to effect an orderly and systematic ending of the Contractor's duties and activities hereunder. Within ten (10) days after the effective date of any such termination, the Contractor shall deliver to the District any written reports required hereunder for any period not covered by prior reports at the time of termination.

10. INSURANCE.

A. Contractor shall maintain throughout the term of this Agreement, at a minimum, the following insurance, certificates for which are attached as **Exhibit D**:

i. Workers Compensation - statutory limits

ii. General liability insurance with the following limits:

$2,000,000	General Aggregate
$1,000,000	Products/Completed Operations
$1,000,000	Personal & Advertising Injury
$1,000,000	Each Occurrence

iii. Comprehensive automobile liability insurance for all vehicles used by the Contractor or General Manager with respect to the operation of the Facilities whether non-owned or hired, with a combined single limit of $1,000,000.

iv. Excess (Umbrella) liability policy in excess of the limits set forth in the provisions above, in the amount of $1,000,000.

B. Insurance obtained by Contractor shall be primary and noncontributory with respect to insurance outlined above. All such policies shall be issued by insurance companies licensed to do business in the state of Florida. The District, its Board members, the District Manager, District Counsel, and District Engineer, officers, supervisors and employees shall be listed as additional insureds on each such policy, and no policy may be canceled during the term of this Agreement without at least thirty (30) days written notice to the District. An insurance certificate evidencing compliance with this paragraph shall be sent to the District prior to the commencement of any performance under this Agreement.

11. INDEMNIFICATION.

A. Contractor Indemnification. The Contractor agrees to defend, indemnify, and hold harmless the District and its officers, supervisors, staff, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services

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to be performed by Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. Additionally, nothing in this Agreement requires Contractor to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Contractor as jointly liable parties; however, Contractor shall indemnify the District for any and all percentage of fault attributable to Contractor for claims against the District, regardless whether the District is adjudged to be more or less than 50% at fault. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled.

B. District Indemnification. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), except to the extent caused by the negligence, reckless, and/or willful misconduct of the Contractor, the District agrees to indemnify, defend, and hold harmless the Contractor and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Contractor may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Contractor may be entitled. In addition to any other conditions and/or limitations set forth herein, the District shall be obligated to indemnify Contractor only if such indemnification obligation is covered by the District's insurance.

C. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees, expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

D. For purposes of this Section, "acts or omissions" on the part of Contractor's officers, directors, agents, assigns, invitees, contractors, subcontractors or employees includes, but is not limited to, the operation and management of the Amenities and Amenity Center in a manner that would require a permit, license, certification, consent, or other approval from any governmental agency which has jurisdiction over the operation and management of the Amenities and Amenity Center, unless such permit, license, certification, consent, or other approval is first obtained or the Board has expressly directed Contractor in writing not to obtain such permit, license, certification, consent, or other approval.

E. The indemnification rights and obligations herein contained shall be cumulative of, and in addition to, any and all rights, remedies and recourse to which a party shall be entitled, whether pursuant to some other provision of this Agreement, at law, or

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in equity. The provisions of this Indemnification Section shall survive the termination or expiration of this Agreement.

12. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained herein shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

13. ENFORCEMENT OF AGREEMENT. In the event that either the District or Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees, expert witness fees, and costs for trial, alternative dispute resolution, or appellate proceedings. The provisions of this Section 13 shall survive termination of this Agreement.

14. ENTIRE AGREEMENT. This instrument shall constitute the final and complete expression of the agreement between the Parties hereto relating to the subject matter of this Agreement.

15. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties hereto.

16. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of both Parties hereto, both Parties have complied with all the requirements of law, and both Parties have full power and authority to comply with the terms and provisions of this Agreement.

17. NOTICES. All notices, requests, consents, and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by Overnight Delivery or First Class Mail, postage prepaid, to the Parties, as follows:

A. If to District: Double Branch Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager, Marilee Giles
MGiles@gmsnf.com

With a copy to: Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel, Michael Eckert
Michael.Eckert@kutakrock.com

B. If to the Contractor: Community Association and Lifestyle Management III, LLC

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393 Palm Coast Parkway SW, Suite 4,
Palm Coast, FL 32137
Attn: President, Darrin Mossing
DMossing@gmstnn.com

With a copy to: Community Association and Lifestyle Management III, LLC
393 Palm Coast Parkway SW, Suite 4,
Palm Coast, FL 32137
Attn: Chief Operating Officer, Keith Nelson
KNelson@calmfla.com

And: Community Association and Lifestyle Management III, LLC
393 Palm Coast Parkway SW, Suite 4,
Palm Coast, FL 32137
Attn: Vice President, Alison Mossing
AMossing@gmstnn.com

And: Community Association and Lifestyle Management III, LLC
699 North Federal Highway, Suite 300
Fort Lauderdale, FL 33304
Attn: Kurt Zimmerman, Registered Agent
Kurt@zimmermanlaw.com

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for Contractor may deliver Notice on behalf of the District and Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth herein.

18. THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto, and no right or cause of action shall accrue upon or by reason of or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation or other entity other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and Contractor and their respective representatives, successors, and assigns.

19. ASSIGNMENT. Neither the District nor Contractor may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any purported assignment without such written approval shall be void.

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20. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. The Parties agree that venue for any action arising hereunder shall be in a court of appropriate jurisdiction in Clay County, Florida.

21. EFFECTIVE DATE. This Agreement shall be effective as of the Effective Date and extend through September 30, 2027, unless otherwise terminated or extended in accordance with the terms of this Agreement.

22. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including, but not limited to, Section 119.0701, Florida Statutes. Contractor acknowledges that the designated public records custodian for the District is **Marilee Giles** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, INFO@GMSNF.COM WITH A COPY TO MGILES@GMSNF.COM, 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092.

23. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement or any part of this Agreement not held to be invalid or unenforceable.

24. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.

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25. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

26. NEGOTIATION AT ARM'S LENGTH. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement and received, or had the opportunity to receive, the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, all Parties are deemed to have drafted, chosen, and selected the language, and the doubtful language will not be interpreted or construed against any party.

27. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, Florida Statutes, or other statute or law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

28. COMPLIANCE WITH E-VERIFY. Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

29. TERM. The term of this Agreement shall be from the Effective Date through September 30, 2027, unless terminated earlier by either party in accordance with the provisions of this Agreement. This Agreement shall automatically renew for one additional one-year term, unless terminated pursuant to its terms. A new agreement shall be required for any Services to be performed after September 30, 2028. The Contractor acknowledges that the prices of this Agreement are firm, and that the Contractor may change the prices only with the District's written consent, as evidenced by a vote of the District's Board of Supervisors. The District will consider price adjustments each twelve (12) month period to compensate for market conditions and the planned workload of the District to be performed during the next twelve (12) month period. Evidence of price or fee adjustments will be approved by the Board in its adopted or amended Fiscal Year Budget.

30. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES. If applicable, the Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes.*

31. STATEMENT REGARDING CHAPTER 287 REQUIREMENTS. Contractor

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acknowledges that, in addition to all Laws and Regulations that apply to this Agreement, the following provisions of Florida law ("**Public Integrity Laws**") apply to this Agreement:

A. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
B. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
C. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies*;
D. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits*; and
E. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited*.

Contractor acknowledges that the Public Integrity Laws prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District ("**Prohibited Criteria**").

Contractor acknowledges that the District may terminate this Agreement if the Contractor is found to have met the Prohibited Criteria or violated the Public Integrity Laws.

Contractor certifies that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, meets any of the Prohibited Criteria, and in the event such status changes, Contractor shall immediately notify the District. By entering into this Agreement, Contractor agrees that any renewal or extension of this Agreement shall be deemed a recertification of such status.

32. ANTI-HUMAN TRAFFICKING REQUIREMENTS. Contractor certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in section 787.06, *Florida Statutes*. Contractor agrees to execute an affidavit, attached hereto as **Exhibit E** and incorporated herein, in compliance with section 787.06(14), *Florida Statutes*.

[SIGNATURE PAGE FOLLOWS]

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IN WITNESS WHEREOF, the Parties hereto execute this Agreement the day and year first written above.

Attest:

Signed by:
Marilee Giles
A38999D0EDC14F4...
Secretary / Assistant Secretary
Board of Supervisors

Marilee Giles
Print Name

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

By: Signed by: Tom Horton 8DA97725FDA444C...

Print: Tom Horton

Its: Vice Chairperson
Chairperson/Vice Chairperson,
Board of Supervisors

COMMUNITY ASSOCIATION AND LIFESTYLE MANAGEMENT III, LLC

Witness

By: DocuSigned by: Darrin Mossing 3CA8CBD20A734F6...

Print: Darrin Mossing

Print Name of Witness

Its: President

Exhibit A: Scope of Services
Exhibit B: Fee Schedule
Exhibit C: Proposal
Exhibit D: Certificates of Insurance
Exhibit E: Anti-Human Trafficking Affidavit

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ACKNOWLEDGEMENT OF CESSATION OF ON-SITE MANAGEMENT AND MAINTENANCE CONTRACT ADMINISTRATION AND JANITORIAL SERVICES

Date: September 14th, 2026

To: Double Branch Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: Chairperson, Board of Supervisors

Re: Acknowledgement of Cessation of On-Site Management and Maintenance Contract Administration and Janitorial Services

Governmental Management Services, L.L.C. ("GMS-NF") provides District Management Services to Double Branch Community Development District (the "District") under that certain Agreement for District Management Services between the District and GMS-NF, dated September 26, 2006 (the "District Management Agreement"). In addition, GMS-NF has provided On-Site Management and Maintenance Contract Administration services to the District under Double Branch & Middle Village Work Authorization #1 FY 2026, Onsite Management and Maintenance Contract Administration, issued under the District Management Agreement ("Work Authorization #1"), and Riverside Management Services, Inc. ("RMS") has provided janitorial services to the District under those certain Agreements between Riverside Management Services, Inc. and the Double Branch Community Development District for Janitorial Services, dated March 14, 2010 and October 1, 2010 (collectively, the "Janitorial Agreements").

GMS-NF and RMS hereby acknowledge that Work Authorization #1 (as it applies to the District) and the Janitorial Agreements, respectively, and the services provided thereunder, will terminate and cease effective September 30, 2026. Effective October 1, 2026, these services will be provided to the District by Community Association and Lifestyle Management III, LLC ("CALM III") under that certain Agreement between Double Branch Community Development District and Community Association and Lifestyle Management III, LLC for On-Site Management and Maintenance Contract Administration and Janitorial Services, effective October 1, 2026 (the "CALM III Agreement").

District Management Services will continue to be provided by GMS-NF without interruption under the District Management Agreement. Fees for District Management Services for Fiscal Year 2027 and thereafter will be reflected in the District's adopted Annual Budget, consistent with the terms of the District Management Agreement. The general maintenance services currently provided under Double Branch Work Authorization #2 FY 2026, General Maintenance Services, are not part of the CALM III Agreement and will be addressed under a separate agreement between the District and RMS.

[SIGNATURE PAGE FOLLOWS]

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ACKNOWLEDGEMENT OF CESSATION OF ON-SITE MANAGEMENT AND MAINTENANCE CONTRACT ADMINISTRATION AND JANITORIAL SERVICES DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT SIGNATURE PAGE

Approved:

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

Signed by:
By: Tom Horton
8DA97725FDA444C...

Print: Tom Horton

Its: Chairperson/Vice Chairperson, Board of Supervisors

Acknowledged:

GOVERNMENTAL MANAGEMENT SERVICES, L.L.C.

DocuSigned by:
By: Darrin Mossing
3CA8CBD20A734F6...

Print: Darrin Mossing

Its: President

RIVERSIDE MANAGEMENT SERVICES, INC.

DocuSigned by:
By: Darrin Mossing
3CA8CBD20A734F6...

Print: Darrin Mossing

Its: President

Docusign Envelope ID: 3723B753-B1F3-83B9-83AA-1F6EDE8BE04C

Exhibit A
Scope of Services

STANDARD ON-GOING SERVICES ("SERVICES"): These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the Amenity Center management.

Description of Services
On-site Management and Maintenance Contract Administration Overview: • On-site staffing levels consisting of five (5) full-time employees: 1) Operations / Community Manager 2) Aquatics Facility Director 3) Venue Coordinator 4) Assistant Amenity Manager 5) Access and Staffing Director • The management team will also provide, from time to time, multiple part-time employees to assist at each facility - Assistant Amenity oversight, Staffing and training oversight, landscape consultant, project coordinator, etc. • Although the fees are based upon five (5) full-time employees, they will from time to time be supplemented by additional operational management resources of CALM III at no additional charge. Such fees may be adjusted annually based upon the District's adopted budget and will be billed accordingly.
Operations / Community Manager: • Serves as a key member reporting to the Community Development District Board of Supervisors and attends all District meetings. • Primary area of responsibility will be management of District owned grounds, amenities and recreational facilities, to include the planning and execution of special events, programming of resident services, seasonal camps, and facility usage. • Manager will provide a monthly report for inclusion in the monthly Board of Supervisors agenda package. The report will include a detailed account of Amenity future projects, and future planned events. • Respond to all resident questions and concerns regarding the District in a timely and professional manner. • Enforces all district rules and regulations governing the use of the facility, its equipment and other property.

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Description of Services
• Maintain a professional relationship with all residents, welcoming and educating new residents. Helping to ensure the issuing of access cards, updating resident information, and monitoring facility usage. • Inventory cleaning products, paper products, office and first aid supplies. • Update and maintain District communications platforms, to include the community website, bulletin boards, and e-blasts. • Maintain access control system and resident card data. • IT oversight and coordination of any subcontractors for access system and network uptime (Wi-Fi, communications, phones, television, alarms) • Manage District contracts related to the Amenity Center Complex, to include pool maintenance, janitorial, pest control, lifeguards, communications, HVAC, electrical, and fitness equipment facility maintenance to ensure they are in compliance with contract specifications. • Provide oversight of the landscape maintenance contractor. • Periodically inspect lakes, outfall-structures for needed maintenance, issues, and repairs. • Prepare an Emergency Action Plan for significant weather events. • Forecast and document a plan for future district infrastructure needs. • Provide oversight of the lake maintenance contractor. • Provide oversight of all other maintenance contractors such as security, outside pest control, tree services, sidewalk repairs, road maintenance, FPL/Clay electric, site inspections, etc. • Oversight of district HR and payroll operations. • Coordination of data collection for state agencies pertaining to district employees. • Responsible for following up on any issues or requests directed by the Board. • Will obtain estimates, when possible, for improvements within district and provide recommendations for annual budget, policies and procedures, and community events. • Interface with vendors for repairs and purchases, billing, and approval of invoices for payments for goods and services related to specific areas of responsibility. • Support and assist in hiring and training all seasonal employees and volunteers. • Report Interactions regarding budgeting, policy recommendations and enforcement, maintenance recommendations, community event recommendations, coordination and communication with the Board of Supervisors and others. • Provide input for any security issues within the district to the Board of Supervisors. • Scheduling the reservations of multi-use fields in accordance with usage agreements. • Conduct periodic daily rounds of the clubhouse, gym, pool deck, playgrounds, tennis courts to monitor usage, cleanliness, and any other items that should be reported to the District Board of Supervisors.

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Description of Services
Aquatics Facility Director: • Serves as a district and management representative. • Oversees and coordinates the recruitment, training, scheduling, certification, and performance of employees of the facility; supervises the day-to-day activities of staff. • Assist in oversight and coordination of the administration of the facility, to include scheduling of facility operations and contract management. • Oversees the maintenance of the pools, to include chemistry, climate control, cleanliness, and related maintenance. • Develop flyers, brochures, advertisements, etc. to promote aquatic facilities. • Recommend changes to existing aquatic programs as needed. • Conduct various aquatic entertainments and activities to attract more customers. • Assist in research, facilitation and building quality aquatic programs that provide customer satisfaction. • Assist with employee training. • Assist with input of employee information for District payroll. • Enforces all district rules and regulations governing the use of the facility, its equipment and other property. • Provide information about aquatics programs to schools, recreation officials, community service groups, and the general public. • Ensures that all appropriate water, environmental, health and safety standards are maintained; ensures pools are compliant with all local, state and national requirements and current on all necessary certifications required for operation. • Develops, implements, and oversees a variety of aquatics programs for residents, guests and/or members of the general public. • Assist with following up on any issues or requests directed by the Board. • Participates in and teaches aquatic and safety certification training sessions, as necessary. • Participates in the development of annual operating budgets concerning the aquatic facilities, staffing, and programming and provides fiscal direction to the Manager. • Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies. • Prepares statistical reports on a monthly basis and prepares data and narrative for inclusion in annual reports. • Performs miscellaneous job-related duties as assigned.
Venue Coordinator: • Serves as a district and management representative.

Docusign Envelope ID: 3723B753-B1F3-83B9-83AA-1F6EDE8BE04C

Description of Services
• Professionally address all resident questions, concerns, and comments regarding the District. • Schedule and assist in venue sales and usage. • Conduct facility tours and information sessions for tentative venue users. • Assist in making sure all contracts and paperwork are in order for resident / guest usage of facilities. • Coordinates and schedule staffing for events / facility calendar. • Fields client questions leading up to an event. • Participates in identifying and creating customer enhancing experiences. • Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution • Works to ensure renter satisfaction and build district revenue to offset costs of amenity usage. • Enforces all district rules and regulations governing the use of the facility, its equipment and other property. • Ensures that contract terms are being met by all parties. • Assist in maintaining and updating access control system and resident card data. • Assist in following up on any issues or requests directed by the Operations Manager and/or the Board of Supervisors. • Assist in providing recommendations for annual budget, policies and procedures, and community events. • Provide input for any security issues within the district to the Board of Supervisors. • Participates in the development of annual operating budgets concerning the rental venues at the Amenity facility and provides fiscal direction to the Manager. • Performs miscellaneous job-related duties as assigned.
Assistant Amenity Manager (Resident Assistant): • Professionally address all resident questions, concerns, and comments regarding the District. • Serves as a district and management representative. • Assist in issuing access cards, updating resident information and monitoring facility usage and rentals. • Educate staff members, lifeguards and residents on District Policies and Procedures. • Enforce all District Policies. • Assist in inspecting and document the Amenity Center Complex for lighting, trash removal, pest control, signage and fencing for necessary maintenance. • Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution.

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Description of Services
• Assisting in ordering and inventory of cleaning products, paper products, office, restroom and first aid supplies as needed. • Assist with Community Events and any Facility Rentals. • Assist Operations Manager as needed. • Conduct periodic rounds of the clubhouse, gym, pool deck, playgrounds, tennis courts to monitor usage, cleanliness, and any other items that should be reported to the Operations Manager. • Maintain training and familiarity at the facility to be able to provide coverage if the Amenity Center Manager is out of office for illness, PTO or resignation. • Assist with following up on any issues or requests directed by the Board. • Performs miscellaneous job-related duties as assigned.
Access and Staffing Director: • Professionally address all resident questions, concerns, and comments regarding the District. • Serves as a district and management representative. • Assists in IT coordination for access system and network uptime (Wi-Fi, communications, phones, television, alarms). • Issue access cards, update resident information and monitor facility usage and rentals. • Train and develop employees to handle access system, Issue access cards, update resident information. • Assist with employee training. • Schedule and coordination of front desk/ fitness center coverage. • Coordinate reports for repair and assist with oversight of fitness facility preventative maintenance programs. • Assist with points of communication from Fitness Center / Access system front desks. • Assist with input of employee information for District payroll. • Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution • Assist with following up on any issues or requests directed by the Board. • Performs miscellaneous job-related duties as assigned.
Janitorial Services: • Provide all janitorial services by competent and trained persons. • Use approved and effective chemicals and cleaning agents in strict compliance with state and federal environmental guidelines.

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Description of Services
• Contractor shall purchase such chemicals and cleaning supplies and necessary to provide the services contemplated by this Agreement and shall store such chemicals and supplies at an appropriate location at the Facilities. Contractor will be reimbursed at cost for the purchase of all chemicals and supplies, which shall remain property of the District in the event of termination of this Agreement. • Promptly respond to maintenance emergencies or problems related to the Facilities. • Except in the case of emergency, Contractor shall perform all services in the evening after normal business hours.
General Provisions: • Contractor shall provide, at no charge to the District, company uniforms to all personnel providing these services. • Costs incurred by Contractor due to maintenance-related requests, emergencies or unscheduled visits (i.e. vandalism, acts of God, etc.) shall be invoiced at the approved hourly rate, plus any materials, and travel reimbursement. Minimum of one (1) hour charge. • Reasonable reimbursement for the expense of copies, office supplies, travel, etc. • All supplies and materials needed for maintenance within the District shall be paid for by the District.

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Exhibit B
Fee Schedule

STANDARD ON-GOING SERVICES ("SERVICES"): These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the Amenity Center management.

1. **FACILITY MANAGEMENT SERVICES:**

Service Descriptions & Fee Schedule *	Fiscal Year 2027 Fees
On-Site Management and Maintenance Contract Administration • Annual Fee paid in equal monthly payments.	**$257,895**
Janitorial Services • Provides general janitorial cleaning services for the Amenity Center, common areas, and other District-owned facilities. • Annual Fee paid in equal monthly payments. (Excluding Supplies)	**$78,133**
Out of Pocket Reimbursable Expenses: • Reimbursable expenses to be itemized on invoicing each month.	**At CALM III Standard Rate or Cost**
Additional Services: • All other requested items not specifically denoted in **Exhibit "A"** or **Exhibit "B"** will be subject to either a flat rate proposal or an hourly rate proposal to the District.	**To Be Negotiated**
*** Fiscal Year Calendar:** • Fiscal Year 2027 represents dates from October 1st, 2026 through September 30th, 2027. • Services that begin after the first day of a month will be invoiced on a prorated basis for that month, based on the actual start date.	

2. **ADDITIONAL SERVICES:**

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All other requested items not specifically denoted in **Exhibit A** or **Exhibit B** will be subject to either a flat rate proposal or an hourly rate proposal to the District.

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Exhibit C
Proposal

September 14th, 2026

Marilee Giles
Double Branch Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: FY2027 On-site Management and Maintenance Contract Administration and Janitorial Services

Dear Marilee:

Please consider this proposal for Community Association and Lifestyle Management III, LLC ("CALM III") to provide the following services for the Double Branch Community Development District starting 10/01/2026:

Services	FY2026 Budget	FY2026 Fees	FY2027 Proposed Fees
On-Site Management and Maintenance Contract Administration	$245,615	$245,615	$257,895
Janitorial Services	$74,412	$74,412	$78,133

The proposed fees for On-site Management and Maintenance Contract Administration and Janitorial Services reflect a cost-of-living increase. The ownership and management at CALM III would like to thank the Board of Supervisors in advance for your consideration of our request to help offset the continued rise in the cost of operating your facility. If you have any questions or comments, please feel free to call me.

Sincerely,

/s/ Alison Mossing

Alison Mossing
Vice President

COMMUNITY ASSOCIATION AND LIFESTYLE MANAGEMENT III, LLC
393 PALM COAST PARKWAY SOUTHWEST, SUITE 4 · PALM COAST, FL 32137 · (813) 344-4844 · FACSIMILE (954) 721-9202
HTTPS://CALMFLA.COM/

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Exhibit A
Scope of Services

On-site Management and Maintenance Contract Administration Overview:

- On-site staffing levels consisting of five (5) full-time employees:
    1) Operations / Community Manager
    2) Aquatics Facility Director
    3) Venue Coordinator
    4) Assistant Amenity Manager
    5) Access and Staffing Director
- The management team will also provide, from time to time, multiple part-time employees to assist at each facility - Assistant Amenity oversight, Staffing and training oversight, landscape consultant, project coordinator, etc.
- Although the fees are based upon five (5) full-time employees, they will from time to time be supplemented by additional operational management resources of CALM III at no additional charge. Such fees may be adjusted annually based upon the District's adopted budget and will be billed accordingly.

Operations / Community Manager:

- Serves as a key member reporting to the Community Development District Board of Supervisors and attends all District meetings.
- Primary area of responsibility will be management of District owned grounds, amenities and recreational facilities, to include the planning and execution of special events, programming of resident services, seasonal camps, and facility usage.
- Manager will provide a monthly report for inclusion in the monthly Board of Supervisors agenda package. The report will include a detailed account of Amenity future projects, and future planned events.
- Respond to all resident questions and concerns regarding the District in a timely and professional manner.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Maintain a professional relationship with all residents, welcoming and educating new residents. Helping to ensure the issuing of access cards, updating resident information, and monitoring facility usage.
- Inventory cleaning products, paper products, office and first aid supplies.
- Update and maintain District communications platforms, to include the community website, bulletin boards, and e-blasts.
- Maintain access control system and resident card data.
- IT oversight and coordination of any subcontractors for access system and network uptime (Wi-Fi, communications, phones, television, alarms)

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- Manage District contracts related to the Amenity Center Complex, to include pool maintenance, janitorial, pest control, lifeguards, communications, HVAC, electrical, and fitness equipment facility maintenance to ensure they are in compliance with contract specifications.
- Provide oversight of the landscape maintenance contractor.
- Periodically inspect lakes, outfall-structures for needed maintenance, issues, and repairs.
- Prepare an Emergency Action Plan for significant weather events.
- Forecast and document a plan for future district infrastructure needs.
- Provide oversight of the lake maintenance contractor.
- Provide oversight of all other maintenance contractors such as security, outside pest control, tree services, sidewalk repairs, road maintenance, FPL/Clay electric, site inspections, etc.
- Oversight of district HR and payroll operations.
- Coordination of data collection for state agencies pertaining to district employees.
- Responsible for following up on any issues or requests directed by the Board.
- Will obtain estimates, when possible, for improvements within district and provide recommendations for annual budget, policies and procedures, and community events.
- Interface with vendors for repairs and purchases, billing, and approval of invoices for payments for goods and services related to specific areas of responsibility.
- Support and assist in hiring and training all seasonal employees and volunteers.
- Report Interactions regarding budgeting, policy recommendations and enforcement, maintenance recommendations, community event recommendations, coordination and communication with the Board of Supervisors and others.
- Provide input for any security issues within the district to the Board of Supervisors.
- Scheduling the reservations of multi-use fields in accordance with usage agreements.
- Conduct periodic daily rounds of the clubhouse, gym, pool deck, playgrounds, tennis courts to monitor usage, cleanliness, and any other items that should be reported to the District Board of Supervisors.

Aquatics Facility Director:

- Serves as a district and management representative.
- Oversees and coordinates the recruitment, training, scheduling, certification, and performance of employees of the facility; supervises the day-to-day activities of staff.
- Assist in oversight and coordination of the administration of the facility, to include scheduling of facility operations and contract management.
- Oversees the maintenance of the pools, to include chemistry, climate control, cleanliness, and related maintenance.
- Develop flyers, brochures, advertisements, etc. to promote aquatic facilities.
- Recommend changes to existing aquatic programs as needed.

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- Conduct various aquatic entertainments and activities to attract more customers.
- Assist in research, facilitation and building quality aquatic programs that provide customer satisfaction.
- Assist with employee training.
- Assist with input of employee information for District payroll.
- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Provide information about aquatics programs to schools, recreation officials, community service groups, and the general public.
- Ensures that all appropriate water, environmental, health and safety standards are maintained; ensures pools are compliant with all local, state and national requirements and current on all necessary certifications required for operation.
- Develops, implements, and oversees a variety of aquatics programs for residents, guests and/or members of the general public.
- Assist with following up on any issues or requests directed by the Board.
- Participates in and teaches aquatic and safety certification training sessions, as necessary.
- Participates in the development of annual operating budgets concerning the aquatic facilities, staffing, and programming and provides fiscal direction to the Manager.
- Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies.
- Prepares statistical reports on a monthly basis and prepares data and narrative for inclusion in annual reports.
- Performs miscellaneous job-related duties as assigned.

Venue Coordinator:

- Serves as a district and management representative.
- Professionally address all resident questions, concerns, and comments regarding the District.
- Schedule and assist in venue sales and usage.
- Conduct facility tours and information sessions for tentative venue users.
- Assist in making sure all contracts and paperwork are in order for resident / guest usage of facilities.
- Coordinates and schedule staffing for events / facility calendar.
- Fields client questions leading up to an event.
- Participates in identifying and creating customer enhancing experiences.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution
- Works to ensure renter satisfaction and build district revenue to offset costs of amenity usage.

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- Enforces all district rules and regulations governing the use of the facility, its equipment and other property.
- Ensures that contract terms are being met by all parties.
- Assist in maintaining and updating access control system and resident card data.
- Assist in following up on any issues or requests directed by the Operations Manager and/or the Board of Supervisors.
- Assist in providing recommendations for annual budget, policies and procedures, and community events.
- Provide input for any security issues within the district to the Board of Supervisors.
- Participates in the development of annual operating budgets concerning the rental venues at the Amenity facility and provides fiscal direction to the Manager.
- Performs miscellaneous job-related duties as assigned.

Assistant Amenity Manager (Resident Assistant):

- Professionally address all resident questions, concerns, and comments regarding the District.
- Serves as a district and management representative.
- Assist in issuing access cards, updating resident information and monitoring facility usage and rentals.
- Educate staff members, lifeguards and residents on District Policies and Procedures.
- Enforce all District Policies.
- Assist in inspecting and document the Amenity Center Complex for lighting, trash removal, pest control, signage and fencing for necessary maintenance.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution.
- Assisting in ordering and inventory of cleaning products, paper products, office, restroom and first aid supplies as needed.
- Assist with Community Events and any Facility Rentals.
- Assist Operations Manager as needed.
- Conduct periodic rounds of the clubhouse, gym, pool deck, playgrounds, tennis courts to monitor usage, cleanliness, and any other items that should be reported to the Operations Manager.
- Maintain training and familiarity at the facility to be able to provide coverage if the Amenity Center Manager is out of office for illness, PTO or resignation.
- Assist with following up on any issues or requests directed by the Board.
- Performs miscellaneous job-related duties as assigned.

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Access and Staffing Director:

- Professionally address all resident questions, concerns, and comments regarding the District.
- Serves as a district and management representative.
- Assists in IT coordination for access system and network uptime (Wi-Fi, communications, phones, television, alarms).
- Issue access cards, update resident information and monitor facility usage and rentals.
- Train and develop employees to handle access system, Issue access cards, update resident information.
- Assist with employee training.
- Schedule and coordination of front desk/ fitness center coverage.
- Coordinate reports for repair and assist with oversight of fitness facility preventative maintenance programs.
- Assist with points of communication from Fitness Center / Access system front desks.
- Assist with input of employee information for District payroll.
- Fields all facility-based questions, notes and reports concerns of facilities to appropriate vendors or departments (maintenance, janitorial, etc..) for resolution
- Assist with following up on any issues or requests directed by the Board.
- Performs miscellaneous job-related duties as assigned.

Janitorial Services:

- Provide all janitorial services by competent and trained persons.
- Use approved and effective chemicals and cleaning agents in strict compliance with state and federal environmental guidelines.
- Contractor shall purchase such chemicals and cleaning supplies and necessary to provide the services contemplated by this Agreement and shall store such chemicals and supplies at an appropriate location at the Facilities. Contractor will be reimbursed at cost for the purchase of all chemicals and supplies, which shall remain property of the District in the event of termination of this Agreement.
- Promptly respond to maintenance emergencies or problems related to the Facilities.
- Except in the case of emergency, Contractor shall perform all services in the evening after normal business hours.

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Exhibit D

Certificates of Insurance

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/24/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Kathy Wilson
Marsh & McLennan Agency LLC 413 S Northshore Dr Ste E Knoxville TN 37919-7567	PHONE (A/C, No, Ext): 865-588-7200 FAX (A/C, No): E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Houston Specialty Insurance Co	12936
INSURER B : SKYWARD SPECIALY INSURANCE GRO	
INSURER C : ACCIDENT FUND INSURANCE COMPAN	10166
INSURER D : Berkley Regional Insurance Com	29580
INSURER E :	
INSURER F :	

INSURED: Community Association and Lifestyle Mangement III, LLC
393 Palm Coast Parkway SW
Suite 4
Palm Coast FL 32137

COMMASS-06

COVERAGES **CERTIFICATE NUMBER:** 2053710883 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			ESBHSGL000262500	2/23/2026	2/23/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
B	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $			ESB-HS-UCX-0003288-00	7/30/2026	2/23/2027	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCP100150699	8/3/2026	8/3/2027	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	Crime			BMP-1194668-00	8/1/2026	8/1/2027	Limit Deductible	500,000 2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Double Branch Community Development District, its officers, supervisors, agents, managers, counsel, engineers, staff, and representatives is included as an additional insured on the General Liability policy with respect to the liability resulting from the operations of the Named Insured as required by written contract. General Liability coverage provided is primary and non-contributory with respect to any similar insurance held by the additional insured as required by written contract. Waiver of Subrogation is in place in favor of Certificate Holder for General Liability and Workers Compensation as required by written contract. 30 day Notice of Cancellation, except 10 days for non-payment, applies to certificate holder under General Liability and Workers Compensation per policy provisions. Umbrella follows General Liability form.

CERTIFICATE HOLDER

Double Branch Community Development District
393 Palm Coast Parkway SW
Suite 4
Palm Coast FL 32137

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PETER J. KRAMER

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/24/2026

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PRODUCER

Edie Williams State Farm
330 A1A N Suite 324
Ponte Vedra Beach, FL 32082

CONTACT NAME: Stephanie Marciani
PHONE (A/C, No, Ext): 904-425-4054 FAX (A/C, No): 904-425-4046
E-MAIL ADDRESS: Stephanie@EdieWilliams.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Community Association and Lifestyle Management III, LLC
1001 Bradford Way
Kingston, TN 37763

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$ 1,000,000
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS	X	X	P29 3749-A15-59A	07/15/2026	01/15/2027	BODILY INJURY (Per accident)	$ 1,000,000
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$ 1,000,000
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The , its officers, supervisors, agents, managers, counsel, engineers, staff, and representatives is Additional Insured with regard to Auto Liability.
The insurance is Primary and Non-Contributory with respects to claims arising out of the operation of the described vehicle.
Waiver of Subrogation under the Liability Coverage and Property Damage Coverage.
If Liability Coverage or Property Damage Liability Coverage is changed or terminated as to the interest of the Additional Insured, we will provide the Additional Insured 30 days notice of such change or termination unless another number of days notice is shown on the Declarations Page

CERTIFICATE HOLDER

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
393 Palm Coast Parkway SW, Suite 4
Palm Coast, FL 32137

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Stephanie Marciani

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/24/2026

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PRODUCER Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220	CONTACT NAME: Vicky Zelen PHONE (A/C, No, Ext): (904) 262-8080 FAX (A/C, No): (904) 262-1444 E-MAIL ADDRESS: vicky@zelenrisk.com
INSURED Community Association and Lifestyle Management III, 1001 Bradford Way Kingston TN 37763	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Bridgefield Casualty Insurance Company INSURER B : Great American Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		196-23349	03/01/2026	10/16/2026	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Employment Practices Liability			EPLE937229	03/10/2026	03/10/2027	Aggregate	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Double Branch CDD 393 Palm Coast Pkwy SW Ste 4 Palm Coast, FL 32137	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Vicky M. Zelen <LFU>

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Exhibit E
Anti-Human Trafficking Affidavit

Anti-Human Trafficking Affidavit

I, Kelly Adams as Director of HR on behalf of Community Association and Lifestyle Management III, LLC. (the "Contractor"), under penalty of perjury, hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Contractor.
2. The Contractor does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.
3. More particularly, the Contractor does not participate in any of the following actions:
   (a) Using or threatening to use physical force against any person;
   (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
   (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
   (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
   (e) Causing or threatening to cause financial harm to any person;
   (f) Enticing or luring any person by fraud or deceit; or
   (g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

Dated: March 17, 2026.

FURTHER AFFIANT SAYETH NAUGHT.

Contractor:

COMMUNITY ASSOCIATION AND LIFESTYLE MANAGEMENT III, LLC.

By: Kelly Adams

Name: Kelly Adams

Title: Director of HR

STATE OF TENNESSEE
COUNTY OF ROANE

SWORN TO AND SUBSCRIBED before me ☑ physical presence or ☐ remote notarization by Madison Oran, as HR Assistant, of Community Association and Lifestyle Management III, LLC., who is personally known to me or who produced _____ as identification this 17 day of March, 2026.

Madison Oran
Notary Public

(Notary Seal)

MADISON ORAN
STATE OF TENNESSEE NOTARY PUBLIC
ROANE COUNTY

SIXTH ORDER OF BUSINESS

Docusign Envelope ID: 3F95E499-B6C3-8D1B-82DA-6CE551CC8B24

AGREEMENT BETWEEN
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
AND
RIVERSIDE MANAGEMENT SERVICES, INC.
FOR
GENERAL FACILITY MAINTENANCE AND REPAIR SERVICES

This Agreement ("Agreement") is made and entered into on November 9th, 2026 ("Execution Date"), to be effective as of October 1st, 2026 ("Effective Date"), by and between:

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Clay County, Florida, whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"), and

RIVERSIDE MANAGEMENT SERVICES, INC., A FLORIDA CORPORATION, whose address is 50 Ellis Street, Suite 208, St. Augustine, Florida 32095 ("Contractor" or "RMS" and, together with the District, the "Parties").

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

WHEREAS, the District has constructed an amenity center that includes a swimming pool, community center, and other recreation facilities (collectively, the "Amenities"), as well as landscape and irrigation improvements, lake embankments, entrance areas, and other common areas (collectively, the "Facilities"); and

WHEREAS, the District intends to provide for the operation, management, and maintenance of the Amenities and the Facilities; and

WHEREAS, Contractor has a background in the maintenance and repair of recreation and amenity facilities and is willing to provide such maintenance and repair services to the District in accordance with this Agreement; and

WHEREAS, the District desires to enter into a contractual relationship with Contractor to maintain and repair the Amenities and the Facilities and to provide other services as described in this Agreement and the Scope of Services attached hereto as **Exhibit A** and incorporated herein by reference (collectively, the "Services").

1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated as a material part of this Agreement.

2. ENGAGEMENT OF SERVICES. The District agrees to engage Contractor to provide the Services. This Agreement grants to Contractor the right to enter and use the Amenities and the Facilities for the purposes and uses described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations while performing its obligations under this Agreement including that Contractor will not take a tax position inconsistent with it being a manager and not owner of the Amenities and Facilities.

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3. DESCRIPTION OF SERVICES. Contractor shall perform the duties described by **Exhibit A** attached hereto, and as more particularly stated herein. Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities under this Agreement are fulfilled. Contractor shall ensure responsible and proper staffing levels needed to satisfy the terms of this Agreement. To the extent the terms of this Agreement and **Exhibit A** conflict, this Agreement shall control.

4. COMPENSATION. The Agreement shall be for a one-year period, terminable pursuant to the provisions herein. Contractor shall be compensated for providing the Services described in Section 3 of this Agreement.

A. Fees and Expenses:

i. The District shall pay the Contractor the following fees for the Services in accordance with **Exhibit A** and **Exhibit B**:

- Common Area Maintenance: Forty-Five Dollars and No Cents ($45.00) per hour, plus mileage at the State of Florida rate (Section 112.061, Florida Statutes), budgeted at Eighty-Seven Thousand Four Hundred Fifty Dollars and No Cents ($87,450.00) per year.
- Facility Maintenance - General: Forty-Five Dollars and No Cents ($45.00) per hour, plus mileage at the State of Florida rate (Section 112.061, Florida Statutes), budgeted at Eighty-Seven Thousand Four Hundred Fifty Dollars and No Cents ($87,450.00) per year.
- General Maintenance (Overflow): Forty-Five Dollars and No Cents ($45.00) per hour, for services requested and approved in advance by the District, as set forth in Exhibit A.

The total annual fees for the foregoing General Facility Maintenance and Repair Services (Common Area Maintenance and Facility Maintenance - General) are budgeted at One Hundred Seventy-Four Thousand Nine Hundred Dollars and No Cents ($174,900.00) and shall be invoiced monthly in arrears based on actual hours worked and mileage incurred during the prior month. The District shall not be charged for hours required by this Agreement but not actually worked. The amounts budgeted for each category are estimates, and actual fees may vary between categories. General Maintenance (Overflow) services shall be tracked and invoiced separately. In no event shall the total annual fees for the General Facility Maintenance and Repair Services and General Maintenance (Overflow) under this Agreement exceed One Hundred Ninety-Five Thousand Dollars and No Cents ($195,000.00). Special projects are not included in the fees above and shall be separately presented to and approved by the District as set forth in Exhibit A.

ii. Out-of-pocket reimbursable expenses incurred by the Contractor in the performance of the Services shall be billed at the Contractor's standard rate or at cost, as indicated in **Exhibit A** or **Exhibit B**, and itemized on the Contractor's monthly invoice to the District.

iii. Unless otherwise specified by this Agreement, the Contractor will invoice the

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District for the Services as soon as may be practicable in advance of each month. Notwithstanding the foregoing, services that are variable in nature may be invoiced in arrears based on actual services performed. The fees for those services which are not being requested at the time this Agreement is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. All invoices shall be due and payable by the District within forty-five (45) days from the date of receipt of a correctly submitted invoice or as otherwise provided by the Prompt Payment Act, Chapter 218.70, Florida Statutes. Invoices not paid within forty-five (45) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.

iv. Fees for the Services may be negotiated annually by the Parties. Any amendment to Service fees must comply with the amendment procedure in this Agreement.

v. In the event the District authorizes a requested change in the scope of Services, Contractor shall submit, in writing to the District, a request for a fee amendment corresponding to the change in Services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Agreement. Such amendment must be validly executed by the Parties before Contractor is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.

B. Services will be billed monthly pursuant to the fee schedule shown in **Exhibit B.** Additional work or services, as such terms are used in Section 4.D, will either be billed monthly at the Contractor's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.

C. The District may require, as a condition precedent to making any payment to the Contractor that all subcontractors, materialmen, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workers' Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

D. Should the District desire additional work or services, or to add additional areas to be maintained, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order to this Agreement.

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The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.

E. The Contractor shall maintain records conforming to usual accounting practices. As soon as may be practicable at the beginning of each month, the Contractor shall invoice the District for all services performed in the prior month and any other sums due to the Contractor. The Contractor may cease performing services under this Agreement if any payment due hereunder is not paid within forty-five (45) days of the invoice date. Each monthly invoice will include such supporting information as the District may reasonably require the Contractor to provide.

F. In the event there is a dispute regarding payment or Services, the District reserves the right to hold the portion of the payment in dispute, pending expeditious negotiation and resolution of the dispute in good faith by the Parties.

5. GENERAL PROVISIONS.

A. The Services provided by Contractor shall be as provided for in **Exhibit A** and as set forth in this Agreement.

B. Contractor agrees that this Agreement expressly prohibits non-compete provisions. Should the District elect to suspend any service hereunder, or terminate the Agreement in whole or part, the District shall not be prohibited from directly or indirectly employing or contracting any individual employed by the Contractor under this Agreement. Contractor may prohibit its employees from soliciting work with other competitors or vendors that are not the District in its discretion.

C. The District may elect to add additional services to this Agreement upon mutual agreement by the Parties, as confirmed in a written addendum hereto. The District may discontinue all of the Services provided for herein pursuant to the termination provisions set forth herein or discontinue the provision of a portion of the services described herein immediately for cause or upon thirty (30) days written notice without cause, specifying the department or position(s) discontinued, in the District's sole and absolute discretion. Any addendums to this agreement will not take effect unless the parties receive an opinion from bond counsel that the changes made thereby do not adversely affect the exclusion from gross income of interest on the bonds financing the managed property.

D. At all times during operation of the Facilities and Amenities, Contractor shall ensure responsible and proper staffing levels that meet the provisions of law and best practices. The needs of other properties shall not trump the responsible staffing for provision of the Services required under this Agreement. Contractor shall not utilize employees hired by Contractor to staff District Facilities and Amenities at other Contractor properties without the express approval of the District, through its District Manager. Contractor shall not use District employees, if any, District property or any District hardware/facility for any other work not related directly to the District, including any other off-site properties or in support of other Contractor-related businesses.

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E. In consideration for the District's ability to elect to make any position, department or portion of this Agreement staffed by District employee(s) or an unaffiliated third-party contractor other than Contractor, Contractor shall not be entitled to any compensation in consideration for such election by the District.

F. All Contractor employees or subcontractors shall either be employees hired directly by the Contractor, or sub-contractors who are hired and compensated by the Contractor (1099 individuals).

G. Contractor is an independent contractor. Contractor shall have sole authority as an independent Contractor in dealing with its employees and shall be solely responsible for all necessary insurance payments (including workers' compensation, as required by Florida law), payroll taxes and other deductions, and the provision of various benefits to its staff. Contractor shall be liable for the performance, or lack thereof, of employees of the District, of Contractor's employees and contractors, licensees, lessees and vendors that are within the Contractor's control. Contractor shall solely be responsible for oversight, control, direction and management of all personnel providing services or functions at the District and shall defend, hold the District harmless and indemnify the District against any employment or other related claims arising from the same. This provision is meant to be exhaustive such that, if any claims related to the provision of the Services arise, Contractor shall defend, hold the District harmless and indemnify the District, and Contractor has been paid for the Services in consideration of the Services and the indemnification provisions provided for in this Agreement.

H. Contractor shall promptly respond to any and all emergencies or problems related to the Amenities and/or the Facilities and shall report to the District all known problems related to the Amenities and/or the Facilities.

I. All purchases made by any of the positions paid for pursuant to the Agreement or any Addendum will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for District procurement and purchases imposed by Florida law. The District will be responsible for all operating expenses pertaining to the day-to-day operation that will be reasonably necessary for a public purpose of the District. These will include, but not be limited to, the following: District telephone services, utilities, operating supplies, uniforms to the extent not provided for by Contractor as set forth herein, travel expenses for District employees consistent with the District's reimbursement policies, and other related expenses to District specific operations not a part of the responsibilities of Contractor. No expenditure in excess of the amount budgeted for such may be made without prior Board approval except in the event of an emergency, in which case the Contractor shall report such expenditure and the reason for the emergency expense to the District Manager as soon as possible, but in no event later than seventy-two (72) hours.

J. Costs incurred by Contractor due to emergencies or at the written direction of the

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District shall be reimbursed to Contractor at cost. Such reimbursements shall be paid only in accordance with receipts for such costs provided to the District by Contractor. The Contractor shall to the best of its ability, avoid paying directly for items and seeking reimbursements, as the District provides a credit card for expenditures and has several accounts open for purchases.

K. Contractor shall require all applicable registration forms and waivers to be executed by any Patrons of the District (as defined in the *Policies Regarding Use of the District*'s *Amenities*) prior to use of the Amenities and/or Facilities.

L. The Parties agree that the Amenities and Facilities shall be operated and maintained for a public purpose, and that any monies generated from the operation of the Amenities or Facilities shall be remitted to the District and used to defray the public expense associated with operating and maintaining the Facilities consistent with the terms of this Agreement. The Contractor shall operate in a way that maintains the District's tax-exempt status.

M. Contractor shall be responsible for tracking resident complaints and report to the District monthly on timeline and response to each complaint.

6. CARE OF THE PROPERTY. Contractor shall use all due care to protect the property of the District, its Patrons, landowners and authorized guests from damage by Contractor or its employees or agents. Contractor agrees to diligently commence repair of any damage resulting from the Services within twenty-four (24) hours. Any such repairs caused by Contractor shall be at Contractor's sole expense, unless otherwise agreed, in writing, by the District.

7. COMPLIANCE WITH GOVERNMENTAL REGULATIONS. In providing the Services, Contractor shall use approved and effective chemicals and cleaning agents in strict compliance with state and federal environmental guidelines. Further, Contractor shall take any action necessary to promptly comply with any and all orders or requirements affecting the Amenities and/or the Facilities placed thereon by any governmental authority having jurisdiction. However, Contractor shall not take any action under this paragraph if the District is contesting or has affirmed its intention to contest any such order or requirement. Contractor shall promptly, and in no event more than seventy-two (72) hours after receipt, notify the District in writing of all such orders or requirements.

8. INVESTIGATION AND REPORT OF ACCIDENTS/CLAIMS. Contractor shall promptly, and in no event more than forty-eight (48) hours after the occurrence, provide a written report as to all accidents, injuries or claims for damage relating to the Amenities and/or the Facilities or related to the Services, including any damage or destruction of property, and shall cooperate and make any and all reports required by any insurance company, law enforcement agency or the District in connection therewith, unless the Board expressly directs Contractor otherwise, in writing. The District may adopt policies requiring more stringent reporting requirements of Contractor, which later adopted policies shall control; this paragraph is intended to set forth minimum standards.

9. TERMINATION. The District shall have the right to terminate this Agreement at any time upon written notice, due to Contractor's failure to perform in accordance with the terms of this Agreement or upon sixty (60) days' written notice without cause. Contractor shall have the

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right to terminate this Agreement upon ninety (90) days' written notice to the District with or without cause. In the event either party terminates this Agreement, Contractor agrees to accept the balance due and owing to it at the effective date of termination for the work performed up to that date, subject to any offsets the District may have against Contractor. Upon termination, the Parties shall account to each other with respect to all matters outstanding as of the date of termination.

Upon termination of this Agreement, the Contractor shall also, as soon as practicable, but in no event later than the effective date of termination or such other date as may be set forth below:

A. deliver to the District all materials, equipment, tools and supplies, keys, contracts and documents relating to the Amenities and/or the Facilities, the District operations, and such other accountings, papers, and records as the District shall request and are in the Contractor's possession or under the Contractor's reasonable direct control pertaining to the Amenities and/or Facilities;

B. vacate any portion of the Amenities and/or Facilities then accessed by the Contractor as a consequence of this Agreement; and

C. furnish all such information and take all such action as the District shall reasonably require in order to effect an orderly and systematic ending of the Contractor's duties and activities hereunder. Within ten (10) days after the effective date of any such termination, the Contractor shall deliver to the District any written reports required hereunder for any period not covered by prior reports at the time of termination.

10. INSURANCE.

A. Contractor shall maintain throughout the term of this Agreement, at a minimum, the following insurance, certificates for which are attached as **Exhibit D**:

i. Workers Compensation - statutory limits

ii. General liability insurance with the following limits:

$2,000,000	General Aggregate
$1,000,000	Products/Completed Operations
$1,000,000	Personal & Advertising Injury
$1,000,000	Each Occurrence

iii. Comprehensive automobile liability insurance for all vehicles used by the Contractor or General Manager with respect to the operation of the Facilities whether non-owned or hired, with a combined single limit of $1,000,000.

iv. Excess (Umbrella) liability policy in excess of the limits set forth in the provisions above, in the amount of $1,000,000.

B. Insurance obtained by Contractor shall be primary and noncontributory with respect to insurance outlined above. All such policies shall be issued by insurance companies licensed to do business in the state of Florida. The District, its Board members, the District Manager, District Counsel, and District Engineer, officers, supervisors and employees shall be listed as additional insureds on each such policy, and no policy may be canceled during the term of this Agreement without

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at least thirty (30) days written notice to the District. An insurance certificate evidencing compliance with this paragraph shall be sent to the District prior to the commencement of any performance under this Agreement.

11. INDEMNIFICATION.

A. Contractor Indemnification. The Contractor agrees to defend, indemnify, and hold harmless the District and its officers, supervisors, staff, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. Additionally, nothing in this Agreement requires Contractor to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Contractor as jointly liable parties; however, Contractor shall indemnify the District for any and all percentage of fault attributable to Contractor for claims against the District, regardless whether the District is adjudged to be more or less than 50% at fault. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled.

B. District Indemnification. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), except to the extent caused by the negligence, reckless, and/or willful misconduct of the Contractor, the District agrees to indemnify, defend, and hold harmless the Contractor and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Contractor may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Contractor may be entitled. In addition to any other conditions and/or limitations set forth herein, the District shall be obligated to indemnify Contractor only if such indemnification obligation is covered by the District's insurance.

C. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees, expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

D. For purposes of this Section, "acts or omissions" on the part of Contractor's officers, directors, agents, assigns, invitees, contractors, subcontractors or employees

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includes, but is not limited to, the operation and management of the Amenities and Amenity Center in a manner that would require a permit, license, certification, consent, or other approval from any governmental agency which has jurisdiction over the operation and management of the Amenities and Amenity Center, unless such permit, license, certification, consent, or other approval is first obtained or the Board has expressly directed Contractor in writing not to obtain such permit, license, certification, consent, or other approval.

E. The indemnification rights and obligations herein contained shall be cumulative of, and in addition to, any and all rights, remedies and recourse to which a party shall be entitled, whether pursuant to some other provision of this Agreement, at law, or in equity. The provisions of this Indemnification Section shall survive the termination or expiration of this Agreement.

12. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained herein shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

13. ENFORCEMENT OF AGREEMENT. In the event that either the District or Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees, expert witness fees, and costs for trial, alternative dispute resolution, or appellate proceedings. The provisions of this Section 13 shall survive termination of this Agreement.

14. ENTIRE AGREEMENT. This instrument shall constitute the final and complete expression of the agreement between the Parties hereto relating to the subject matter of this Agreement.

15. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties hereto.

16. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of both Parties hereto, both Parties have complied with all the requirements of law, and both Parties have full power and authority to comply with the terms and provisions of this Agreement.

17. NOTICES. All notices, requests, consents, and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by Overnight Delivery or First Class Mail, postage prepaid, to the Parties, as follows:

A. If to District: Double Branch Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092

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Attn: District Manager, Marilee Giles
MGiles@gmsnf.com

With a copy to:
Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel, Michael Eckert
Michael.Eckert@kutakrock.com

B. If to the Contractor:
Riverside Management Services, Inc.
50 Ellis Street, Suite 208,
St. Augustine, FL 32095
Attn: President, Darrin Mossing
DMossing@gmstnn.com

With a copy to:
Riverside Management Services, Inc.
50 Ellis Street, Suite 208,
St. Augustine, FL 32095
Attn: Chief Operating Officer, Keith Nelson
KNelson@rmsnf.com

And:
Riverside Management Services, Inc.
50 Ellis Street, Suite 208,
St. Augustine, FL 32095
Attn: Vice President, Alison Mossing
AMossing@gmstnn.com

And:
Riverside Management Services, Inc.
699 North Federal Highway, Suite 300
Fort Lauderdale, FL 33304
Attn: Kurt Zimmerman, Registered Agent
Kurt@zimmermanlaw.com

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for Contractor may deliver Notice on behalf of the District and Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth herein.

18. THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto, and no right or cause of action shall accrue upon or by reason of or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or

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implied is intended or shall be construed to confer upon any person or corporation or other entity other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and Contractor and their respective representatives, successors, and assigns.

19. ASSIGNMENT. Neither the District nor Contractor may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any purported assignment without such written approval shall be void.

20. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. The Parties agree that venue for any action arising hereunder shall be in a court of appropriate jurisdiction in Clay County, Florida.

21. EFFECTIVE DATE. This Agreement shall be effective as of the Effective Date and extend through September 30, 2027, unless otherwise terminated in accordance with the terms of this Agreement.

22. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including, but not limited to, Section 119.0701, Florida Statutes. Contractor acknowledges that the designated public records custodian for the District is **Marilee Giles** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, INFO@GMSNF.COM WITH A COPY TO MGILES@GMSNF.COM, 475 WEST TOWN PLACE, SUITE 114, ST.

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AUGUSTINE, FLORIDA 32092.

23. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement or any part of this Agreement not held to be invalid or unenforceable.

24. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.

25. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

26. NEGOTIATION AT ARM'S LENGTH. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement and received, or had the opportunity to receive, the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, all Parties are deemed to have drafted, chosen, and selected the language, and the doubtful language will not be interpreted or construed against any party.

27. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, Florida Statutes, or other statute or law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

28. COMPLIANCE WITH E-VERIFY. Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

29. TERM. The term of this Agreement shall be from the Effective Date through September 30, 2027, unless terminated earlier by either party in accordance with the provisions of this Agreement. A new agreement shall be required for any Services to be performed after September 30, 2027. The Contractor acknowledges that the prices of this Agreement are firm, and that the Contractor may change the prices only with the District's written consent, as evidenced by a vote of the District's Board of Supervisors.

30. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES. If applicable, the Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the

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inspector general in any investigation, audit, inspection, review, or hearing pursuant such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes.*

31. STATEMENT REGARDING CHAPTER 287 REQUIREMENTS. Contractor acknowledges that, in addition to all Laws and Regulations that apply to this Agreement, the following provisions of Florida law ("**Public Integrity Laws**") apply to this Agreement:

A. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
B. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
C. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies*;
D. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits*; and
E. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited*.

Contractor acknowledges that the Public Integrity Laws prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District ("**Prohibited Criteria**").

Contractor acknowledges that the District may terminate this Agreement if the Contractor is found to have met the Prohibited Criteria or violated the Public Integrity Laws.

Contractor certifies that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, meets any of the Prohibited Criteria, and in the event such status changes, Contractor shall immediately notify the District. By entering into this Agreement, Contractor agrees that any renewal or extension of this Agreement shall be deemed a recertification of such status.

32. ANTI-HUMAN TRAFFICKING REQUIREMENTS. Contractor certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in section 787.06, *Florida Statutes*. Contractor agrees to execute an affidavit, attached hereto as **Exhibit E** and incorporated herein, in compliance with section 787.06(14), *Florida Statutes*.

[SIGNATURE PAGE FOLLOWS]

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IN WITNESS WHEREOF, the Parties hereto execute this Agreement the day and year first written above.

Attest:

Signed by:
Marilee Giles
A38999D0EDC14F4...
Secretary / Assistant Secretary
Board of Supervisors

Marilee Giles
Print Name

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

By: _____

Print: _____

Its: _____
Chairperson/Vice Chairperson,
Board of Supervisors

RIVERSIDE MANAGEMENT SERVICES, INC.

By: DocuSigned by:
Darrin Mossing
3CA8CBD20A734F6...

Print: Darrin Mossing

Its: President

_____
Witness

_____
Print Name of Witness

Exhibit A: Scope of Services
Exhibit B: Fee Schedule
Exhibit C: Proposal
Exhibit D: Certificates of Insurance
Exhibit E: Anti-Human Trafficking Affidavit

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ACKNOWLEDGEMENT OF CESSATION OF GENERAL MAINTENANCE AND JANITORIAL SERVICES

Date: September 14th, 2026

To: Double Branch Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: Chairperson, Board of Supervisors

Re: Acknowledgement of Cessation of General Maintenance and Janitorial Services

Governmental Management Services, L.L.C. ("GMS-NF") provides District Management Services to Double Branch Community Development District (the "District") under that certain Agreement for District Management Services between the District and GMS-NF, dated September 26, 2006 (the "District Management Agreement"). In addition, GMS-NF has provided general maintenance services to the District under Double Branch Work Authorization #2 FY 2026, General Maintenance Services, issued under the District Management Agreement ("Work Authorization #2"), with such services performed by Riverside Management Services, Inc. ("RMS") as directed by the on-site Community Manager. RMS has also provided janitorial services to the District under those certain Agreements between Riverside Management Services, Inc. and the Double Branch Community Development District for Janitorial Services, dated March 14, 2010 and October 1, 2010 (collectively, the "Janitorial Agreements").

GMS-NF and RMS hereby acknowledge that Work Authorization #2 and the Janitorial Agreements, respectively, and the services provided thereunder, will terminate and cease effective September 30, 2026. Effective October 1, 2026: (i) the general maintenance services will be provided to the District directly by RMS under that certain Agreement between Double Branch Community Development District and Riverside Management Services, Inc. for General Facility Maintenance and Repair Services, effective October 1, 2026 (the "RMS Agreement"); and (ii) the janitorial services will be provided to the District by Community Association and Lifestyle Management III, LLC ("CALM III") under that certain Agreement between Double Branch Community Development District and Community Association and Lifestyle Management III, LLC for On-Site Management and Maintenance Contract Administration and Janitorial Services, effective October 1, 2026 (the "CALM III Agreement"). CALM III joins in this acknowledgement.

District Management Services will continue to be provided by GMS-NF without interruption under the District Management Agreement. Fees for District Management Services for Fiscal Year 2027 and thereafter will be reflected in the District's adopted Annual Budget, consistent with the terms of the District Management Agreement.

[SIGNATURE PAGE FOLLOWS]

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ACKNOWLEDGEMENT OF CESSATION OF GENERAL MAINTENANCE AND JANITORIAL SERVICES DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT SIGNATURE PAGE

Approved:

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

By: _____

Print: _____

Its: Chairperson/Vice Chairperson, Board of Supervisors

Acknowledged:

GOVERNMENTAL MANAGEMENT SERVICES, L.L.C.

By: DocuSigned by: Darrin Mossing 3CA8CBD20A734F6...

Print: Darrin Mossing

Its: President

RIVERSIDE MANAGEMENT SERVICES, INC.

By: DocuSigned by: Darrin Mossing 3CA8CBD20A734F6...

Print: Darrin Mossing

Its: President

COMMUNITY ASSOCIATION AND LIFESTYLE MANAGEMENT III, LLC

By: DocuSigned by: Darrin Mossing 3CA8CBD20A734F6...

Print: Darrin Mossing

Its: President

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Exhibit A
Scope of Services

STANDARD ON-GOING SERVICES ("SERVICES"): These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District's Amenities and Facilities.

Description of Services

General Facility Maintenance and Repair Services:
To assist the Field Operations Manager on an as-needed basis:

- Pick up debris in and around all District owned facilities, including walkways, fields, courts, entryways, roadways, pool deck amenity Center and common area.
- Clean and maintain all features associated with the athletic fields and sport courts including nets, fencing, windscreens, playing surfaces, etc.
- Replace trash can liners weekly throughout the District.
- Tasks as assigned by the Field Operations Manager
- Pressure wash Amenity Facility as needed (based upon separate proposal)
- Inspect, maintain playground equipment to safe standards, provide proposals for repairs if needed.
- Monitor all gates and doors for proper operating conditions.
- Maintain pool decks, pool slide, outdoor pool furniture, obtain proposals for services and repair as needed for anything above and beyond general maintenance.
- Maintain & keep building free of cob & spider webs and other debris around amenity, pools and tennis courts.
- Replace HVAC filters as needed.
- Complete minor touchup of paint and wall repairs as needed.
- Maintain an aesthetically pleasing CDD community as possible within budget & approvals.
- Maintain all the entry monuments and CDD signage, to include outside contracting for repairs and pressure-washing as needed.
- Inspect & maintain all sunshade structures & sails, to include outside contracting for repairs & pressure washing as needed.
- Perform lighting inspections for all district owned interior and exterior lighting.
- Oversee & assist maintenance personnel with CDD projects on site. (Trash pickup on CDD common areas, parking lots, sports fields & courts, along roadways, lake banks & along fences) Trash receptacles emptied, and trash bags replaced.

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Description of Services
General Maintenance (Overflow) If an urgent maintenance need cannot be completed within the regularly scheduled General Facility Maintenance and Repair Services, or if additional labor or specialized assistance is needed, RMS may provide additional maintenance services at the hourly rate shown above. • All overflow services must be requested and approved in advance by the District. Once approved, the Field Operations Manager will coordinate scheduling with RMS. • Overflow services will be tracked separately from the regularly scheduled General Facility Maintenance and Repair Services. Total annual fees for regular maintenance services and General Maintenance (Overflow) shall not exceed $195,000 under this Agreement.
Special Projects (Not Included in General Facility Maintenance and Repair Services) Special projects are separate, non-recurring projects that are outside the routine General Facility Maintenance and Repair Services described in this proposal. Examples may include significant repairs, replacements, improvements, or other project-based work. • Each special project will be separately presented to the District for review and approval before work begins. The project proposal or work authorization will describe the scope of work, anticipated schedule, and estimated or not-to-exceed cost. • Special projects will be invoiced separately from routine General Facility Maintenance and Repair Services and General Maintenance (Overflow). • Special projects will be completed in accordance with the District's applicable purchasing and approval requirements.
General Provisions: • Contractor shall provide, at no charge to the District, company uniforms to all personnel providing these services. • Costs incurred by Contractor due to maintenance-related requests, emergencies or unscheduled visits (i.e. vandalism, acts of God, etc.) shall be invoiced at the approved hourly rate, plus any materials, and travel reimbursement. Minimum of one (1) hour charge. • Reasonable reimbursement for the expense of copies, office supplies, travel, etc. • All supplies and materials needed for maintenance within the District shall be paid for by the District.

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Exhibit B
Fee Schedule

STANDARD ON-GOING SERVICES ("SERVICES"): These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District's Amenities and Facilities.

1. **GENERAL FACILITY MAINTENANCE AND REPAIR SERVICES:**

Service Descriptions & Fee Schedule *	Fiscal Year 2027 Fees
Common Area Maintenance • $45.00 per hour plus State of Florida mileage rate, billed monthly in arrears based on actual hours worked.	**$45.00/Hour not to exceed budgeted amount of $87,450 without prior board approval**
Facility Maintenance - General • Provides facility maintenance and repair services for the Amenity Center, common areas, and other District-owned facilities, as described in Exhibit A. • $45.00 per hour plus State of Florida mileage rate, billed monthly in arrears based on actual hours worked. (Excluding Supplies)	**$45.00/Hour not to exceed budgeted amount of $87,450 without prior board approval**
General Maintenance (Overflow) • Additional maintenance services when an urgent need cannot be completed within the regularly scheduled General Facility Maintenance and Repair Services, as described in Exhibit A. • $45.00 per hour, requested and approved in advance by the District, billed monthly in arrears based on actual hours worked.	**$45.00/Hour**
Out of Pocket Reimbursable Expenses: • Reimbursable expenses to be itemized on invoicing each month.	**At RMS Standard Rate or Cost**

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Service Descriptions & Fee Schedule *	Fiscal Year 2027 Fees
Additional Services: • All other requested items not specifically denoted in **Exhibit "A"** or **Exhibit "B"** will be subject to either a flat rate proposal or an hourly rate proposal to the District.	**To Be Negotiated**
*** Fiscal Year Calendar:** • Fiscal Year 2027 represents dates from October 1st, 2026 through September 30th, 2027. • Services that begin after the first day of a month will be invoiced on a prorated basis for that month, based on the actual start date.	

2. ADDITIONAL SERVICES:

All other requested items not specifically denoted in **Exhibit A** or **Exhibit B** will be subject to either a flat rate proposal or an hourly rate proposal to the District.

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Docusign Envelope ID: 3F95E499-B6C3-8D1B-82DA-6CE551CC8B24

Exhibit C
Proposal

September 14th, 2026

Marilee Giles
Double Branch Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: FY2027 General Facility Maintenance and Repair Services

Dear Marilee:

Please consider this proposal for Riverside Management Services, Inc. ("RMS") to provide the following services for the Double Branch Community Development District starting 10/01/2026:

Services	FY2026 Budget	FY2026 Fees	FY2027 Proposed Fees
Common Area Maintenance	$40.00/Hour Plus State of Florida Mileage Rate Expenses	$45.00/Hour Plus State of Florida Mileage Rate Expenses	$87,450
Facility Maintenance-General	$40.00/Hour Plus State of Florida Mileage Rate Expenses	$45.00/Hour Plus State of Florida Mileage Rate Expenses	$87,450
TOTALS			**$174,900**
General Maintenance (Overflow)		$45.00/Hour	$45.00/Hour

The proposed fees for the General Facility Maintenance and Repair Services reflect a cost-of-living increase. The ownership and management at RMS would like to thank the Board of Supervisors in advance for your consideration of our request to help offset the continued rise in the cost of operating your facility. If you have any questions or comments, please feel free to call me.

Sincerely,

/s/ Alison Mossing

Alison Mossing
Vice President

50 Ellis Street, Suite 208 · St. Augustine, FL 32095 · (904) 288-7667

HTTPS://RIVERSIDEMGTSVC.COM

Docusign Envelope ID: 3F95E499-B6C3-8D1B-82DA-6CE551CC8B24

Exhibit A
Scope of Services

General Facility Maintenance and Repair Services:

To assist the Field Operations Manager on an as-needed basis:

- Pick up debris in and around all District owned facilities, including walkways, fields, courts, entryways, roadways, pool deck amenity Center and common area.
- Clean and maintain all features associated with the athletic fields and sport courts including nets, fencing, windscreens, playing surfaces, etc.
- Replace trash can liners weekly throughout the District.
- Tasks as assigned by the Field Operations Manager
- Pressure wash Amenity Facility as needed (based upon separate proposal)
- Inspect, maintain playground equipment to safe standards, provide proposals for repairs if needed.
- Monitor all gates and doors for proper operating conditions.
- Maintain pool decks, pool slide, outdoor pool furniture, obtain proposals for services and repair as needed for anything above and beyond general maintenance.
- Maintain & keep building free of cob & spider webs and other debris around amenity, pools and tennis courts.
- Replace HVAC filters as needed.
- Complete minor touchup of paint and wall repairs as needed.
- Maintain an aesthetically pleasing CDD community as possible within budget & approvals.
- Maintain all the entry monuments and CDD signage, to include outside contracting for repairs and pressure-washing as needed.
- Inspect & maintain all sunshade structures & sails, to include outside contracting for repairs & pressure washing as needed.
- Perform lighting inspections for all district owned interior and exterior lighting.
- Oversee & assist maintenance personnel with CDD projects on site. (Trash pickup on CDD common areas, parking lots, sports fields & courts, along roadways, lake banks & along fences) Trash receptacles emptied, and trash bags replaced.

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General Maintenance (Overflow)

If an urgent maintenance need cannot be completed within the regularly scheduled General Facility Maintenance and Repair Services, or if additional labor or specialized assistance is needed, RMS may provide additional maintenance services at the hourly rate shown above.

- All overflow services must be requested and approved in advance by the District. Once approved, the Field Operations Manager will coordinate scheduling with RMS.
- Overflow services will be tracked separately from the regularly scheduled General Facility Maintenance and Repair Services. Total annual fees for regular maintenance services and General Maintenance (Overflow) shall not exceed $195,000 during Fiscal Year 2027.

Special Projects (Not Included in General Facility Maintenance and Repair Services)

Special projects are separate, non-recurring projects that are outside the routine General Facility Maintenance and Repair Services described in this proposal. Examples may include significant repairs, replacements, improvements, or other project-based work.

- Each special project will be separately presented to the District for review and approval before work begins. The project proposal or work authorization will describe the scope of work, anticipated schedule, and estimated or not-to-exceed cost.
- Special projects will be invoiced separately from routine General Facility Maintenance and Repair Services and General Maintenance (Overflow).
- Special projects will be completed in accordance with the District's applicable purchasing and approval requirements.

Docusign Envelope ID: 3F95E499-B6C3-8D1B-82DA-6CE551CC8B24

Exhibit D

Certificates of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/24/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220	CONTACT NAME: Vicky Zelen PHONE (A/C, No, Ext): (904) 262-8080 FAX (A/C, No): (904) 262-1444 E-MAIL ADDRESS: vicky@zelenrisk.com
INSURED Riverside Management Services, Inc. 50 Ellis Street, Suite 208 Saint Augustine, FL 32095	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Northfield Insurance Company INSURER B : Bridgefield Casualty Insurance Company INSURER C : Hartford Fire Insurance Company INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			WS681618	10/24/2025	10/24/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 100,000 $ 5,000 $ 2,000,000 $ 3,000,000 $ 3,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		196-23349	10/16/2025	10/16/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Crime			21TP0343213-25	11/04/2025	11/04/2026	Employee theft on Client's Premises	$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder, its officers, supervisors, agents, managers, engineers and staff are additional insureds with respect to the general liability when required by written contract. Coverage is primary and non-contributory. Waiver of subrogation applies in favor of the additional insureds when required by written contract.

CERTIFICATE HOLDER	CANCELLATION
Double Branch CDD 475 West Town Place Suite 114 St Augustine, FL 32092	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Vicky M. Zelen <ME>

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/24/2026

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PRODUCER

Edie Williams State Farm
330 A1A N Suite 324
Ponte Vedra, FL 32082

CONTACT NAME: Stephanie Marciani
PHONE (A/C, No, Ext): 904-425-4054 FAX (A/C, No): 904-425-4049
E-MAIL ADDRESS: Stephanie@EdieWilliams.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Riverside Management Services. Inc.
1001 Bradford Way
Kingston, TN 37763

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY	Y	Y	0462896-SFP-59	04/08/2026	10/08/2026	COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$ 1,000,000
	☒ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$ 1,000,000
							PROPERTY DAMAGE (Per accident)	$ 1,000,000
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)**	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT is Additional Insured with regard to Auto Liability.
The insurance is Primary and Non-Contributory with respects to claims arising out of the operation of the described vehicle.
Waiver of Subrogation under the Liability Coverage and Property Damage Coverage.
If Liability Coverage or Property Damage Liability Coverage is changed or terminated as to the interest of the Additional Insured, we will provide the Additional Insured 30 days notice of such change or termination unless another number of days notice is shown on the Declarations Page

CERTIFICATE HOLDER

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
475 West Town Place, Suite 114
St. Augustine, FL 32092

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Stephanie Marciani

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INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

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1001 Bradford Way
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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY	Y	Y	0462896-SFP-59	10/08/2026	04/08/2027	COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$ 1,000,000
	☒ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$ 1,000,000
							PROPERTY DAMAGE (Per accident)	$ 1,000,000
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)**	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT is Additional Insured with regard to Auto Liability.
The insurance is Primary and Non-Contributory with respects to claims arising out of the operation of the described vehicle.
Waiver of Subrogation under the Liability Coverage and Property Damage Coverage.
If Liability Coverage or Property Damage Liability Coverage is changed or terminated as to the interest of the Additional Insured, we will provide the Additional Insured 30 days notice of such change or termination unless another number of days notice is shown on the Declarations Page

CERTIFICATE HOLDER

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
475 West Town Place, Suite 114
St. Augustine, FL 32092

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Stephanie Marciani

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Exhibit E
Anti-Human Trafficking Affidavit

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Rich Gray, on behalf of RMS (the "Contractor"), under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Contractor.

2. The Contractor does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.

3. More particularly, the Contractor does not participate in any of the following actions:

(a) Using or threatening to use physical force against any person;

(b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;

(c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;

(d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;

(e) Causing or threatening to cause financial harm to any person;

(f) Enticing or luring any person by fraud or deceit; or

(g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT.

Company Name: RMS

Signature: [signature]

Name: Rich Gray

Title: Director of Field Operations

Date: 05-26-26

STATE OF FLORIDA
COUNTY OF St. Johns

SWORN TO AND SUBSCRIBED before me ☐ physical presence or ☐ remote notarization by (name) Lisa T. Pelkey, as (title) Administrative Asst. of (company) RMS, who is ☒ personally known to me or ☐ who produced _____ as identification this ____ day of _____, 2026.

Lisa T. Pelkey
Notary Public

(Notary Seal)

LISA T. PELKEY
Notary Public-State of Florida
Commission # HH 534967
My Commission Expires
June 04, 2028

SEVENTH ORDER OF BUSINESS

RESOLUTION 2027-01

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board", of the Double Branch Community Development District, hereinafter referred to as "District", adopted General Fund, Recreation Fund, and Capital Reserve Budgets for Fiscal Year 2026 and

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

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

1. The General Fund, Recreation Fund, and Capital Reserve Budgets are hereby amended in accordance with Exhibit "A" attached.

2. This resolution shall become effective this 12th day of November, 2026 and be reflected in the monthly and Fiscal Year End 9/30/26 Financial Statements and Audit Report of the District.

Double Branch
Community Development District

by: _____
Chairman / Vice Chairman

Attest:

by: _____
Secretary / Assistant Secretary

DOUBLE BRANCH CDD
RESOLUTION 2027-01

EXHIBIT A

Exhibit A

Double Branch
Community Development District
FY 2026 Budget Amendment
Statement of Revenues, Expenditures, and Changes in Fund Balance
General Fund

Description	Adopted FY 26 Budget	Increase/ (Decrease)	Amended FY 26 Budget	Actual 9/30/2026
Revenues				
Special Assessments - Tax Roll	$ 184,126	$ 598	$ 184,724	$ 184,724
Interest Income	4,500	987	5,487	5,487
Total Revenues	**$ 188,626**	**$ 1,585**	**$ 190,211**	**$ 190,211**
Expenditures				
General & Administrative:				
Supervisor Fees	$ 12,000	$ -	$ 12,000	$ 12,000
FICA Expense	918	-	918	918
Engineering	5,000	7,624	12,624	12,624
Arbitrage	700	-	700	700
Dissemination	1,888	-	1,888	1,888
Assessment Roll	9,688	-	9,688	9,688
Attorney	42,000	(10,000)	32,000	28,469
Annual Audit	5,600	100	5,700	5,700
Trustee Fees	8,900	-	8,900	8,848
Management Fees	76,509	-	76,509	76,509
Information Technology	2,527	-	2,527	2,527
Telephone	600	-	600	364
Postage	2,000	-	2,000	383
Printing	2,500	-	2,500	939
Insurance	11,552	-	11,552	10,268
Legal Advertising	2,800	-	2,800	1,205
Office Supplies	200	-	200	8
Website Compliance	2,949	-	2,949	2,949
Dues, Licenses & Subscriptions	175	-	175	175
Other Current Charges	120	-	120	-
Total General & Administrative Expenditures	**$ 188,626**	**$ (2,276)**	**$ 186,350**	**$ 176,162**
Excess Revenues (Expenditures)	$ -	$ 3,861	$ 3,861	$ 14,049
Fund Balance - Beginning	$ -	$ (3,861)	$ (3,861)	$ 130,591
Fund Balance - Ending	$ -	$ -	$ -	$ 144,640

Exhibit A

Double Branch
Community Development District
FY 2026 Budget Amendment
Statement of Revenues, Expenditures, and Changes in Fund Balance
Recreation Fund

Description	Adopted FY 26 Budget	Increase/ (Decrease)	Amended FY 26 Budget	Actual 9/30/2026
Revenues				
Special Assessments - Tax Roll	$ 2,118,723	$ 6,882	$ 2,125,605	$ 2,125,605
Interest Income	25,000	29,289	54,289	54,289
Amenities Revenue/Miscellaneous	25,000	5,383	30,383	30,383
Sports Revenue	20,000	(2,475)	17,525	17,525
Total Revenues	**$ 2,188,723**	**$ 39,079**	**$ 2,227,802**	**$ 2,227,802**
Expenditures				
Administrative:				
Management Fees - On Site Staff	$ 245,615	$ -	$ 245,615	$ 245,615
Insurance	127,990	-	127,990	91,752
Other Current Charges	3,500	295	3,795	3,795
Permit Fees	1,625	113	1,738	1,738
Total Administrative	**$ 378,730**	**$ 408**	**$ 379,138**	**$ 342,900**
Maintenance:				
Security	$ 111,280	$ 1,072	$ 112,352	$ 112,352
Security - Clay County Off-Duty Sheriff	47,304	-	47,304	17,104
Water - Irrigation	17,000	1,380	18,380	18,380
Irrigation Maintenance	5,000	20,942	25,942	25,942
Street Lighting	29,640	-	29,640	28,521
Electric	43,800	-	43,800	41,968
Landscape Maintenance	487,134	-	487,134	487,134
Common Area Maintenance	82,500	-	82,500	63,322
Lake Maintenance	30,999	-	30,999	29,240
Capital Reserve Funding	360,024	-	360,024	360,024
Subtotal Maintenance	**$ 1,214,681**	**$ 23,394**	**$ 1,238,075**	**$ 1,183,987**
Recreation Facility:				
Amenity Staff	$ 165,840	$ 37,977	$ 203,817	$ 203,817
Refuse Services	20,000	10,043	30,043	30,043
Telephone	8,400	-	8,400	7,341
Electric	34,800	3,801	38,601	38,601
Cable	11,280	578	11,858	11,858
Pool Maintenance	43,200	-	43,200	42,815
Water/Sewer/Reclaim	53,280	3,395	56,675	56,675
Facility Maintenance - General	82,500	-	82,500	64,077
Facility Maintenance - Preventative	10,000	-	10,000	6,665
Facility Maintenance - Contingency	45,000	-	45,000	34,452
Lighting Repairs	10,500	-	10,500	7,232
Special Events	10,700	-	10,700	6,732
Office Supplies & Equipment	1,400	-	1,400	799
Janitorial	74,412	49	74,461	74,461
Recreation Passes	4,000	-	4,000	2,945
Multi-Use Field	20,000	-	20,000	-
Subtotal Recreation Facility	**$ 595,312**	**$ 55,843**	**$ 651,155**	**$ 588,513**
Total Expenditures	**$ 2,188,723**	**$ 79,645**	**$ 2,268,368**	**$ 2,115,400**
Excess Revenues (Expenditures)	$ -	$ (40,566)	$ (40,566)	$ 112,402
Fund Balance - Beginning	$ -	$ 40,566	$ 40,566	$ 983,772
Fund Balance - Ending	$ -	$ -	$ -	$ 1,096,174

Exhibit A

Double Branch
Community Development District
FY 2026 Budget Amendment
Statement of Revenues, Expenditures, and Changes in Fund Balance
Capital Reserve Fund

Description	Adopted FY 26 Budget	Increase/ (Decrease)	Amended FY 26 Budget	Actual 9/30/2026
Revenues				
Transfer In from Recreation Fund	$ 360,024	$ -	$ 360,024	$ 360,024
Interest Income	10,000	52,986	62,986	62,986
Total Revenues	**$ 370,024**	**$ 52,986**	**$ 423,010**	**$ 423,010**
Expenditures				
Capital Outlay:				
Repairs & Replacements	$ 250,000	$ 100,000	$ 350,000	$ 319,056
Total Expenditures	**$ 250,000**	**$ 100,000**	**$ 350,000**	**$ 319,056**
Excess Revenues (Expenditures)	$ 120,024	$ (47,014)	$ 73,010	$ 103,954
Fund Balance - Beginning	$ 1,755,699	$ (23,466)	$ 1,732,233	$ 1,732,233
Fund Balance - Ending	$ 1,875,723	$ (70,480)	$ 1,805,243	$ 1,836,187

EIGHTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065
904-375-9285; manager@oakleafresidents.com

Memorandum

Date: **November 2026**

To: **Board of Supervisors**

From: **GMS – OakLeaf Operations Manager**

Community:

Special Events

- Report – Pumpkin Plunge, Community Yard Sale
- Upcoming – Breakfast for Veterans Day, Turkey trot, Resident Run vendor fair

Aquatics

- Pool hours completed for the season. Aquatic staff to return in March
- Replacement and planning for pool items, swim lesson gear, lifeguard gear replacements for next season started
- Update on year round swim team

Amenity Usage

- *Total Facilities Usage – 6781*
- *Average daily usage – 219*

Card counts:

DB Owners	29
DB Renters	19
DB Replacements	14
DB Updated	2

Total cards printed: 126 (both districts)

Rentals

- 6 of 30 days rented in October, 2 of 4 weekends rented
- 5 Clubroom rentals, 3 patio rentals
- 13 tours (approx. 32 hours)/53 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 Electrical Repairs

MAINTENANCE

- Install of Water Fountain at Fitness Center
- Prep work and painting at Fitness Center Fountain Project
- Replacement of VFD on Slide Motor
- Coordinate “swap out” of waterfall motor
- Painting of trim and woodwork at Clubhouse completed
- Repair of soffit work at Clubhouse
- Replacement of wood gazebo planks at clubhouse walkway
- Stucco work on clubhouse chimney completed
- Pressure washing of 3 bridges at Amenity Center completed
- Painting of bridges started
- Painting of entry signage at Silverleaf finalized
- Re-install of SilverLeaf entry signage
- Coordinate inspection and repair of large utility cart
- Fencing work started at Pickleball courts
- Removal of damaged Basketball backboard (damaged due to vandalism)
- Install of shelving in AC closet are at back of Fitness Center
- Repair of damaged fencing at OVP- Oaks back fencing
- Final repairs made at track lighting - install of new conduit at bridge
- Meet with pool contractors to make plans for “leveling” of waterfall
- Coordinate repair and inspection of backflow device at silverbluff (JEA compliance)
- Coordinate inspection of multiple leaks in irrigation system (CCU notifications)
- Touch-up painting on decorative street poles in neighborhood (ongoing)
- 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's office.
- Continual Park inspections and cleaning – reports kept on file.
- Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 10/05 Nature’s Hammock, Fall Creek, The Oaks, Cannon’s Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 10/23

Landscaping

- Monthly report for October submitted and filed at Operations office

For questions, comments, or clarification, please contact:

- *Jay Soriano, Oakleaf Operations Manager 904-342-1441 jsoriano@amsnf.com*

DUVAL COUNTY

DUVAL COUNTY

DUVAL COUNTY

BRANAN FIELD RD

OAKWORTH CT

OAK BROOK

PB 39 PG 8-13

WORTHINGTON OAKS

PB 39 PG 52-60

SILVER LEAF PHASE 2

SILVER LEAF

PB 41 PG 52-59

SILVER LEAF PHASE 2

PB 46 PG 12-17

PEBBLE CREEK PHASE 2

PB 45 69-75

PEBBLE CREEK

PB 43 PG 4-10

PEBBLE CREEK PHASE 2

PB 45 69-75

THE COTTAGES @ OAKLEAF PLANTATION PH 2

HEARTHSTONE

PB 39 PG 69-77

PIEDMONT

PB 40 PG 1-11

OAKLEAF VILLAGE CENTER

TOWNHOMES PB 54 PG 53-54

HIGHLAND MILL

PB 39 PG 61-68

OAKLEAF VILLAGE CENTER UNIT THREE

PB 49 PG 39-41

OAKLEAF VILLAGE CENTER UNIT TWO

PB 49 PG 36-38

AMENITIES CENTER

OAKLEAF ELEMENTARY

LITCHFIELD

PB 40 PG 51-58

STONEBRIER

PB 40 PG 34-45

WAVERLY

PB 40 PG 12-21

TIMBERFIELD

PB 40 PG 22-32

PLANTATION OAKS BLVD

CANNONS POINT

PB 42 PG 42-48

CANNONS POINT PHASE 2 REPLAT

PB 50 PG 13-14

PHASE 2

PB 44 PG 1-13

OAKS - PHASE 1

PB 42 PG 49-59

OAKS - PHASE 2

PB 43 57-66

NATURES HAMMOCK

PB 43 PG 67-79

FALL CREEK

PB 44 PG 73-80

BRANAN FIELD MITIGATION AREA # 2 OR 2389 PG 221

DEERFIELD POINTE

PB 22 PG 62

SPENCERS CROSSING UNIT 1

PB 26 PG 18

SPENCERS CROSSING UNIT 2

PB 26 PG 23

SPENCERS CROSSING UNIT 5

PB 27 PG 19

SPENCERS CROSSING UNIT 6

SWEETBRIAR

UNIT 5

PB 32

PG 58

SWEETBRIAR UNIT 4

PB 32 PG 61

SWEETBRIAR UNIT 6

PB 31 PG 18

SAVANNAH GLEN

UNIT 1

PB 35 PG 5-7

SAVANNAH GLEN UNIT 5

SAVANNAH GLEN UNIT 4

PB 33 PG 55

WHITFIELD

PB 46 PG 58-67

WILLOWBROOK

PB 56 PG 27 - 33

12-C
OAKLEAF PLANTATION SCHOOL SITE

N

W E

S

1 inch = 375 feet

THE HONORABLE ROGER A. SUGGS, CFA, AAS
CLAY COUNTY PROPERTY APPRAISER
State-Certified General Real Estate Appraiser RZ2771

GENERATED BY THE GIS DEPARTMENT 05/29/2013

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Double Branch CDD 2013
Clay County, Florida

- Boundary
- Parcel Line Work
- 930000.00
- 930001.00
- 930002.00
- 930372.01
- 930372.02
- 930372.03
- 930372.04
- 930373.00
- 930373.01
- 930373.02
- 930373.03
- 930373.04
- 930373.05
- 930373.06
- 930373.11
- 930373.21
- 930374.01
- 930374.10
- 930375.01
- 930375.10
- 930400.01

CLAY COUNTY PROPERTY APPRAISER

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