

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

JANUARY 13, 2014

AGENDA PACKAGE

Piney-Z Community Development District
Severn Trent Services, Management Services Division
210 North University Drive, Suite 702 • Coral Springs, Florida 33071
Telephone: (954) 753-5841 • Fax: (954) 345-1292

January 6, 2014

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, January 13, 2014 the Board of Supervisors of the Piney-Z Community Development District will hold a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the meeting:

1. Roll Call
2. Pledge of Allegiance
3. Audience Comments
4. Approval of the Minutes of the November 12, 2013 Workshop and Regular Meeting
5. Acceptance of the November 2013 Financial Statements and Approval of the Check Register and Invoices
6. Attorney's Report
7. Manager's Report - Review of Bank Fee Analysis and Authorization to Change Banks
8. Property Manager's Report (including Access and Revenue Reports)
 - A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)
9. Supervisor Requests
10. Adjournment

Enclosed under the fourth order of business for your review are the minutes of the November 12, 2013 workshop and regular meeting.

The fifth order of business is acceptance of the November 2013 financials statements and approval of the check register and invoices.

The Property Manager's Report is included under tab 8 with supporting documents for his report.

Any additional supporting material for the items listed above will be distributed at the meeting. If you have any questions, please give me a call at (904) 940-6044.

Sincerely,

Janice Eggleton Davis/ms
District Manager

cc: Maureen Daughton Bob Reid Lance Rogers
 Doug Sealy Claudia Vaccaro Michael Eckert

MINUTES

**MINUTES OF WORKSHOP
PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held on Tuesday, November 12, 2013 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Michael Lee	Chairman
Joe Didier	Vice Chairman
Jan Bridges	Assistant Secretary
Richard Kessler	Assistant Secretary
Cheryl Hudson	Assistant Secretary

Also present were:

Maureen Daughton	District Counsel
Lance Rogers	Property Manager
Residents	

The following is a summary of the discussions at November 12, 2013 Piney-Z Community Development District Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Lee called the workshop to order and called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

The record will reflect Mr. Didier has joined the meeting.

THIRD ORDER OF BUSINESS

**Discussion of Continuation of
CDD Beyond 2019 Bond Payoff**

- Mr. Lee provided the highlights for those in attendance.
 - The CDD assets cannot be transferred to a private entity such as the HOA.

The record will reflect Ms. Hudson has joined the meeting.

- Dissolution of the CDD in 2019 is part of the Interlocal Agreement

with the City of Tallahassee; not Florida Statutes.

- The HOA does not have the mechanism to raise the funds to maintain the assets.
- There was an informal meeting with the City of Tallahassee where the city noted they are not interested in taking over the Lodge, pool or fitness center.
- The CDD began to explore the change of the Interlocal Agreement so the CDD would continue after the bond payoff.
- Ms. Daughton noted the original Ordinance, adopted June, 1997 by the City of Tallahassee which established the CDD, has as a requirement that the Piney-Z CDD shall terminate and the District dissolve 30 days after final payment of the debt. To allow the CDD to continue, both the Interlocal Agreement and the Ordinance would need to be amended.
- Mr. Lee noted other CDDs within the City of Tallahassee do not have this language in their documents.
- Ms. Daughton noted she extended an invitation to attend the workshop or the meeting later this evening to Ms. Linda Hudson, Assistant City Attorney.
- Discussion followed on the continuation of the CDD past bond payoff.
- Discussion followed on the amenities should the CDD dissolve.
- Ms. Pati Lytle, HOA President, addressed the HOA being strictly volunteer and the concern of how they can keep and manage the amenities when they do not have the resources. The other issue is the changes to the Covenants have to be approved by 75% of the residents and at the last annual meeting 20 people attended and there were 20 proxies out of 750 homes.
- Ms. Lytle stated the HOA feels very strongly that it would be a good idea for the CDD to amend the Interlocal Agreement with the city and continue to exist.
- A resident (Park View Drive) inquired why the amenities cannot transfer to the HOA?

- Mr. Lee responded they are not a public entity.
- Ms. Daughton noted the Interlocal Agreement states upon dissolution any District projects which have not been previously dedicated to the city will be so dedicated and other property of the District shall be transferred to the city or such other entity as shall be designated by the city.
- Discussion followed on transferring to the city and the city having no interest in taking over the amenities.
- Resident support was addressed.
- Ms. Carole Fiore, 4651 Fledgling Drive, noted what they need to talk about in continuing the CDD is how they are going to collect the money? Will the city maintain that fiduciary responsibility? Will the governance it be the same or will it change?
 - Mr. Lee noted a portion of non-ad valorem assessments goes to payoff the bond. If the CDD continues it will exist and operate exactly as it does now but there would not be the obligation of the bond repayment, only the operations and maintenance of CDD assets.
- Discussion followed regarding community support and majority preference.
- Mr. Mike Eckert, HGS, Counsel for Piney-Z Land Company, addressed the undeveloped land within the community paying for amenities they cannot use. He inquired if the Board has given any consideration to how those lands will be harmed by the CDD's decision and if there is a way to work with the Board to minimize the impacts on his client's lands.
 - Mr. Didier inquired as to development plans.
 - Mr. Eckert noted he is not aware of any at this time but will speak with his client and let them know.
- Mr. Kessler noted this brings up things which should be considered with the unknowns or risk for continuing the CDD.
 - There are properties within the Eagle Refuge area which do not

- pay toward the bond. What kind of arrangements can be made for those people to participate in the amenities?
 - Mr. Kessler addressed the CDD being able to create another bond issue/indebtedness to the community at a future date.
 - Mr. Lee noted whoever is elected to the CDD Board by the residents will have to deal with those issues; they cannot predict what might or not happen in the future.
- Mr. Lee inquired if Mr. Eckert perceives his client to find no value in the amenities going forward?
 - Mr. Eckert responded up to this point the answer would be yes because they have not been able to use them. Going forward, the nature of multi-family property is that they are more marketable if they have their own fitness room and pool in the complex. They see value in not paying O&M assessments moving forward for something they do not use now and are not going to use in the future.
 - Mr. Didier inquired as to where the Piney-Z Land Company properties are within the community.
 - Mr. Eckert noted he will try to provide a visual reference later. He noted the multi-family is within but on the outskirts of the District.
- Mr. Didier addressed developer provided amenities for the undeveloped areas and if someone could force another bond on the community without approval.
- Mr. Bridges addressed the agreement Mr. Zins entered into with the HOA for the CDD recreational amenities.
 - Mr. Eckert noted he is not familiar with the agreement Mr. Bridges is speaking of and is at a disadvantage.
- Discussion followed on continued maintenance of facilities and there being no assumption this would go away.
- Mr. Kessler requested the MOU Mr. Bridges has be entered into the record for the CDD and he be provided a copy.

- Ms. Daughton asked that Mr. Kessler make his request at the CDD meeting.
- Mr. Lee addressed the future what-if questions on the undeveloped properties noting he is not comfortable taking actions based on what-ifs.
 - Mr. Eckert noted the actions the CDD is contemplating significantly impact his client's rights and the time for his client to protect his rights is now.
 - Mr. Eckert addressed if the Board has contemplated the fact that Mr. Zins property is differently situated in terms of the payment obligation and the impact on them and whether or not there is a way they can work together to relieve the overcrowding concern as well as relieve his concern that he is going to continue to pay for something his property does not use and does not get the benefit from as a homeowner who comes to use the pool and uses their pass. If there is a way for them to work this out through a boundary amendment or something along those lines. If the Board is not amenable to it, he can speak with Mr. Zins who can decide what he thinks his rights are and where he goes from there.
 - Discussion followed on removing properties from the CDD through a boundary amendment.
 - Discussion followed on the reduction in the collection of assessments.
 - Discussion ensued regarding the request to amend the boundaries of the District to accommodate the removal of Mr. Zins property.
- Ms. Hudson addressed the fact that they are losing sight of the main purpose which was exploring ways to keep the amenities open, functioning and maintained past 2019. If the amendment can be made with the city to stay intact as a CDD and keeping the O&M without the bond funds, other agreements with other properties could be made in the future.
 - Ms. Daughton noted she suspects Mr. Zins would oppose the

amendment of the Interlocal Agreement and Ordinance.

- Mr. Didier inquired if it affects Mr. Eckert's client negatively if the CDD moves forward in this direction. He further addressed having those people with knowledge of the creation of the CDD available at this time who may not be available in the future.
- Mr. Eckert responded it does affect his client if the CDD renegotiates the Interlocal Agreement and the Ordinance. It will cause them to do some research to determine if the CDD can do this as it is a unique circumstance. Secondly, there is a way to resolve his client's concerns now, which would allow them to do what they are going to do now.
- Ms. Lytle inquired what the affect would be on the bond monies if the boundaries were amended at this time.
 - Mr. Eckert responded if a boundary amendment were done today my client would have to come in to pre-pay his bond debt on the property before the boundary amendment was effective.
- Mr. Rogers addressed renovation of the pool and replacement of the roof and the funds to do so.
- Discussion returned to O&M and bond assessments if the boundaries were amended.
- Ms. Fiore addressed paying her bond debt but noted she is still responsible for O&M assessments.
- Discussion ensued regarding resident input regarding the continuation of the CDD.
- Discussion followed on the CDD's obligations to 2019 and protecting the interests of the residents.
- Mr. Eckert noted he will need to speak to his client about if he would like to put a proposal together to present to the Board which encompasses both his and the CDD's concerns to bring before the Board.

FOURTH ORDER OF BUSINESS

Unknown Policies

- Mr. Lee addressed the lack of having policies in one place and knowing what they are.
- Ms. Hudson noted the packet she received contains a lot of policies and information.
- Mr. Kessler addressed decisions made over time and then there are changes in the Board members and it becomes necessary to come to every meeting to keep up with it. If it was a decision made by a Board, it is buried in the minutes.
- Discussion followed on doing a review of the policy manual.
 - Ms. Daughton noted there should be a core set of policies they do have such as the Sunshine and Public Record policies. They can begin by reviewing a set of Rules/Policies at each Board meeting.
- Discussion followed on issues with policies and District Management.

FIFTH ORDER OF BUSINESS

Audience Comments

- A resident noted the notification cards the CDD sent out has the HOA address as the return service address.

SIXTH ORDER OF BUSINESS

Adjournment

There being nothing further, the workshop was adjourned.

MINUTES

**MINUTES OF MEETING
PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Tuesday, November 12, 2013 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Michael Lee	Chairman
Joe Didier	Vice Chairman
Jan Bridges	Assistant Secretary
Richard Kessler	Assistant Secretary
Cheryl Hudson	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Maureen Daughton	District Counsel
Lance Rogers	Property Manager
Residents	

The following is a summary of the discussions and actions taken at November 12, 2013 Piney-Z Community Development District Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Lee called the meeting to order and Ms. Davis called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the
October 14, 2013 Meeting**

On MOTION by Mr. Kessler seconded by Ms. Hudson, the October 14, 2013 meeting minutes were approved as presented with votes as follows:

Jan Bridges - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

FOURTH ORDER OF BUSINESS

**Acceptance of the September 2013
Financial Statements and
Approval of the Check Register
and Invoices**

- Ms. Davis noted the financials are correct but there is a note that is incorrect on page seven. The Professional Services - Legal should be \$30,521 in the year-to-date column; it is reflected correctly in the financials.

On MOTION by Mr. Didier seconded by Mr. Kessler, to accept the September 2013 Financial Statements and approve of the check register and invoices was approved as amended with votes as follows:
Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

FIFTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

**Consideration of Audit
Engagement Letter with Berger,
Toombs, Elam, Gaines and Frank**

- Ms. Davis addressed the approval of Berger, Toombs, et al as the auditor. Ms. Daughton reviewed the engagement letter and provided edits. The audit firm has made those changes and they are included.
- Ms. Daughton noted she has an additional edit on page four. It should be for four one-year renewals which will take it to 2019.

Mr. Didier MOVED to approve the audit engagement letter with Berger, Toombs, Elam, Gaines and Frank as amended to include four one-year renewals and Mr. Bridges seconded the motion.

- Mr. Kessler requested the motion be amended to ask staff to negotiate for

four one-year renewals and if not possible to go with the two one-year renewals.

- Ms. Daughton noted they can notify the audit firm of the Board's original approval of three years and four one-year renewals and that she cannot imagine that they will have an issue with that.

Mr. Didier MOVED to amend the motion to include if this is not amenable to the other party they proceed as to avoid further delay and Mr. Bridges seconded the amended motion.

- Ms. Daughton reported they received a question from a resident (Mr. Gomez) as to whether they had followed Section 218.38 - Auditor Selection Process. She noted they did in going through this process.

The prior motion was approved as amended with votes as follows:
Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

SEVENTH ORDER OF BUSINESS

Discussion of Continuation of CDD Beyond 2019 Bond Payoff

- Mr. Lee noted there are a lot of rumors about what would happen to the CDD amenities when the CDD was setup to dissolve upon bond payoff.
- Mr. Lee addressed the Interlocal Agreement with the City of Tallahassee and outlined actions and discussions to this point.
- Ms. Pati Lytle, HOA President, outlined the actions and discussions of the HOA to this point. She noted the HOA does not have the ability to take over management physically or financially.
- Ms. Judy Rodgers, 4980 Heritage Park Boulevard, noted when she purchased the land for her home she was told she would have a homeowner's fee plus she had to pay back Tallahassee for 15 years at \$500 per year. She is upset that this is not happening.
- Mr. Lee noted everyone in the room with the exception of the District

Manager, District Counsel, Property Manager and Counsel for Mr. Zins are residents of the community.

- Mr. Didier noted they have been talking about this for a couple of months and felt it necessary to communicate with the residents to get everyone's feedback. The goal is to answer any questions people have and try to get input, both pros and cons, as to how to move forward. The bonds will be paid off in 2019 regardless of any discussions or decisions. The second part is about the fee collection and general O&M of the facilities and amenities.
- Mr. Lee addressed bond repayment and O&M assessments.
- Ms. Daughton outlined the two documents which require the dissolution of the CDD - the Ordinance which established the CDD and the Interlocal Agreement with the City of Tallahassee. She addressed the need to amend the documents if the CDD were to continue past bond payoff.
- Mr. Kessler addressed the common belief within the community that upon dissolution of the CDD all of the amenities would be taken over by the HOA.
- Ms. Josefa Schlottmann inquired if there will be a reduction in what the residents are paying to the CDD?
 - Mr. Lee responded once the bonds are paid off there are still maintenance costs.
 - Ms. Schlottmann and another resident inquired how much it will go down.
- Mr. Kessler expressed his concern about this action noting it is a major change from what has been laid out in the past by the Ordinance and the Interlocal Agreement. He believes this needs to be taken to the people by way of scientific survey with carefully controlled documents.
- Mr. Lee addressed amenity usage.
- Ms. Jane Greene asked how soon they could have a survey ready? She noted time is of the essence as far as the city goes.
- Mr. Lee outlined how these discussions came about and why they are moving quickly.

- The HOA is working on a formal resolution in support of the continuation of the CDD to manage the assets.
- Mr. Didier noted all residents do have a voice. They want to make sure the residents know they have a voice and channels to provide that voice or get additional information. They are trying to reach out but they cannot make people come to meetings or return surveys.
- Ms. Gerry Cashin inquired if costs will decrease for administrative fees? If the city approves the CDD continuing between that time and 2019 can an alternate plan be discussed and brought before the community?
 - Mr. Lee responded the bonds would be paid off so assessments would decrease.
 - Mr. Bridges addressed the administrative fees noting they will be different. They will not have to pay Bond Counsel and the workload and things the management company does will be different, if not less. There will be a legitimate expectation that the management company fees will go down. The costs for managing the property are not going to change because they are trying to retain the properties for the citizens of the District; there will always be O&M costs. He noted he also would see the need for District Counsel to decrease.
 - Discussion continued on administrative and O&M fees.
- Ms. Cashin inquired if there is an option to eliminate the CDD and the HOA and come up with a third entity?
 - Ms. Daughton stated I do not know what that would be; I know you cannot merge the CDD and the HOA. This is a statutorily created entity and you cannot just decide to do away with it and start something else. Discussion continued.
- Ms. Rodgers inquired what the \$75 fee is they pay every year.
 - Ms. Greene responded that is HOA.
- Ms. Rodgers suggested they utilize the newsletter as a means of communicating with the community.

- Mr. Mike Gomez inquired if the CDD were to continue would it have the authority to issue additional bonds if it needed to? He noted his comment is with regard to the facilities aging and there may be some need for some financing.
 - Mr. Lee responded I believe the power exists but I am not sure what the process is.
 - Ms. Daughton noted she believes the CDD would have the ability to do so. She does not have an answer but would be happy to come to the Board and Mr. Gomez with that information.
 - Further discussion ensued about the bond indebtedness, undeveloped properties within the community and continuing maintenance needs.
- Ms. Rodgers noted she spoke with the City of Tallahassee three times and they told her this [CDD assessment] would not go away. She needs to know if she will continue to pay these fees every year.

The record will reflect the Board took a brief recess.

- Mr. Michael Eckert, HGS, Counsel for Piney-Z Land Company, provided a depiction of the lands owned by his client, a copy of which is attached hereto and made part of the public record.
- Mr. Eckert addressed his client's concerns and objections to extending the CDD beyond 2019.
 - He formally objected to the legality of changing the Ordinance which has an expiration date set in it.
- Mr. Eckert would like to work with the Board to see if there is a way to address his client's concerns and also at the same address some of the concerns of the Board with regard to the payment of the Debt Service assessments. In addition there was an agreement which Mr. Bridges provided and Mr. Eckert will go over with his client. The other issue expressed by the Board was dealing with O&M assessments between now and 2019 and how those would be treated.

- Discussion followed on those properties Piney-Z Land Company would like to have extracted from the District.
- Mr. Lee thanked everyone for attending and their input.
- Mr. Lee noted he will be making the following motions:
 - 1) *To go forward with asking the City of Tallahassee to amend the Interlocal Agreement and the Ordinance to allow the continuation of the CDD.*
 - 2) *Authorizing Ms. Daughton to work with Mr. Eckert for an option to be presented at the January meeting to see if there is something which can be worked out to the benefit of Piney-Z Land Company and the CDD.*

Mr. Lee MOVED to authorize Ms. Daughton to move forward with asking the City of Tallahassee to amend the Interlocal Agreement and the Ordinance to allow the continuation of the CDD and Mr. Bridges seconded the motion.

- Ms. Daughton noted the HOA is meeting in December and will be bringing up a resolution in support of the continuation of the CDD by change of the Interlocal Agreement and Ordinance. She noted the city will want this first.

The prior motion was approved with votes as follows:
Jan Bridges - Aye
Richard Kessler – Nay
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

Mr. Lee MOVED to authorize Ms. Daughton to work with Mr. Eckert for an option to be presented at the January meeting to see if there is something which can be worked out to the benefit of Piney-Z Land Company and the CDD.

- Mr. Bridges noted he would like to amend the motion to include either Mr. Lee or himself to be included in negotiations with Mr. Eckert.

- Mr. Lee noted he will allow Mr. Bridges to be included in negotiations.

Ms. Hudson seconded the motion as amended to include Mr. Bridges being included in negotiations.

- Mr. Kessler noted he is not clear on what they are suggesting - are they talking about coming to an agreement or working up a plan to be approved by the Board.
 - Mr. Lee responded working up a plan to be approved by the Board.

The prior motion was approved with votes as follows:

Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

EIGHTH ORDER OF BUSINESS

Discussion of Piney-Z Plantation HOA Request for Exercise Classes at the Lodge

- Ms. Lytle apologized noting the young lady who was supposed to provide the information has not yet emailed it.
 - Her name is Peggy Kelly. She worked at Curves and has her own insurance. She was interested in doing classes for them on Tuesday and Thursday mornings at 10:00 a.m. charging \$4 to each resident attending the class.
 - Ms. Kelly has suggested a test class to run from the beginning of January through mid-March to determine resident interest.
- Mr. Rogers addressed the HOA use of the facility noting there are no objections to this.
- Mr. Rogers raised the following questions:
 - Who will be the HOA representative onsite with the instructor since it will be an HOA-sponsored event.
 - Who will be setting up the room for the event?

- Insurance?
- Does there need to be a contract and agreement?
- Mr. Lee inquired how this class would be different from the Golden Agers when they met.
 - Ms. Daughton responded I do not know how that was set up but I would want to make sure she is insured.
 - Ms. Lytle noted she is insured and also she contacted the HOA insurance agent who stated with the current HOA insurance they are covered.
 - Ms. Daughton noted the instructor will be paid by the residents coming to the class.
 - Discussion followed on a waiver of liability for the CDD.
- Mr. Kessler noted this should be a CDD activity if there is a desire for an exercise class.
- Mr. Didier addressed their obligation to understand what it costs the CDD to run the facility.
- Mr. Bridges addressed riders to the insurance policies of the CDD and HOA.
- Mr. Lee noted they are supportive of people trying to do things in the community and they are not trying to find ways not to do it. The goal is to find out how they can make it permissible and not create a liability for the CDD or the HOA.
- Discussion continued on the exercise classes.

<p>Mr. Kessler MOVED for Mr. Rogers to coordinate with the HOA and the exercise instructor to provide a plan for Board approval for the CDD to sponsor the exercise classes and Mr. Bridges seconded the motion.</p>
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- Mr. Didier addressed liability.
- Mr. Rogers addressed how other classes are run at the facility.
- Mr. Didier requested the procedure be documented.

The prior motion was approved with votes as follows:
Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

NINTH ORDER OF BUSINESS

Attorney’s Report

- Ms. Daughton addressed the Florida Statute regarding the public’s opportunity to be heard.
- It is suggested the time for public comment be at the beginning of each meeting prior to the approval of minutes.
- Discussion followed on the changes and implementation.

On MOTION by Mr. Kessler seconded by Ms. Hudson, Resolution 2014-1 a resolution of the Board of Supervisors of Piney-Z Community Development District providing for the public’s opportunity to be heard; designating public comment periods; designating a procedure to identify individuals seeking to be heard; and providing for severability and an effective was approved with votes as follows:
Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

TENTH ORDER OF BUSINESS

Manager’s Report

- A. Consideration of Motion Assigning Fund Balance**
- Ms. Davis addressed assigning fund balance.
 - The Reserves - CDD Amenity should be \$20,000 not \$20,200.

On MOTION by Mr. Lee seconded by Ms. Bridges to assign fund balance as Operating Reserve - \$97,361 and Reserves - CDD Amenity - \$20,000 was approved with votes as follows:
Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

B. Review of Bank Fee Analysis and Authorization to Change Banks

- Ms. Davis outlined the bank fee analysis.
- Mr. Didier inquired if they know how long they have been paying this fee and the total to date.
 - Ms. Davis responded I do not know.
- Mr. Didier inquired if they have approached Wells Fargo to request a refund of the money?
 - Ms. Davis responded I do not know. She noted if she is provided questions prior to the meeting she can ask the accounting staff and have answers available.
- Mr. Didier volunteered to contact the Vice President of Wells Fargo to negotiate a refund of fees.
- Mr. Kessler inquired if Bank United, BB&T or First Southern are banks STS has other CDD's with?
 - Ms. Davis responded yes, we use all three. They are all QPD's and meet the requirements under the statute.
- Discussion followed on bank fees and negotiating a refund.
- Discussion followed on which bank the Board would prefer to move funds to if a refund is not provided.

On MOTION by Mr. Bridges seconded by Mr. Kessler, authorizing Mr. Didier to negotiate bank fees with Wells Fargo was approved with votes as follows:

Jan Bridges - Aye

Richard Kessler – Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

C. Review of Workshop Policies

- Ms. Davis addressed the memorandum generated in January 2009 regarding the agenda and advertisement for workshop meetings. Also available are excerpts from the January and March 2009 meetings.

- Mr. Lee noted he felt today's workshop went very well.
- Ms. Daughton noted as a best practice for workshops there needs to be an agenda and they need to stick to the agenda. Workshops are still public meetings; the only difference is there are no votes.
 - Discussion followed on discussion of additional items at a workshop.
- Mr. Didier addressed additional items being requested for the workshop today which were not included on the agenda.
- Discussion followed on whether minutes are required for a workshop.
- It was requested a running list of agenda topics be maintained for the Board.

ELEVENTH ORDER OF BUSINESS

Property Manager's Report (including Access and Revenue Reports)

- A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)**
- Mr. Rogers reviewed the Property Manager's Report.
 - Mr. Rogers provided an update on the insurance claims.
 - Mr. Lee noted he finds it unacceptable that the insurance claims could take up to one year to handle or even months for that matter.
 - Ms. Davis stated Ms. Paula Davis has been working the claims and contacted the carrier since Mr. Miller is no longer with STS. .
 - Discussion followed on the original claim dates with it being noted it was August.
 - Ms. Davis will contact Ms. Paula Davis regarding the delay and will obtain an answer for Mr. Lee.
 - Mr. Didier inquired about limits and deductibles.
- B. Key Fob Change Out**
- Mr. Rogers addressed the key fob change out noting his anticipated start date is the first week of February which will give him an opportunity to place an article in the newsletter and contact all fob holders.

- In speaking with Sonitrol, a \$2 per key fob discount will be provided for every old key fob that is returned.
- Mr. Didier noted there is no need to delay the process it can begin immediately. Discussion followed.
- Mr. Didier addressed the changing of the key fobs and the expense for new fobs.
 - Mr. Rogers noted if the key fobs are in good working order they will not be replaced.
 - Discussion followed on how many of the current fobs will have to be replaced with Mr. Rogers estimating 200.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Kessler addressed the December workshop.

On MOTION by Mr. Lee seconded by Mr. Bridges, to cancel the December workshop was approved with votes as follows:

Jan Bridges - Aye

Richard Kessler – Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

TENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

Janice Eggleton Davis
Secretary

Michael Lee
Chairman

Fifth Order of Business

PINEY-Z
Community Development District

Financial Report
November 30, 2013

Prepared by



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Piney-Z
Community Development District

Financial Statements

(Unaudited)

November 30, 2013

MEMORANDUM



TO: Board of Supervisors
FROM: Tiziana Cessna, District Accountant
CC: Janice Davis, District Manager / Stephen Bloom, Assistant Treasurer
DATE: January 9, 2014
SUBJECT: Piney-Z CDD – November Financial Report

Please find enclosed the November 2013 financials for Piney-Z CDD. At this point in the fiscal year (through November), the revenues and expenditures should be at approximately 16.66% of the adopted budget. Overall, the General Fund is doing great. Below are some other top level information on the District's current financial position. Included in the financial report are notes explaining variances in the spending for the year to date. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

Assets

- The operating checking account maintains a solid liquid cash balance to cover approximately 2 months of operating expenses. Excess funds are invested in a Money Market account to earn better interest rates. The debt service trust funds are held by US Bank and invested in commercial papers.
- Due From Other Funds account is the balance of the Debt Service Funds's portion of collected assessments from the Tax Collector. The balance was transferred in December.
- The SBA restricted B Pool account has not been released yet and as of 9/30/13 there was a positive fair market value adjustment.
- Prepaid items are for the pension benefits of the property manager and some other invoices that have to be paid before the service dates.

Liabilities

- At the end of November 2013, some expenditures were accrued because invoices were not received by the end of the cut off time in preparing the financials.
- Due To Other Funds account is the balance of the Debt Service Funds's portion of collected assessments from the Tax Collector. The balance was transferred in December.

General Fund

The total revenues for the General Fund are at approximately 91% of the YTD budget.

- The YTD Non-Ad Valorem assessments collections are at approximately 15% compared to 11% last year at the same time.
- Amenity revenues are on target.

Total Expenditures through November 2013 were at 82% of the YTD budget with the following notes for the fiscal year:

- Legal expenditures are as of November and are over budget.
- Overall all departments are on target.

Debt Service Funds

On November 1, 2013 the semi-annual interest payments were made.

Balance Sheet
November 30, 2013

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2002 DEBT SERVICE FUND</u>	<u>SERIES 2008 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>				
Cash - Checking Account	\$ 163,435	\$ -	\$ -	\$ 163,435
Due From Other Funds	-	10,506	29,165	39,671
Investments:				
Money Market Account	73,820	-	-	73,820
SBA Account	2,843	-	-	2,843
SBA Account - Restricted	531	-	-	531
Redemption Fund	-	645	-	645
Revenue Fund	-	89,293	140,335	229,628
FMV Adjustment	84	-	-	84
Prepaid Items	1,988	-	-	1,988
TOTAL ASSETS	\$ 242,701	\$ 100,444	\$ 169,500	\$ 512,645
<u>LIABILITIES</u>				
Accounts Payable	\$ 11,757	\$ -	\$ -	\$ 11,757
Accrued Wages Payable	2,699	-	-	2,699
Accrued Taxes Payable	207	-	-	207
Due To Other Funds	39,671	-	-	39,671
TOTAL LIABILITIES	54,334	-	-	54,334
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	1,988	-	-	1,988
Restricted for:				
Debt Service	18,500	100,444	169,500	288,444
Assigned to:				
Operating Reserves	97,361	-	-	97,361
Reserves - CDD Amenity	52,805	-	-	52,805
Unassigned:	17,713	-	-	17,713
TOTAL FUND BALANCES	\$ 188,367	\$ 100,444	\$ 169,500	\$ 458,311
TOTAL LIABILITIES & FUND BALANCES	\$ 242,701	\$ 100,444	\$ 169,500	\$ 512,645

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 550	\$ 92	\$ 76	\$ (16)
Special Assmnts- Tax Collector	394,411	65,735	57,539	(8,196)
Special Assmnts- Discounts	(15,776)	(2,629)	(2,877)	(248)
Settlements	-	-	3,122	3,122
Pavilion Rental	900	150	-	(150)
Lodge Rental	10,500	1,750	1,600	(150)
Pool Rental	600	-	-	-
TOTAL REVENUES	391,185	65,098	59,460	(5,638)
EXPENDITURES				
Administration				
P/R-Board of Supervisors	11,000	2,000	2,000	-
FICA Taxes	842	153	153	-
ProfServ-Engineering	500	83	-	83
ProfServ-Legal Services	35,000	5,834	7,110	(1,276)
ProfServ-Mgmt Consulting Serv	54,275	9,046	9,046	-
ProfServ-Special Assessment	4,637	-	-	-
Auditing Services	3,500	-	-	-
Communication - Telephone	240	40	1	39
Postage and Freight	2,000	334	215	119
Insurance - General Liability	10,954	2,739	1,347	1,392
Printing and Binding	2,500	416	381	35
Legal Advertising	1,500	500	656	(156)
Miscellaneous Services	1,200	200	204	(4)
Misc-Assessmnt Collection Cost	11,832	1,972	1,640	332
Misc-Contingency	2,000	334	-	334
Office Supplies	500	84	99	(15)
Annual District Filing Fee	175	175	175	-
Total Administration	142,655	23,910	23,027	883
Field				
Contr-Landscape-Amenities Area	12,040	2,007	2,007	-
Misc-Contingency	8,500	1,416	96	1,320
Total Field	20,540	3,423	2,103	1,320

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Parks and Recreation - General				
Payroll-Salaries	118,000	15,000	13,454	1,546
FICA Taxes	9,027	1,148	1,053	95
Pension Benefits	2,250	2,250	2,250	-
Life and Health Insurance	11,772	1,962	1,962	-
Workers' Compensation	4,884	1,221	1,230	(9)
ProfServ-Pool Maintenance	4,800	800	800	-
Contracts-Security Services	2,504	626	645	(19)
Communication - Teleph - Field	2,280	380	408	(28)
Postage and Freight	900	150	124	26
Utility - General	28,000	4,666	2,551	2,115
Utility - Other	3,000	500	573	(73)
R&M-General	14,100	2,350	2,083	267
R&M-Equipment	2,300	384	100	284
R&M-Pest Control	790	132	145	(13)
R&M-Pools	5,500	916	15	901
Misc-Contingency	6,000	1,000	30	970
Office Supplies	3,000	500	1,644	(1,144)
Op Supplies - Pool Chemicals	5,000	834	-	834
Capital Outlay	25,000	4,166	-	4,166
Total Parks and Recreation - General	249,107	38,985	29,067	9,918
Reserves				
Reserve - CDD Amenity	32,805	-	-	-
Total Reserves	32,805	-	-	-
TOTAL EXPENDITURES & RESERVES	445,107	66,318	54,197	12,121
Excess (deficiency) of revenues				
Over (under) expenditures	(53,922)	(1,220)	5,263	6,483
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(53,922)	-	-	-
TOTAL FINANCING SOURCES (USES)	(53,922)	-	-	-
Net change in fund balance	\$ (53,922)	\$ (1,220)	\$ 5,263	\$ 6,483
FUND BALANCE, BEGINNING (OCT 1, 2013)	183,104	183,104	183,104	
FUND BALANCE, ENDING	\$ 129,182	\$ 181,884	\$ 188,367	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 50	\$ 8	\$ 7	\$ (1)
Special Assmnts- Tax Collector	81,881	13,647	11,945	(1,702)
Special Assmnts- Discounts	(3,275)	(546)	(597)	(51)
TOTAL REVENUES	78,656	13,109	11,355	(1,754)
EXPENDITURES				
Administration				
ProfServ-Trustee	2,700	-	-	-
Misc-Assessmnt Collection Cost	2,456	409	340	69
Total Administration	5,156	409	340	69
Debt Service				
Principal Debt Retirement	55,000	-	-	-
Interest Expense	18,500	9,250	9,250	-
Total Debt Service	73,500	9,250	9,250	-
TOTAL EXPENDITURES	78,656	9,659	9,590	69
Excess (deficiency) of revenues				
Over (under) expenditures	-	3,450	1,765	(1,685)
Net change in fund balance	\$ -	\$ 3,450	\$ 1,765	\$ (1,685)
FUND BALANCE, BEGINNING (OCT 1, 2013)	98,679	98,679	98,679	
FUND BALANCE, ENDING	\$ 98,679	\$ 102,129	\$ 100,444	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 100	\$ 18	\$ 14	\$ (4)
Special Assmnts- Tax Collector	227,306	37,884	33,160	(4,724)
Special Assmnts- Discounts	(9,092)	(1,515)	(1,658)	(143)
TOTAL REVENUES	218,314	36,387	31,516	(4,871)
EXPENDITURES				
Administration				
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Trustee	3,800	-	-	-
Misc-Assessmnt Collection Cost	6,819	1,137	945	192
Total Administration	11,619	1,137	945	192
Debt Service				
Principal Debt Retirement	165,000	-	-	-
Interest Expense	46,138	23,069	23,069	-
Total Debt Service	211,138	23,069	23,069	-
TOTAL EXPENDITURES	222,757	24,206	24,014	192
Excess (deficiency) of revenues				
Over (under) expenditures	(4,443)	12,181	7,502	(4,679)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(4,443)	-	-	-
TOTAL FINANCING SOURCES (USES)	(4,443)	-	-	-
Net change in fund balance	\$ (4,443)	\$ 12,181	\$ 7,502	\$ (4,679)
FUND BALANCE, BEGINNING (OCT 1, 2013)	161,998	161,998	161,998	
FUND BALANCE, ENDING	\$ 157,555	\$ 174,179	\$ 169,500	

PINEY-Z
Community Development District

Supporting Schedules

November 30, 2013

Cash and Investment Report

November 30, 2013

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND					
Operating Checking Account	Wells Fargo	Government Advantage Interest	n/a	0.10%	\$144,935
- Restricted for DS Reserve requirement (1)	Wells Fargo	Government Advantage Interest	n/a	0.10%	\$18,500
				Subtotal	<u>\$163,435</u>
Public Funds Money Market Account	Florida Shores Bank SW	Money Market Account	n/a	0.45%	\$73,820
Operating Account - FUND A	SBA	Investment Pool	n/a	0.18%	\$2,843
Operating Account - FUND B (Restricted)	SBA	Investment Pool	n/a	0.00%	\$531
				Subtotal	<u>\$3,374</u>
DEBT SERVICE FUNDS					
Series 2002 Redemption Account	US Bank	Government Obligation Fund	n/a	0.00%	\$645
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.05%	\$89,293
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.05%	\$140,335
				Total	<u><u>\$470,902</u></u>

Note (1) Reserve requirement is 5% of the remaining bond balance - (\$370,000)

**Non-Ad Valorem Special Assessments - Leon County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2014**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount Received	Allocation by Fund		
					General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2014				\$ 703,600	\$ 394,414	\$ 81,881	\$ 227,306
Allocation %				100%	56%	12%	32%
11/06/13	\$ 4,311	\$ 234	\$ 133	\$ 4,678	\$ 2,622	\$ 544	\$ 1,511
11/26/13	90,276	4,898	2,792	97,966	54,916	11,401	31,649
TOTAL	\$ 94,586	\$ 5,132	\$ 2,925	\$ 102,644	\$ 57,539	\$ 11,945	\$ 33,160
% COLLECTED				15%	15%	15%	15%
TOTAL OUTSTANDING				\$ 600,956	\$ 336,875	\$ 69,935	\$ 194,146

**Piney-Z CDD
Bank Reconciliation**

Bank Account No. 6166
Statement No. 11-13
Statement Date 11/30/13

G/L Balance (\$)	163,434.58	Statement Balance	165,248.14
G/L Balance	163,434.58	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	163,434.58	Subtotal	165,248.14
Negative Adjustments	0.00	Outstanding Checks	1,813.56
	<hr/>	Total Differences	0.00
Ending G/L Balance	163,434.58	Ending Balance	163,434.58
Difference	0.00		

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
Outstanding Checks						
08/26/13	Payment	55004	CHERYL M. HUDSON	173.87	0.00	173.87
11/15/13	Payment	55128	JOSEPH W. DIDIER	184.70	0.00	184.70
11/19/13	Payment	55136	LANCE ROGERS	30.26	0.00	30.26
11/27/13	Payment	55141	CAPITAL HEALTH PLAN	980.97	0.00	980.97
11/27/13	Payment	55142	COMCAST	190.86	0.00	190.86
11/27/13	Payment	55143	FEDEX	52.78	0.00	52.78
11/27/13	Payment	55144	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
11/27/13	Payment	55145	PINEY Z HOMEOWNERS ASSOCIATION	136.30	0.00	136.30
11/27/13	Payment	55146	VERIZON WIRELESS	37.82	0.00	37.82
Total Outstanding Checks				1,813.56		

Piney-Z
Community Development District

Check Register by Fund
For the Period from 10/1/13 to 11/30/13
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Check Amount
GENERAL FUND - 001								
001	1009	10/18/13	PINEY Z ODD	101613	Tsf from MMA to Checking	Due From Other Funds	131000	\$40,000.00
001	55067	10/07/13	CITY OF TALLAHASSEE	092613-485610	Water Service 8/24-9/24/13	Utility - General	543001-57201	\$85.35
001	55067	10/07/13	CITY OF TALLAHASSEE	092613-385610	Services 8/24/13-9/24/13	Utility - General	543001-57201	\$1,278.45
001	55068	10/07/13	DEPARTMENT OF ECONOMIC OPPORTUNITY	30131	FY 13/14 Special District Fee	Annual District Filing Fee	554007-51301	\$175.00
001	55069	10/07/13	FRASER ELECTRIC INC.	17541	Install security lights south side pavilion	R&M-General	546001-57201	\$1,252.85
001	55070	10/07/13	JOHN HURST OUTDOOR SERVICES	2166	Mowing of Amenities October 2013	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	55071	10/07/13	MY OFFICE PRODUCTS	OE-1886431-1	Trash cans, wipes, tape, paper towels	Office Supplies	551002-57201	\$976.83
001	55072	10/07/13	PICKINWEE CORP	8234	Cleaner, paint	R&M-General	546001-57201	\$23.47
001	55072	10/07/13	PICKINWEE CORP	8407	Light bulbs, LED bulb	R&M-General	546001-57201	\$116.97
001	55073	10/07/13	SAM'S CLUB	005143	Refreshments, cleaning supplies	Office Supplies	551002-57201	\$33.06
001	55074	10/07/13	SONITROL	219334	Qtrly Monitoring/Maintenance 10/1-12/31/13	Contracts-Security Services	534037-57201	\$644.73
001	55084	10/08/13	CPC OF NORTH FLORIDA LLC DBA	64798	Post Cards to Piney Z CDD	Printing and Binding	547001-51301	\$89.51
001	55084	10/08/13	CPC OF NORTH FLORIDA LLC DBA	64798	Post Cards to Piney Z CDD	Postage and Freight	541006-51301	\$247.50
001	55085	10/08/13	FEDEX	2-418-09280	Services through 09/23/13	Postage and Freight	541006-51301	\$9.64
001	55086	10/08/13	PAK MAIL 450	100113	UPS Ground September 2013	Postage and Freight	541006-57201	\$25.24
001	55087	10/08/13	TALLAHASSEE DEMOCRAT	000868765	Legal ad notice of meetings 2014	Legal Advertising	548002-51301	\$378.28
001	55093	10/18/13	ALAN COX AQUATICS, INC.	100113	Pool Mgmt/Maint October 2013	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	55094	10/18/13	CITY OF TALLAHASSEE	101013-85610	Service 9/12-10/10/13	Utility - General	543001-57201	\$1,071.77
001	55095	10/18/13	SNIFFEN & SPELLMAN, P.A.	11217	Legal Services Through 9/30/13	ProfServ-Legal Services	531023-51401	\$4,435.50
001	55104	10/25/13	CAPITAL HEALTH PLAN	120113	ARAC00014724 Daryl L Rogers 12/2013	Prepaid Items	155000	\$980.97
001	55105	10/25/13	COMCAST	101413	Cable Service 10/25-11/24/13	Utility - Other	543004-57201	\$190.86
001	55106	10/25/13	FITNESS PRO	2-432-79529	Services 10/7/13	Postage and Freight	541006-51301	\$36.42
001	55107	10/25/13	FITNESS PRO	5100	Preventive Maintenance October 2013	R&M-Equipment	546022-57201	\$100.00
001	55108	10/25/13	MARPAN SUPPLY CO., INC.	1277985	Container Rental November 2013	Prepaid Items	155000	\$26.00
001	55109	10/25/13	VERIZON WIRELESS	9713124262	Services 10/13-11/12/13	Communication - Teleph - Field	541005-57201	\$54.76
001	55110	11/04/13	BRIAN PESCHL	10854	Oct /Nov /Dec 2013 Pest Control Services	R&M-Pest Control	546070-57201	\$145.00
001	55111	11/04/13	FITNESS PRO	4676	Gym equipment move	R&M-Equipment	546022-57201	\$100.00
001	55111	11/04/13	FITNESS PRO	4806	Maintenance Sept 2013	R&M-Equipment	546022-57201	\$100.00
001	55112	11/04/13	RAYMOND JAMES AND ASSO.	102913	Budgeted & approved amount for pension FY 2014	Pension Benefits	522001-57201	\$2,250.00
001	55113	11/04/13	SEVERN TRENT ENVIRONMENTAL	STES2070194	Oct 2013 management fees and Reimbursements	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55113	11/04/13	SEVERN TRENT ENVIRONMENTAL	STES2070194	Oct 2013 management fees and Reimbursements	Postage and Freight	541006-51301	\$24.84
001	55113	11/04/13	SEVERN TRENT ENVIRONMENTAL	STES2070194	Oct 2013 management fees and Reimbursements	Printing and Binding	547001-51301	\$115.10
001	55113	11/04/13	SEVERN TRENT ENVIRONMENTAL	STES2070194	Oct 2013 management fees and Reimbursements	Office Supplies	551002-51301	\$49.50
001	55118	11/11/13	CITY OF TALLAHASSEE	102913-385610	Oct 2013 management fees and Reimbursements	Communication - Telephone	541003-51301	\$0.62
001	55118	11/11/13	CITY OF TALLAHASSEE	102913-485610	Services 9/25-10/24/13	Utility - General	543001-57201	\$1,119.22
001	55119	11/11/13	FEDEX	2-447-68228	Services 9/25-10/24/13	Utility - General	543001-57201	\$86.53
001	55120	11/11/13	JOHN HURST OUTDOOR SERVICES	2187	Mowing Amenities Nov 2013 Irrigation Repairs	Postage and Freight	541006-51301	\$18.62
001	55120	11/11/13	JOHN HURST OUTDOOR SERVICES	2187	Mowing Amenities Nov 2013 Irrigation Repairs	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	55121	11/11/13	LANCE ROGERS	110513	Petty Cash 11/5/13	Misc-Contingency	549900-53901	\$96.25
001	55121	11/11/13	LANCE ROGERS	110513	Petty Cash 11/5/13	Computer Ink - Yellow	551002-57201	\$83.97
001	55121	11/11/13	LANCE ROGERS	110513	Petty Cash 11/5/13	Copy Paper, Water for meetings	551002-57201	\$66.97
001	55121	11/11/13	LANCE ROGERS	110513	Petty Cash 11/5/13	Binder, Tab Pages	551002-57201	\$88.68

Piney-Z
Community Development District

Check Register by Fund
For the Period from 10/1/13 to 11/30/13
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Check Amount
001	55121	11/11/13	LANCE ROGERS	110513	Petty Cash 11/5/13	Vehicle Mileage Logs	551002-57201	\$12.28
001	55121	11/11/13	LANCE ROGERS	110513	Petty Cash 11/5/13	Computer Ink - All Colors	551002-57201	\$122.96
001	55121	11/11/13	LANCE ROGERS	110513	Petty Cash 11/5/13	Test Kit Replacement Bottle	546074-57201	\$15.48
001	55121	11/11/13	LANCE ROGERS	110513	Petty Cash 11/5/13	Gas for Maint Machines	546001-57201	\$23.00
001	55122	11/11/13	PICKINWEE CORP	8599	Pressure Washer 2600 PSI	Pressure Washer 2600 PSI	546001-57201	\$349.99
001	55122	11/11/13	PICKINWEE CORP	8641	Bug Spray, Cleaning Supplies, Trash Bags	R&M-General	546001-57201	\$160.83
001	55123	11/11/13	SNIFFEN & SPPELLMAN, P.A.	11305	Legal Services through 10/31/13	ProfServ-Legal Services	531023-51401	\$400.00
001	55134	11/19/13	ALAN COX AQUATICS, INC.	110113	Pool Management November 2013	ProfServ-Pool Maintenance	531034-57201	\$101.77
001	55135	11/19/13	CITY OF TALLAHASSEE	110813	Services 10/11/13-11/8/13	Utility - General	543001-57201	\$19.58
001	55136	11/19/13	LANCE ROGERS	102513	Mileage Reimbursement 10/11/13-10/25/13	Misc-Contingency	549900-57201	\$10.68
001	55136	11/19/13	LANCE ROGERS	103113	Mileage Reimbursement 10/26-10/31/13	Misc-Contingency	549900-57201	\$310.05
001	55137	11/19/13	MY OFFICE PRODUCTS	OE-1911389-1	Cordless Phone, File Folders	Office Supplies	551002-57201	\$649.44
001	55137	11/19/13	MY OFFICE PRODUCTS	OE-1911370-1	Vacuum Cleaner, Bags, Trash Cans & Dome Tops	Office Supplies	551002-57201	\$25.24
001	55138	11/19/13	PAK MAIL 450	110213	Services 10/1-10/31/13	Postage and Freight	541006-57201	\$980.97
001	55141	11/27/13	CAPITAL HEALTH PLAN	010114	ARAC00014724 Daryl L Rogers 1/2014	Prepaid Items	155000	\$190.86
001	55142	11/27/13	COMCAST	111413-005-01-5	Cable Service 11/25-12/24/13	Prepaid Items	155000	\$52.78
001	55143	11/27/13	FEDEX	2-462-13254	Services Through 11/12/13	Postage and Freight	541006-51301	\$26.00
001	55144	11/27/13	MARPAN SUPPLY CO., INC.	1281859	Container Rental 1/2013	Prepaid Items	155000	\$50.00
001	55145	11/27/13	PINEY Z HOMEOWNERS ASSOCIATION	112613	Insert Fob Re-Registration	Printing and Binding	547001-51301	\$86.30
001	55145	11/27/13	PINEY Z HOMEOWNERS ASSOCIATION	112613	Insert Fob Re-Registration	Postage and Freight	541006-57201	\$37.82
001	55146	11/27/13	VERIZON WIRELESS	9714824649	Services 11/13-12/12/13	Communication - Teleph - Field	541005-57201	\$1,642.02
001	55075	10/09/13	D. LANCE ROGERS	PAYROLL	October 09, 2013 Payroll Posting			\$440.53
001	55076	10/09/13	DANIEL J. ROZOFSKY	PAYROLL	October 09, 2013 Payroll Posting			\$459.40
001	55077	10/09/13	RICHARD B. STOWERS	PAYROLL	October 09, 2013 Payroll Posting			\$203.01
001	55078	10/09/13	LUKE J. LILES	PAYROLL	October 09, 2013 Payroll Posting			\$76.18
001	55079	10/09/13	LEE T. COX	PAYROLL	October 09, 2013 Payroll Posting			\$145.45
001	55080	10/09/13	MARIA E. ZEA	PAYROLL	October 09, 2013 Payroll Posting			\$332.46
001	55081	10/09/13	TAWN S. ONEILL	PAYROLL	October 09, 2013 Payroll Posting			\$198.69
001	55082	10/09/13	PEYTON M. SWARTZ	PAYROLL	October 09, 2013 Payroll Posting			\$1,477.60
001	55083	10/08/13	JOSEPH W. DIDIER	PAYROLL	October 08, 2013 Payroll Posting			\$184.70
001	55088	10/17/13	JAN M. BRIDGES	PAYROLL	October 17, 2013 Payroll Posting			\$184.70
001	55089	10/17/13	RICHARD A. KESSLER, JR.	PAYROLL	October 17, 2013 Payroll Posting			\$173.87
001	55090	10/17/13	MICHAEL D. LEE	PAYROLL	October 17, 2013 Payroll Posting			\$1,611.71
001	55091	10/17/13	CHERYL M. HUDSON	PAYROLL	October 17, 2013 Payroll Posting			\$119.59
001	55092	10/17/13	JOSEPH W. DIDIER	PAYROLL	October 17, 2013 Payroll Posting			\$398.15
001	55096	10/23/13	D. LANCE ROGERS	PAYROLL	October 23, 2013 Payroll Posting			\$127.36
001	55097	10/23/13	DANIEL J. ROZOFSKY	PAYROLL	October 23, 2013 Payroll Posting			\$26.67
001	55098	10/23/13	RICHARD B. STOWERS	PAYROLL	October 23, 2013 Payroll Posting			\$203.17
001	55099	10/23/13	LUKE J. LILES	PAYROLL	October 23, 2013 Payroll Posting			\$103.58
001	55100	10/23/13	LEE T. COX	PAYROLL	October 23, 2013 Payroll Posting			
001	55101	10/23/13	MARIA E. ZEA	PAYROLL	October 23, 2013 Payroll Posting			
001	55102	10/23/13	TAWN S. ONEILL	PAYROLL	October 23, 2013 Payroll Posting			
001	55103	10/23/13	PEYTON M. SWARTZ	PAYROLL	October 23, 2013 Payroll Posting			

Piney-Z
Community Development District

Check Register by Fund
For the Period from 10/1/13 to 11/30/13
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Check Amount
001	55114	11/06/13	D. LANCE ROGERS	PAYROLL	November 06, 2013 Payroll Posting			\$1,642.02
001	55115	11/06/13	RICHARD B. STOWERS	PAYROLL	November 06, 2013 Payroll Posting			\$381.68
001	55116	11/06/13	MARIA E. ZEA	PAYROLL	November 06, 2013 Payroll Posting			\$156.99
001	55117	11/06/13	TAWNI S. O'NEILL	PAYROLL	November 06, 2013 Payroll Posting			\$99.73
001	55124	11/15/13	JAN M. BRIDGES	PAYROLL	November 15, 2013 Payroll Posting			\$184.70
001	55125	11/15/13	RICHARD A. KESSLER, JR.	PAYROLL	November 15, 2013 Payroll Posting			\$184.70
001	55126	11/15/13	MICHAEL D. LEE	PAYROLL	November 15, 2013 Payroll Posting			\$173.87
001	55127	11/15/13	CHERYL M. HUDSON	PAYROLL	November 15, 2013 Payroll Posting			\$184.70
001	55128	11/15/13	JOSEPH W. DIDIER	PAYROLL	November 15, 2013 Payroll Posting			\$303.45
001	55130	11/20/13	RICHARD B. STOWERS	PAYROLL	November 20, 2013 Payroll Posting			\$152.38
001	55131	11/20/13	MARIA E. ZEA	PAYROLL	November 20, 2013 Payroll Posting			\$216.10
001	55132	11/20/13	TAWNI S. O'NEILL	PAYROLL	November 20, 2013 Payroll Posting			\$1,611.71
001	55133	11/20/13	D. LANCE ROGERS	PAYROLL	November 20, 2013 Payroll Posting			
Fund Total								\$92,983.61

SERIES 2002 DEBT SERVICE FUND - 202

202	55139	11/19/13	US BANK NATIONAL ASSOC	111213A	Tsfr Assessment collections 2013-2014	Due From Other Funds	131000	\$501.66
Fund Total								\$501.66

SERIES 2008 DEBT SERVICE FUND - 203

203	55140	11/19/13	US BANK NATIONAL ASSOC	111213B	Tsfr Assessment Collections 2013-2014	Due From Other Funds	131000	\$1,392.65
Fund Total								\$1,392.65

Total Checks Paid								\$94,877.92
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Seventh Order of Business

**Piney-Z Community Development District
Bank Fee Analysis**

Service	Units Used	WELLS FARGO ⁽¹⁾		BANK UNITED		BB&T		FIRST SOUTHERN ⁽³⁾	
		Unit \$ Per Item	Bank Fee	Unit \$ Per Item	Bank Fee	Unit \$ Per Item	Bank Fee	Unit \$ Per Item	Bank Fee
<u>General Account Services</u>									
Account Maintenance	1	20.00	20.00	15.00	15.00	15.00	15.00 ⁽²⁾	-	-
Debits	5	0.20	1.00	-	-	-	-	-	-
Credits / Deposits	3	0.50	1.50	0.20	0.60	-	-	-	-
<u>Depository Services</u>									
Deposited Checks	18	0.12	2.16	0.16	2.88	-	-	-	-
Cash Dep/\$1 Ver At Teller Window	170	0.0016	0.27						
DDA Checks Paid	62	0.20	12.40	0.15	9.30	-	-	-	-
Electronic Credit Posted		0.50	-						
<u>ACH Services</u>									
ACH Subscription		100.00	-	20.00	-	-	-	-	-
ACH Item		0.14	-	0.08	-	1.50	-	-	-
ACH File Transmission (Per File)		15.00	-	5.00	-	-	-	-	-
<u>Information Services</u>									
Return Infifax Monthly Base	1	37.00	37.00		-	-	-	-	-
CEO Intraday Subscription Monthly Base	1	10.00	10.00		-	-	-	-	-
CEP Prev Day Subscription Monthly Base	1	20.00	20.00		-	-	-	-	-
Minimum balance discount	1		(3.64)			15	(15.00) ⁽²⁾		
Monthly Charges			100.69		27.78		-		-

Notes

- (1) The District's operating checking account is currently with Wells Fargo Bank. Interest bearing @ current market rate
- (2) \$15 monthly maintenance fee offset by \$6,000 minimum monthly balance. 200 combined deposits & withdrawals free. \$0.50 charge over 200 items per month.
- (3) Free checking account, no interest.

Eighth Order of Business

8A.

Piney-Z Community Development District
Property Manager's Report
Monday, January 13, 2014

Events / Facility Use

As of this writing the events, activities and meetings that took place or were scheduled to take place at the CDD Amenities between November 12, 2013 (last regular meeting) and January 13, 2014 are as follows:

- 9 Resident Sponsored Parties or Functions
- 1 HOA Monthly Board Meeting
- 2 possible Zumba classes if the classes had enough signed up.

Piney-Z CDD Amenities

(Fitness Center, Lodge, Pavilion, Playground / Gazebo Park, Grounds)
General Comments Concerning the Amenities Areas since the last CDD Meeting:

Fitness Center: Regular weekly maintenance was performed by staff. Fitness Pro performed the regular monthly preventative maintenance. An Elliptical Exercise Machine broke down. I authorized Fitness Pro to order the parts and make the repairs, which they did. A cable on one of the weight stations on the Apollo Weight System jumped the track and was jammed. Fitness Pro made the repair and tightened the pulley. Two of the pins were damaged and had to be replaced on the Apollo Weight System since the last meeting.

Lodge / Garage: Regular weekly maintenance was performed by staff in the Lodge, Kitchen and Restrooms. Holiday decorating was done, inside and outside. Parties, functions and meetings were properly accommodated. Some locks that were worn out in the garage area were replaced. Holiday decorations were taken down and put away.

Pavilion: Regular weekly maintenance was performed by staff at the pavilion and pavilion restrooms. The damage caused by the tree falling on the Pavilion roof was repaired. The insurance carrier approved that claim. There was a \$1000 deductible. Metal Building Services, Inc. performed the repair work on Friday, January 3, 2014. The cost was \$4,121.56. Chairman Lee approved for the work to start and signed the proposal and contract agreement in mid-December after we heard the response from the insurance carrier. The company ordered the materials needed at that time in order to be ready to perform the work the first week in January.

Playground / Gazebo Park: Regular weekly maintenance was performed by staff. The area was checked for hazards, trash bags changed in the cans regularly.

Swimming Pool / Aquatics: In addition to the services provided per the agreement with Alan Cox Aquatics staff performed regular maintenance duties at the pool also.

Grounds: Regular maintenance took place. Outdoor trash cans were maintained and bags replaced as needed. Some pressure washing was performed by part-time staff.

Ant beds were treated. John Hurst Outdoor Services performed regular landscaping services per contract.

**Property Manager's Log of Payments Received from Rental of the Amenities
Fiscal Year 2014**

Date sent to CDD Accounting	Piney-Z Resident and / or Name on Check	Check #	Amenity Area	Date of Event	Amount
11/05/13	Stephanie W. Randolph	1120 / Base Fee	Lodge	12/14/13	\$150.00
11/05/13	Host: Jose Rosario / Ivelisse Laureano				
	Money Order: 14-7718116378	Base & Rent Fees	Lodge	01/25/14	<u>\$250.00</u>
Total sent 11/05/13					\$400.00
12/09/13	Amruth Kodela	632 / Base & Rent Fees	Lodge	12/21/13	\$250.00
12/09/13	Caprese Johnson / Yuvonda Steward	109 / Base Fee	Lodge	01/04/14	\$150.00
12/09/13	Veronica Adderson / Lasonja D. Lucas	4065 / Base Fee	Lodge	01/11/14	\$150.00
12/09/13	Randy Barr	9265 / Base Fee	Lodge	02/08/14	<u>\$150.00</u>
Total sent 12/09/13					\$700.00
12/16/13	Thesla B. Anderson	3021 / Base Fee	Lodge	12/29/13	\$150.00
12/16/13	Thesla B. Anderson	3022 / Rental Fee	Lodge	12/29/13	\$250.00
12/16/13	Caprese Johnson / Yuvonda Steward	108 Rental Fee	Lodge	01/04/14	<u>\$100.00</u>
Total sent 12/16/13					\$500.00
12/30/13	Thesla Anderson	Cash \$20.00 / Extra Time	Lodge	12/29/13	\$20.00
12/30/13	Amplify Entertainment / Nathan Long	1058 / Base Fee	Lodge	01/06/14	\$150.00
12/30/13	Lasonja D. Lucas	4066 / Rental Fee	Lodge	01/11/14	\$100.00
12/30/13	Shelby Chipman	2052 / Base Fee	Lodge	01/18/14	\$150.00
12/30/13	Leann Jinks	1026 / Base Fee	Lodge	10/24/14	\$150.00
12/30/13	Leann Jinks	1027 / Base Fee	Lodge	10/25/14	\$150.00
12/30/13	Jason Mill	#125 / Base, Rental Fees & Extra Time	Lodge	11/08/14	<u>\$575.00</u>
Total sent 12/30/13					\$1,295.00
Total sent 11/05/13					\$400.00
Total sent 12/09/13					\$700.00
Total sent 12/16/13					\$500.00
Total Sent 12/30/13					<u>\$1,295.00</u>
Total					\$2,895.00

Access Reports: As of this writing the Access Reports that would normally be reported for the Fitness Center have not been provided by Sonitrol. (The pool is currently closed and no report is needed.) The reports have been delayed and could not be sent by Sonitrol in early December when requested in time to compile the statistics for this report. Apparently, Sonitrol has been undergoing some upgrades of equipment. Also, the staff person assigned to provide our reports was out of the country a large part of December. I may have reports to bring to the meeting. Otherwise I will submit all the reports due and past due in the February Agenda Package.