

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

JULY 18, 2016

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

July 11, 2016

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, July 18, 2016 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop at 3:30 p.m. followed by 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 workshop and meeting:

Workshop: 3:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Access Control / Video Surveillance – Tentative Presentation - Vector Security**
- 5. Discussion of Proposed Budget for FY 2017**
- 6. Adjournment**

Regular Meeting: 6:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Approval of the Minutes of the June 6, 2016 and June 27, 2016 Workshops and Regular Meetings**
- 5. Acceptance of the June, 2016 Financial Statements and Approval of the Check Register and Invoices**
- 6. CDD Manager's Report**
 - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)
- 7. District Manager's Report**
 - A. Discussion of Proposed Budget for FY 2017
 - B. Discussion of Updating Rules of Procedure
- 8. District Attorney's Report**
- 9. Business Matters**
 - A. Consideration of Rick Evans Employment Contract
 - B. Discussion of Security Needs
 - C. Consideration of VISA Credit Limit Increase

Piney-Z CDD
July 11, 2016

10. Supervisor Requests

- A. Delineation of the Board Liaison Position (Supervisor Kessler)
- B. Sunshine Law Refresher (Supervisor Lee)
- C. Amenities Staff Liaison (Supervisor Didier)
- D. Facility Rentals (Supervisor Didier)

11. Adjournment

Any additional supporting materials we have received for the items listed above are enclosed. Others may be distributed under separate cover. The balance of the agenda is routine in nature. If you have any questions, please give me a call at (813) 991-1116, extension 105.

Sincerely,

Bob Nanni/ms
District Manager

cc: Christopher Lyon Bob Reid Melinda Parker

Fourth Order of Business

**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 Monday, June 6, 2016 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Cheryl Hudson
Richard Kessler
Michael Lee
Joe Didier
Ann Pincus
Bob Nanni
Melinda Parker
Residents

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary
District Manager/Secretary
CDD Manager

The following is a summary of the discussions at June 6, 2016 Piney-Z Community Development District Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Hudson called the workshop to order and Mr. Nanni called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

- Ms. Pincus addressed the cancellation of the last meeting.

The record will reflect Mr. Lee joined the meeting.

FOURTH ORDER OF BUSINESS

**Access Control / Video
Surveillance - Capital Security &
Surveillance, Inc (Gregory
Fleming)**

- Mr. Greg Fleming outlined his proposal, copies of which are incorporated here by reference and made part of the record.
 - Total cost of the proposal is \$7,985.
 - The access control would use the existing key fobs.
 - Access control would be managed onsite.

- KNOX-Box rapid entrance system for emergency access was discussed - it would be an additional cost.
- HD Cameras - replacing five - add three new. Placement was addressed.
- Door access was discussed.
- Pavilion bathrooms were not included in the proposal. It could be wireless and set on a timer.
- Cellular communication is used for the security system.
- Monitoring of the security system would be \$35 per month and maintenance / security access would be \$65 per month.
- Are there grounding mechanisms available to prevent lightening strikes to the equipment? *Surge protection for the cameras and poles and a building-wide surge protector for the main feed.*
- Ms. Hudson thanked Mr. Fleming.
- Discussion followed on the providing a price comparison from the current security vendor.
- The question to be answered is what is the goal for the security system.

FIFTH ORDER OF BUSINESS

**Discussion of Proposed Budget for
FY 2017**

- Mr. Nanni outlined the budget process noting tonight the Board needs to affirm the FY 2017 budget is the high water mark. The budget being presented has no assessment increase.
- Ms. Hudson addressed the meeting structure and decorum.
- Mr. Kessler addressed Alan Cox Aquatics requesting an increase and discussion followed.
- Mr. Kessler addressed converting to a salt water pool.
- Discussion followed with it being noted the cost would be approximately \$20,000.
- Mr. Kessler inquired if they are discontinuing membership for FASD?
 - Ms. Hudson noted a vote would be required.
 - Mr. Nanni noted he thought they had discussed it.

- Mr. Didier addressed rumors of discussions outside the meetings noting he would like to nip it in the bud.
- Discussion followed on FASD being removed from the budget.
- Discussion continued on the FY 2017 budget.

SIXTH ORDER OF BUSINESS

Discussion of Pool Items

- i. **Alan Cox Aquatics Source for Pool Chemicals (Supervisor Kessler)**
- ii. **Salt Water Pool (Supervisor Kessler)**
- Previously addressed.

SEVENTH ORDER OF BUSINESS

**Sunshine Law Refresher
(Supervisor Lee)**

- Mr. Lee noted Mr. Lyon will be presenting at the next scheduled meeting.
- Mr. Lee noted his concern is there have been several instances on supervisors' having conversations outside of meetings. They need a refresher of what is and is not allowed.
- Discussion followed on the cancelling of the June 20, 2016 meeting.

EIGHTH ORDER OF BUSINESS

**Staff Accountability (Supervisor
Didier)**

NINTH ORDER OF BUSINESS

**Severn Trent Services - District
Management Company's
Obligations & Role (Supervisor
Didier)**

TENTH ORDER OF BUSINESS

**Agenda Creation & Process
(Supervisor Didier)**

- Mr. Didier addressed regarding STS - no progress on agenda processes, timelines, deadlines, reminders to supervisors or anything else. [Goals and Objectives]
 - Mr. Nanni noted he has sent two emails regarding items 2, 3 and 4 indicating what he needed from the supervisors. He has received responses from two supervisors.
- Mr. Didier addressed the General Elections qualifying notice submitted and published by STS and who authorized.
- Discussion followed on meeting notices and temporary suspension of the rule regarding notices.

- Discussion followed on STS.

ELEVENTH ORDER OF BUSINESS

**Additional Transparency Needed
(Supervisor Didier)**

- Mr. Didier addressed communication with the residents and having documents on the website.
- Agency mailings were discussed.
- Mr. Didier addressed Mr. Evans contract stating nobody was given authority to sign it. Also, there are no additional duties or training included for the additional hours or pay.
- Ms. Cashin addressed the job Mr. Evans does noting he is always busy.

TWELFTH ORDER OF BUSINESS

Adjournment

There being nothing further, the workshop was adjourned.

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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, June 6, 2016 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Cheryl Hudson	Chairman
Richard Kessler	Vice Chairman
Michael Lee	Assistant Secretary
Joseph Didier	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Bob Nanni	District Manager / Secretary
Melinda Parker	CDD Manager
Residents	

The following is a summary of the discussions and actions taken at the June 6, 2016 Piney-Z Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Hudson called the meeting to order and Mr. Nanni called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

- A resident requested they keep it lower key this time.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 18, 2016 Workshop and Regular Meeting

Mr. Kessler MOVED to approve the minutes of April 18, 2016 workshop and regular meeting and Ms. Pincus seconded the motion.

- Mr. Didier noted he would like the minutes to be more accurate. There was a deep discussion regarding a resolution that was not necessary which is not included in the minutes.

Votes as follows:
Richard Kessler - Aye
Michael Lee - Aye

- Mr. Didier inquired if there was a friendly amendment to the motion.
 - Ms. Hudson responded yes.

Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- Ms. Hudson noted Mr. Kessler would have to agree to the amendment.

FIFTH ORDER OF BUSINESS

Acceptance of the April 2016 Financial Statements and Approval of the Check Register and Invoices

On MOTION by Mr. Didier seconded by Mr. Kessler, the April 2016 Financial statements, the check registers and invoices were approved with votes as follows:
Richard Kessler - Aye
Michael Lee - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

SIXTH ORDER OF BUSINESS

CDD Manager Report

A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)

- Ms. Parker reviewed the CDD Manager Report and provided updates.
- Discussion followed on the fire sprinkler system modifications for the garage / audible alarm.

Mr. Kessler MOVED to use DACAR for the fire sprinkler system modifications at a cost of \$3,987 and Ms. Pincus seconded the motion.

- Mr. Lee inquired if the components will work with the Interstate system.
- Ms. Parker responded we have been told it will but we will verify.
- Ms. Hudson inquired as to how much damage would be done if the garage flooded.
- Mr. Didier responded most items are elevated on shelves; it has been cleaned and everything raised off the floor.
- Mr. Didier noted his concern is spending \$4,000 and then they may need a plumber to find the lines at an additional cost. They have no other quotes to compare the DACAR quote to.

The prior motion failed with votes as follows:
Richard Kessler - Aye
Michael Lee - Nay
Joseph Didier - Nay
Ann Pincus - Aye
Cheryl Hudson - Nay

- Discussion followed on the necessity for the modifications with the outcome being Ms. Parker to seek more bids.
- For the rear steps composite material increases the cost about \$200.
 - The quotes are \$1,590 for wood and \$1,748 for composite.

Mr. Didier MOVED to approve Florida Fence and Deck to rebuild the back steps with composite material, at a cost not to exceed \$2,000 and Mr. Kessler seconded the motion.

- Mr. Didier requested they be sure they have the proper insurance.

The prior motion was approved with votes as follows:
Richard Kessler - Aye
Michael Lee - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- A successful pool event was held on the day school got out and may be something they want to promote next year.
- Two pass holder passes sold.
- Lodge rentals were outlined.
- Ms. Parker reported she was approached by a HOA representative about the lockbox noting they feel it is not secure enough for their needs. They would like to replace it with a three-foot lockbox bolted into the porch at a cost of \$600 or \$700 which they would like the CDD to share.
 - Discussion followed on the possibility of a camera for this area.
 - Ms. Parker will request the HOA provide a proposal for securing the dropbox.
- Mr. Lee addressed Summerbrooke having a summer kickoff party for the pool. It provides an opportunity for everyone to know the pool is open and to pass out any rule changes noting he feels it would be a good idea for them to consider.

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Discussion of Proposed Budget for FY 2017

- Mr. Nanni addressed the tentative budget for purposes of setting the public hearing.
- The budget being presented has no increase in assessments.
- Discussion followed with it being noted once approved line items can be reallocated or reduced but the assessments cannot be increased.

B. Consideration of Resolution 2016-5 Approving the Tentative Budget and Setting the Public Hearing

Mr. Kessler MOVED to approve Resolution 2016-5 approving the budget and setting the public hearing and Mr. Lee seconded the motion.

- Mr. Lee addressed having the June 20, 2016 meeting for a line-by-line item review of the budget. Discussion followed.

The prior motion was approved with votes as follows:
Richard Kessler - Aye
Michael Lee - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- Mr. Didier noted procedurally they are voting on the wrong resolution - it should be 2016-4.
 - Discussion followed on Resolution 2016-4 not being adopted at the last meeting as it was deemed unnecessary.

Mr. Lee MOVED to hold the June 20, 2016 meeting to discuss the budget.

- Discussion followed on June 20th and July 18th meetings or an alternate date for a budget workshop.
- Mr. Kessler requested a friendly amendment to the motion asking STS to coordinate and schedule a workshop and meeting between now and the July meeting.

Mr. Lee amended the motion for STS to coordinate and schedule a FY 2017 budget workshop and meeting and Mr. Kessler seconded the motion.

- Discussion followed on a workshop and meeting with Mr. Didier noting he has a scheduling conflict on June 20th.
- Ms. Parker provided a handout outlining the budget changes, a copy of which is hereby incorporated.
- Mr. Kessler addressed the budget process and starting earlier.

The prior motion was approved with votes as follows:
Richard Kessler - Aye
Michael Lee - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Nay

- Discussion followed on noticing the meeting.
- Ms. Pincus addressed Ms. Parker having her budgetary items in February.
- Ms. Parker addressed the printing costs with the conversion to electronic.
- Mr. Didier addressed the Chair, CDD Manager and attorney receiving copies of notices prior to submission for publication.

C. Report on Number of Registered Voters - 1,270

- Mr. Nanni reported for the record there are 1,270 registered voters in the District.

D. Consideration of Updating Rules of Procedure

- Mr. Nanni suggested a vote on the temporary suspension of the rule regarding advertising of individual meetings. If this approved by the Board, he will get with Mr. Lyon and find out if this is sufficient until the new legislative changes go into effect.

Ms. Pincus MOVED to temporarily suspended Rule 1.4 (1)(a-e) and Mr. Lee seconded the motion.

- Discussion followed with a question being raised on the necessity to suspend all five items.
- Discussion followed on updating the rules of procedures.

Ms. Pincus MOVED to temporarily suspended Rule 1.4 (1) and (b) and Mr. Lee seconded the motion.

The prior motion was approved with votes as follows:
Richard Kessler - Aye
Michael Lee - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- Mr. Nanni reported on surveillance videos being exempt from public records under legislative changes.
- Questions regarding this will be directed to Mr. Lyon.

EIGHTH ORDER OF BUSINESS

District Attorney’s Report

There being none, the next item followed.

The record will reflect the Board took a brief recess.

NINTH ORDER OF BUSINESS

Business Matters

A. Replicon / Automated Timesheets

- Ms. Hudson addressed the Replicon system noting her understanding is they have not had any luck with it since it was installed.

Mr. Kessler MOVED to discontinue the use of Replicon and Ms. Pincus seconded the motion.

- Mr. Didier addressed the Replicon system being a decision made by the Board noting the CDD Manager has not followed that direction nor had employees use the system.
- Ms. Hudson addressed the system not doing what needs to be done with regard to time tracking for moves from department-to-department.
- Discussion followed on time tracking and the use of technology.

The prior motion was approved with votes as follows:
Richard Kessler - Aye
Michael Lee - Nay
Joseph Didier - Nay
Ann Pincus - Aye
Cheryl Hudson - Aye

Mr. Didier MOVED to put a formal reprimand in Ms. Parker’s file for defying a Board motion and vote. The motion died for lack of a second.

- Discussion continued regarding the non-use of Replicon and the lack of suggestions for improving this system or using another.

B. \$600 Contribution to HOA Newsletter

- Mr. Lee inquired if this the same as they did last year?
 - Ms. Parker responded yes.

Mr. Lee MOVED to approve the \$600 contribution to the HOA newsletter and include as a line item in the budget and Mr. Didier seconded the motion.

- Mr. Didier noted the CDD needs to be provided a full page in the newsletter.

The prior motion was approved with votes as follows:
Richard Kessler - Nay
Michael Lee - Aye
Joseph Didier - Aye
Ann Pincus - Nay
Cheryl Hudson - Aye

- Discussion followed on building traffic for the CDD website.
- C. Public Records Request**
- Mr. Nanni addressed mass requests for public records. He noted all requests received should be forwarded to the District Manager.
- Ms. Hudson addressed a request after the last meeting for a copy of the video of this area during the meeting time, at which time Mr. Lyon said go ahead and a copy was made and distributed. They have since found out this is not the way it is to be done in talking with Mr. Lewis. Counsel has advised not to do so going forward.
- D. Bounce House Rules and Regulations**
- Ms. Parker reported in January there was a resident request to put a bounce house on property. She spoke with Mr. Didier and then spoke with Mr. Lyon to ensure the CDD was covered to the greatest extent possible.
 - A checklist was developed which includes providing personal insurance, signing a hold harmless, a certificate of insurance from the bounce house provider, cannot use CDD electricity, etcetera.
 - Since January there have been two additional requests honored and subsequently Ms. Parker was questioned by two supervisors as to why they would allow such a thing on the property.
- Discussion followed on who is providing the service.

Mr. Lee MOVED to allow bounce houses on CDD property.

- Mr. Kessler noted he has concerns if the CDD is regulating it does it open them up for liability because they did not do enough to control it.
- Mr. Didier addressed residents doing so in the past with no notice or approval, insurance or documentation. He would rather have the more formal process.

Mr. Didier seconded the motion.

- Discussion continued on the bounce house with it being noted they are not always tied to rentals; they are just being setup on property.

Mr. Lee amended the motion to allow bounce houses on CDD property in conjunction with a facility rental and providing the required documentation and Mr. Didier seconded the amendment.

The prior motion was approved with votes as follows:
Richard Kessler - Aye
Michael Lee - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

E. FMIT Premium Reduction

- Mr. Nanni noted it was a \$60 reduction.

F. Pool Discussion

i. Alan Cox Aquatics Request for an Increase (Supervisor Kessler)

- Mr. Kessler outlined the workshop discussion regarding the request noting there was no inclination to include a fee increase in FY 2017 budget.
- Ms. Hudson noted there was also no support / action for Mr. Cox providing the chemicals or for conversion to a salt water system.
 - Discussion followed on Mr. Cox ordering the chemicals.

Mr. Didier MOVED for CDD Staff to manage and order pool chemicals/supplies. Motion died for lack of a second.

- It was noted Mr. Cox orders the chemicals and supplies and the CDD pays for them, per his contract.
- The services provided by Alan Cox Aquatics were discussed.

TENTH ORDER OF BUSINESS**Supervisor Requests****A. Delineation of the Board of Supervisors Authority (Supervisor Kessler)**

- Mr. Kessler addressed individual Board members not having the authority to speak for or on behalf of the CDD Board.

B. Delineation of the Board Liaison Position (Supervisor Kessler)

- Mr. Kessler addressed the Board Liaison and inquired what the Board would like to do - continue or discontinue.
- To be placed on the July agenda.

C. Board Approval for Information Request (Supervisor Lee)

- Mr. Lee addressed his information request to STS noting one of the responses he received from Mr. Nanni was there has been no Board action for the request. He noted Mr. Nanni has since begun providing some of the information.
- Mr. Nanni noted there would be a charge for the analysis Mr. Lee requested and was why he stated it would need Board approval.
 - Mr. Lee disagreed vehemently because tonight in 10 minutes Mr. Nanni provided him half the information he wanted off the top of his head. He is not asking for an analysis of districts he is asking for the raw data and very specific answers to very specific questions.
 - After further discussion the thought is STS is misinterpreting Mr. Lee's request. It has been resent to Mr. Nanni who will respond to Mr. Lee and the Board.

Mr. Kessler MOVED to adjourn. Motion died for lack of a second.

- Ms. Parker addressed earlier comments regarding a security issue.

D. Sunshine Law Refresher (Supervisor Lee)

- To be placed on the July agenda.

- Ms. Pincus addressed a comment by Mr. Lee earlier regarding supervisors discussing things outside of meetings noting she has never spoken with another supervisor outside of a meeting.
- Mr. Didier noted the issue is making sure all five Board members are equally informed, the point is to disseminate the information as timely as possible.
- Discussion followed on Mr. Nanni responding to all Board members via email when emailed by an individual Board member.
- It was noted they have not addressed Mr. Evans employment contract. This item to be placed on the July for action.
- Discussion followed on items placed on the workshop agenda and not on the regular meeting agenda.

ELEVENTH ORDER OF BUSINESS

The meeting was adjourned.

Adjournment

Bob Nanni
Secretary

Cheryl Hudson
Chairperson

**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 Monday, June 27, 2016 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Cheryl Hudson
Richard Kessler
Michael Lee
Joe Didier
Ann Pincus
Bob Nanni
Melinda Parker
Residents

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary
District Manager/Secretary
CDD Manager

The following is a summary of the discussions at June 27, 2016 Piney-Z Community Development District Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Hudson called the workshop to order and Mr. Nanni called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

**Discussion of Proposed Budget for
FY 2017**

- Mr. Didier inquired where the settlement from Piney-Z Land Company is reflected in the revenue line items?
 - Revenues - Settlements - \$33,924.
 - Mr. Nanni reported the in 2018 and 2019 will be smaller disbursements.
- Budget discussion:
 - ❖ Revenues:
 - Ms. Parker reported a request from a Mary Kay Cosmetics group to use the Lodge every Tuesday night for a reduced rate.

- Ms. Parker addressed removing the furniture from the room to allow for more tables to be set up noting they are losing rentals for larger groups.
- ❖ Expenditures
 - ❖ *Administrative*
 - ❖ P/R-Board of Supervisors
 - Discussion followed on meetings.
 - Mr. Didier inquired if they reduce the number of meetings is STS prepared to drop their price by \$10,000 to \$12,000.
 - Mr. Nanni responded that he would have to address that with Mr. Koncar. He further addressed not charging for the expenses related to travel to and from the meetings.
 - Discussion returned to the amount of meetings.
 - Changes to line items were discussed.
 - It was suggested to have 11 meetings and one workshop.
- A resident inquired if Mr. Didier is directly responsible for drafting the budget?
 - Ms. Hudson responded as a Board we are responsible for submitting a budget. The draft is usually done by the DM in conjunction with the CDD Manager.
 - The resident stated these line items are something that is to be deliberated but are not finite. They are to be brought to you under deliberation but are not, unless you are presenting an alternative budget in open Sunshine Law, if you have figures that have been substantiated by your manager and submitted for your approval or disapproval. Right now what you are arguing is future process and expenditures which is not supposed to be a part of the meeting. It is supposed to be a line item discuss of the actual budget itself.
 - Mr. Lee noted he disagrees. They have operated for the last several years on a template and the template has been changed. There has been an operations change in the budget that was not discussed among the other supervisors and in fact reduces the opportunity for supervisors to talk and do their duty.

- The resident noted he does not understand why this is a process of line items opposed to a process of voting a budget up or down with specific issues brought to and finalized before a public hearing.
- Mr. Lee responded the difference is they do not know the projects that have been included and it is why historically they have gone line-by-line to make sure they are on the same page with the projects. The difference also is we budget for project A then something happens and we cannot spend \$50,000 on project A we have to adjust; what we are discussing here is an operational change of our meetings not a capital item.
- Mr. Didier addressed this being the first time it has been handed out for discussion and the first time it has been brought up for discussion.
- ❖ ProfServ-Legal Services
 - The reduction is tied to a reduction of meetings.
 - Discussion followed on this number being no less than \$30,000.
 - Increase \$10,000 to \$25,000.
- ❖ Auditing Services
 - The current engagement was discussed.
- ❖ Insurance - General Liability -
 - Increased \$1,519. It was noted this is an estimate as the insurance carrier will not provide a quote until time for renewal.
- ❖ Printing and Binding - reduced to \$500.
- ❖ *Field*
- ❖ Contr-Landscape-Amenities Area - 3% increase on labor - increase of \$312 to \$12,312.
- ❖ *Parks and Recreation - General*
- ❖ Payroll-Maintenance - reduced to \$8,008 based on the projects remaining in the Lodge.
- Remove the zero dollar line items as long as there is no necessity for auditing purposes.
- ❖ Janitorial - \$5,200
 - Distributed among amenities.

- ❖ Contracts-Fire Inspection - is hood and extinguishers
- ❖ Contracts-Fire Insp Sprinkler System
- ❖ Communication - Teleph - Field - reduced to \$100.
- ❖ Utility - Other - includes Comcast for telephone, internet and television services in the Lodge.
- ❖ R&M-General - reduced to \$7,250.
- ❖ R&M-Fire Equipment - emergency lighting, signage and batteries - \$200.
- ❖ R&M-Copier - \$35 monthly fee
- ❖ Non Capitalized New Equipment - copier and kitchen sink - one time costs.
- ❖ Misc-Contingency - Asphalt, pool fee, and money for unanticipated items for the Lodge.
- ❖ Reserves - Line item versus lump sum was discussed.
 - Handling a single project rather than reserving for many was discussed.
- ❖ *Swimming Pool*
 - ❖ Non Capitalized New Equipment - deck furniture and a pump cover.
 - Remarciting pool was discussed with it being noted the cost is \$73,000 for remarciting and doing the pool deck. Six years out [FY 2022].
 - Reserves - Dolphin replacement - \$1,600 per year - two years.
 - Chlorinator replacement - \$225 per year - four years
 - Safety equipment replacement - \$260 per year - two years
 - Re-sanding filters - \$500 per year - two years
 - Repair of pool shell / tile - \$12,500 per year for six years.
- ❖ *Parks and Grounds*
 - Reserves - Gutter replacement for pavilion - \$500 per year - four years.

FIFTH ORDER OF BUSINESS

Adjournment

There being nothing further, the workshop was adjourned.

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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, June 27, 2016 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Cheryl Hudson	Chairperson
Richard Kessler	Vice Chairman
Michael Lee	Assistant Secretary
Joseph Didier	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Bob Nanni	District Manager / Secretary
Melinda Parker	CDD Manager
Residents	

The following is a summary of the discussions and actions taken at the June 27, 2016 Piney-Z Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Hudson called the meeting to order and Mr. Nanni called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

- Mr. Kirsten addressed his request for meetings to be held regarding the extension of the CDD in 2019 asking that they do so as quickly as possible. He inquired who will legally become the owner of the Lodge and swimming pool once the residents have paid the bonds off. He has an invitation to go to City Hall and the office of the Mayor has agreed to point him to the right people who understand what the CDD does.
 - Mr. Didier suggested Mr. Kirsten work with the CDD Manager as well. She may be able to provide some answers or assistance.

- Mr. Kirsten noted he gave a lot of questions already and has no response. If there is no response, to him, this means you are either still searching or you do not want to give an answer.
- Mr. Didier noted he thought the attorney had responded. To close the loop, direct it through Ms. Parker to make sure he gets answers.

FOURTH ORDER OF BUSINESS

Discussion of Proposed Budget for FY 2017

❖ Expenditures

- ❖ *Swimming Pool*
- ❖ ProfServ-Pool Maintenance - \$6,000 reflects no increase.
- Discussion followed on the funds allocated to Payroll-Administrative for the first six months of FY 2016 and budgeted for FY 2017.
- ❖ Misc-Contingency - \$4,000
 - Discussion followed on what is projected.
- ❖ *Fitness Center*
- Discussion followed on ceiling fans.
- Increases in Payroll, Misc-Contingency and Non Capitalized New Equipment were discussed.
- ❖ *Park & Grounds [grounds, playground & pavilion]*
- ❖ Payroll-Maintenance - increased to \$22,022
 - A lot of Mr. Evans time is reflected in this category.
- ❖ *Reserves - Park*
- Gutter replacement on pavilion at \$500 per year for four years.
- ❖ *Non Capitalized New Equipment*
- New picnic tables and new fans for the pavilion.
- Storage for pool deck tables and chairs in the off-season was addressed.
- The gazebos and pergola were discussed.
- ❖ *R&M - General - reduce to \$1,355*
- ❖ *R&M - Backflow Inspections - increase to \$255*
- The person who does the backflow inspections is now certified to do the fire lines so all inspections will be done at the same time.

Mr. Kessler MOVED to approve the Parks & Grounds R&M-General from \$1,500 to \$1,355 and R&M-Backflow Inspections from \$110 to \$255 and Ms. Pincus seconded the motion.

Votes as follows:
Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- ❖ *R&M - Irrigation - \$300*
- Includes bi-annual inspection and parts.
- ❖ *Misc-Contingency - \$6,000*
- ❖ *Reserves - CDD Amenity - \$8,960*

❖ Revenues

- Rentals - increase Lodge rentals by \$3,000

Mr. Lee MOVED to increase Lodge rentals \$3,000 and Mr. Kessler seconded the motion.

The prior motion was approved with votes as follows:
Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

❖ Expenditures

- ❖ *Administrative*
- ❖ *P/R-Supervisors*
- Mr. Kessler suggested increasing the meetings by five to have 11 meetings and a budget workshop which will be a \$4,000 increase.
- Discussion followed on meetings and workshop.

Mr. Lee MOVED for Payroll-Supervisors to remain at \$22,000 and increase ProfServ-Legal Services to \$25,000.

- This will be an increase of \$24,000 to Administrative.
- Discussion continued on the number of meetings.

The prior motion failed with votes as follows:

Michael Lee - Aye
Richard Kessler - Nay
Joseph Didier - Aye
Ann Pincus - Nay
Cheryl Hudson - Nay

Mr. Kessler MOVED for Payroll-Supervisors at \$14,000 [11 meetings and three workshops] and ProfServ-Legal Services at \$25,000. Motion died for lack of a second.

- Discussion continued on the number of meetings with it being suggested to hold workshops and meetings on different days.

Ms. Pincus MOVED for Payroll-Supervisors at \$12,000 [10 meetings and two workshops] and Mr. Kessler seconded the motion.

- One workshop would be for the budget.
- Discussion continued on the number of meetings and the fact that bond payoff is approaching and there is planning to be done.

The prior motion was approved with votes as follows:

Michael Lee - Nay
Richard Kessler - Aye
Joseph Didier - Nay
Ann Pincus - Aye
Cheryl Hudson - Aye

- Mr. Nanni stated a revote can only be initiated by the prevailing party.

- The Board noted they have never heard this before.
- Mr. Didier addressed items being brought to the meeting and a vote expected.

Mr. Kessler MOVED for ProfServ-Legal Services at \$25,000 and Mr. Lee seconded the motion.

- Mr. Lee noted the attorney expense is not just tied to meetings.
- Mr. Kessler addressed his concern that \$25,000 may be low.
- Ms. Cashin inquired if the attorney has to attend meetings.
- Mr. Nanni responded no. It is a Board decision.
- Discussion followed on attorney participation at Board meetings.

The motion was approved with votes as follows:

Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

The record will reflect the Board took a brief recess.

- Mr. Lee suggested decreasing the Reserve - CDD Amenity to \$960 [reduction of \$8,000], and reducing Reserves - Parking Lot to \$7,000 [reduction of \$3,000].
- Mr. Didier suggested combining Reserves-Floor and Reserves-Roof into one line item labeled Reserves - Lodge.

Mr. Didier MOVED to combine Reserves-Floor and Reserves-Roof into Reserves-Lodge at \$3,525 and decrease Reserves-Parking Lot to \$7,000 and Mr. Lee seconded the motion.

The motion was approved with votes as follows:

Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- ❖ Swimming Pool
- Mr. Didier suggested combining the four pool reserve line items to one line labeled Reserves - Pool at \$12,000.

Mr. Kessler MOVED to reduce Reserves-Pool to \$8,500 and Mr. Lee seconded the motion.

- Discussion followed on reserves.

The motion was approved with votes as follows:
Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- ❖ *Fitness Center*
- Misc-Contingency - reduce by \$2,000.

Mr. Didier MOVED to reduce Misc-Contingency to \$1,500 and Mr. Lee seconded the motion.

The motion was approved with votes as follows:
Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- ❖ *Parks & Grounds*
- Misc-Contingency -reduce by \$2,000.

Mr. Didier MOVED to reduce Parks & Grounds - Misc-Contingency to \$4,000 and Mr. Kessler seconded the motion.

The motion was approved with votes as follows:
Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

- Mr. Lee requested Ms. Parker adjust the reserves sheet to reflect the changes.
- Discussion followed on whether to address the topic of furniture disposal and the Mary Kay Cosmetics use of the Lodge every Tuesday night.

Mr. Kessler MOVED to approve staff disposing of furniture in the most cost effective manner possible and Ms. Pincus seconded the motion.

- Mr. Didier noted he does not think they can vote on it as the meeting was noticed as a budget meeting only. Secondly, there is a disposal of property process that has never been defined.
- Ms. Parker outlined information from Ms. O’Steen regarding the disposal of property which states if the value is under \$5,000 when purchased you can dispose of as you see fit.
- The pieces they would like to dispose of are: the bar with three chairs, u-shaped couch, blonde coffee table, blonde side table, chair and ottoman.

The motion was approved with votes as follows:
Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Nay
Ann Pincus - Aye
Cheryl Hudson - Aye

- Discussion followed on the weekly Tuesday night rental to Mary Kay Cosmetics. The Board tabled this item.
- Discussion followed on increasing the VISA credit limit to \$5,000 with Mr. Didier and Mr. Lee noting it should be higher.
 - To be placed on the July agenda.

FIFTH ORDER OF BUSINESS

Adjournment

Mr. Kessler MOVED to adjourn and Mr. Lee seconded the motion.

- Discussion continued on the VISA credit limit.

Votes as follows:
Michael Lee - Aye
Richard Kessler - Aye
Joseph Didier - Aye
Ann Pincus - Aye
Cheryl Hudson - Aye

Bob Nanni
Secretary

Cheryl Hudson
Chairperson

Fifth Order of Business

MEMORANDUM



TO: Board of Supervisors
FROM: Tiziana Cessna, District Accountant
CC: Bob Nanni, District Manager / Stephen Bloom, Assistant Treasurer
DATE: July 1, 2016
SUBJECT: June Financial Report

Please find attached the June 2016 financial report. During your review, please keep in mind that the goals for revenues are to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. As of June the revenue has a favorable variance due to the allocation of the settlement for FY 2016. Expenditures are at 78% of the YTD prorated budget. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

General Fund

Total Revenues for the General Fund were at a favorable variance of 111% of the prorated YTD budget, due to the settlement portion for 2016.

- The YTD Non-Ad Valorem assessments collections are at 100%.
- Settlement - FY2016 portion of the O&M maintenance settlement with Piney-Z Land LLC.
- Other Miscellaneous Revenue includes a refund of Insurance premium from 13-14 and 14-15.

Total Expenditures through June were at a favorable 78% of the YTD prorated budget.

- Park and Recreation - General
 - ▶ Capital Outlay - The District purchased and installed a 5 ton A/C system and heat pump system.
- Swimming Pool
 - ▶ Communication Teleph - Field - purchase of a Tracfone.
 - ▶ R&M-General - Repair of the Junetronics-Dolphin and a new chlorinator flow meter. Keys for lifeguards.
 - ▶ Misc-Contingency represents an installation of a magnetic door lock at the rear gate to the pool and swimsuits for lifeguards.
 - ▶ Capital Outlay - The District purchased tables and umbrellas for the pool, signs and various items for the lift chair.
- Fitness Center
 - ▶ R&M-Equipment - Includes a replacement of the treadmill motor.
 - ▶ Capital Outlay - The District purchased a new Aerobic Lateral Trainer fitness machine and a defibrillator.
- Park & Grounds
 - ▶ Payroll - Maintenance and Administrative - District employee worked more in park & grounds department compared to budget allocation. Overall the administrative and maintenance payroll are not over budget.

PINEY-Z
Community Development District

Financial Report

June 30, 2016

Prepared by



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**Piney-Z
Community Development District**

Financial Statements

(Unaudited)

June 30, 2016

Balance Sheet
June 30, 2016

<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	\$ 70,564	\$ -	\$ -	\$ 70,564
Cash On Hand/Petty Cash	193	-	-	193
Due From Other Funds	47	-	2,212	2,259
Investments:				
Money Market Account	310,782	-	-	310,782
Prepayment Account	-	3,000	1	3,001
Redemption Fund	-	646	-	646
Reserve Fund	-	12,750	-	12,750
Revenue Fund	-	57,159	125,395	182,554
Prepaid Items	226	-	-	226
TOTAL ASSETS	\$ 381,812	\$ 73,555	\$ 127,608	\$ 582,975
<u>LIABILITIES</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	4,959	-	-	4,959
Unearned Revenue	50,885	-	-	50,885
Due To Other Funds	-	2,259	-	2,259
TOTAL LIABILITIES	55,844	2,259	-	58,103
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	226	-	-	226
Restricted for:				
Debt Service	-	71,296	127,608	198,904
Assigned to:				
Reserves - CDD Amenity	66,156	-	-	66,156
Reserves - Other	50,885	-	-	50,885
Unassigned:	208,701	-	-	208,701
TOTAL FUND BALANCES	\$ 325,968	\$ 71,296	\$ 127,608	\$ 524,872
TOTAL LIABILITIES & FUND BALANCES	\$ 381,812	\$ 73,555	\$ 127,608	\$ 582,975

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 400	\$ 301	\$ 857	\$ 556
Special Assmnts- Tax Collector	394,707	394,707	394,706	(1)
Special Assmnts- Discounts	(15,788)	(15,788)	(14,723)	1,065
Settlements	-	-	33,925	33,925
Other Miscellaneous Revenues	-	-	4,095	4,095
Access Cards	-	-	1,211	1,211
Pavilion Rental	800	575	240	(335)
Lodge Rental	10,000	7,650	8,775	1,125
Pool Rental	-	-	160	160
TOTAL REVENUES	390,119	387,445	429,246	41,801

EXPENDITURES

Administration

P/R-Board of Supervisors	22,000	16,000	12,600	3,400
FICA Taxes	1,683	1,224	964	260
ProfServ-Engineering	500	378	-	378
ProfServ-Legal Services	30,000	22,500	18,000	4,500
ProfServ-Mgmt Consulting Serv	54,275	40,707	40,706	1
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Communication - Telephone	100	72	-	72
Postage and Freight	1,500	1,125	315	810
Insurance - General Liability	10,534	10,534	9,851	683
Printing and Binding	2,500	1,872	1,053	819
Legal Advertising	1,500	1,088	325	763
Miscellaneous Services	500	378	184	194
Misc-Assessmnt Collection Cost	11,841	11,841	11,399	442
Misc-Contingency	500	378	-	378
Office Supplies	730	548	77	471
Annual District Filing Fee	175	175	175	-
Total Administration	146,125	116,607	103,436	13,171

Field

Contr-Landscape-Amenities Area	12,000	9,000	6,435	2,565
R&M-Trees and Trimming	3,000	2,250	585	1,665
Misc-Contingency	3,500	2,625	262	2,363
Total Field	18,500	13,875	7,282	6,593

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Maintenance	10,934	8,200	5,024	3,176
Payroll-Administrative	48,960	36,720	36,698	22
FICA Taxes	4,582	3,436	3,192	244
Workers' Compensation	5,421	5,421	2,616	2,805
Contracts-Janitorial Services	6,760	5,067	2,100	2,967
Contracts-Security Services	6,596	4,947	2,781	2,166
Communication - Teleph - Field	100	75	-	75
Postage and Freight	1,300	972	-	972
Utility - General	14,000	10,503	10,548	(45)
Utility - Other	2,400	1,800	1,788	12
Electricity - Streetlighting	1,350	1,013	962	51
Utility - Irrigation	1,150	864	1,455	(591)
Utility - Refuse Removal	1,430	1,071	1,026	45
R&M-General	9,000	6,750	2,439	4,311
R&M-Pest Control	998	854	713	141
Misc-Training	1,500	1,125	290	835
Misc-Contingency	1,500	1,125	49	1,076
Misc-Information Technology	1,140	855	167	688
Office Supplies	3,600	2,700	847	1,853
Subscriptions and Memberships	750	750	750	-
Capital Outlay	20,000	15,003	5,600	9,403
Total Parks and Recreation - General	143,471	109,251	79,045	30,206
<u>Swimming Pool</u>				
Payroll-Salaries	24,163	14,499	7,023	7,476
Payroll-Maintenance	6,833	5,125	2,961	2,164
Payroll-Administrative	9,180	6,885	6,068	817
FICA Taxes	3,073	2,028	1,228	800
ProfServ-Pool Maintenance	6,000	4,500	4,500	-
Communication - Teleph - Field	100	75	147	(72)
R&M-General	1,750	1,314	978	336
R&M-Pools	8,100	6,075	1,895	4,180
Misc-Licenses & Permits	250	250	275	(25)
Misc-Contingency	1,500	1,125	1,440	(315)
Op Supplies - Pool Chemicals	5,000	3,753	1,015	2,738
Capital Outlay	3,500	2,628	4,274	(1,646)
Total Swimming Pool	69,449	48,257	31,804	16,453

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Fitness Center</u>				
Payroll-Maintenance	2,734	2,051	1,554	497
Payroll-Administrative	1,530	1,148	900	248
FICA Taxes	326	243	188	55
R&M-General	2,000	1,503	339	1,164
R&M-Equipment	1,955	1,467	2,314	(847)
Misc-Contingency	1,200	900	-	900
Capital Outlay	5,500	4,122	4,875	(753)
Total Fitness Center	15,245	11,434	10,170	1,264
<u>Park & Grounds</u>				
Payroll-Maintenance	6,833	5,125	10,618	(5,493)
Payroll-Administrative	1,530	1,148	1,410	(262)
FICA Taxes	640	480	920	(440)
R&M-General	1,750	1,314	511	803
Misc-Contingency	3,500	2,628	2,087	541
Capital Outlay	7,000	5,247	279	4,968
Total Park & Grounds	21,253	15,942	15,825	117
<u>Reserves</u>				
Reserve - CDD Amenity	10,000	-	-	-
Total Reserves	10,000	-	-	-
TOTAL EXPENDITURES & RESERVES	424,043	315,366	247,562	67,804
Excess (deficiency) of revenues				
Over (under) expenditures	(33,924)	72,079	181,684	109,605
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(33,924)	-	-	-
TOTAL FINANCING SOURCES (USES)	(33,924)	-	-	-
Net change in fund balance	\$ (33,924)	\$ 72,079	\$ 181,684	\$ 109,605
FUND BALANCE, BEGINNING (OCT 1, 2015)	144,284	144,284	144,284	
FUND BALANCE, ENDING	\$ 110,360	\$ 216,363	\$ 325,968	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 36	\$ 69	\$ 33
Special Assmnts- Tax Collector	56,000	56,000	55,903	(97)
Special Assmnts- Discounts	(2,240)	(2,240)	(2,085)	155
TOTAL REVENUES	53,810	53,796	53,887	91
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,502	3,502	3,098	404
Misc-Assessmnt Collection Cost	1,680	1,680	1,615	65
Total Administration	5,182	5,182	4,713	469
<u>Debt Service</u>				
Principal Debt Retirement	60,000	60,000	60,000	-
Interest Expense	12,750	12,750	12,750	-
Total Debt Service	72,750	72,750	72,750	-
TOTAL EXPENDITURES	77,932	77,932	77,463	469
Excess (deficiency) of revenues				
Over (under) expenditures	(24,122)	(24,136)	(23,576)	560
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(24,122)	-	-	-
TOTAL FINANCING SOURCES (USES)	(24,122)	-	-	-
Net change in fund balance	\$ (24,122)	\$ (24,136)	\$ (23,576)	\$ 560
FUND BALANCE, BEGINNING (OCT 1, 2015)	94,872	94,872	94,872	
FUND BALANCE, ENDING	\$ 70,750	\$ 70,736	\$ 71,296	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 36	\$ 142	\$ 106
Special Assmnts- Tax Collector	214,130	214,130	214,130	-
Special Assmnts- Discounts	(8,565)	(8,565)	(7,987)	578
TOTAL REVENUES	205,615	205,601	206,285	684
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Trustee Fees	4,903	4,903	4,337	566
Misc-Assessmnt Collection Cost	6,424	6,424	6,184	240
Total Administration	12,327	12,327	11,521	806
<u>Debt Service</u>				
Principal Debt Retirement	180,000	180,000	180,000	-
Interest Expense	30,388	30,388	30,388	-
Total Debt Service	210,388	210,388	210,388	-
TOTAL EXPENDITURES	222,715	222,715	221,909	806
Excess (deficiency) of revenues				
Over (under) expenditures	(17,100)	(17,114)	(15,624)	1,490
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(17,100)	-	-	-
TOTAL FINANCING SOURCES (USES)	(17,100)	-	-	-
Net change in fund balance	\$ (17,100)	\$ (17,114)	\$ (15,624)	\$ 1,490
FUND BALANCE, BEGINNING (OCT 1, 2015)	143,232	143,232	143,232	
FUND BALANCE, ENDING	\$ 126,132	\$ 126,118	\$ 127,608	

PINEY-Z
Community Development District

Supporting Schedules

June 30, 2016

**Non-Ad Valorem Special Assessments - Leon County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2016**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	Allocation by Fund		
					General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2016				\$ 664,739	\$ 394,706	\$ 55,903	\$ 214,130
Allocation %				100%	59%	8%	32%
10/23/15	\$ 3,307	\$ 179	\$ 102	\$ 3,589	\$ 2,131	\$ 302	\$ 1,156
11/13/15	1,787	97	55	1,939	1,152	163	625
11/24/15	61,150	3,318	1,891	66,359	39,402	5,581	21,376
12/10/15	468,698	20,133	14,496	503,326	298,863	42,329	162,135
12/21/15	31,140	1,338	963	33,441	19,857	2,812	10,772
01/14/16	13,226	422	409	14,057	8,347	1,182	4,528
02/10/16	9,102	191	282	9,575	5,685	805	3,084
03/14/16	10,787	112	334	11,233	6,670	945	3,618
04/11/16	11,578	-	358	11,936	7,087	1,004	3,845
05/18/16	4,725	-	146	4,871	2,892	410	1,569
06/10/16	1,714	-	53	1,767	1,049	149	569
06/16/16	3,532	(995)	109	2,646	1,571	223	852
TOTAL	\$ 620,745	\$ 24,796	\$ 19,198	\$ 664,739	\$ 394,706	\$ 55,903	\$ 214,130

% COLLECTED 100% 100% 100% 100%

Cash and Investment Report

June 30, 2016

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Operating Checking Account	BB&T	Business checking	0.00%	\$70,564
Petty Cash	Petty Cash	Cash	0.00%	\$193
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$310,782
			Subtotal	<u>\$381,539</u>
DEBT SERVICE FUNDS				
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$3,000
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$646
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$12,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$57,159
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$125,395
			Subtotal	<u>\$198,950</u>
			Total	<u><u>\$580,489</u></u>

Note (1) Reserve requirement is 5% of the remaining bond balance is valued on last business day of the bond year at 5/31/15 - (\$255,000).

Piney-Z CDD

Bank Reconciliation

Bank Account No. 2471 BB&T - GF
 Statement No. 2016-06
 Statement Date 6/30/2016

G/L Balance (LCY)	70,563.92	Statement Balance	85,284.89
G/L Balance	70,563.92	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	70,563.92	Subtotal	85,284.89
Negative Adjustments	0.00	Outstanding Checks	14,720.97
	<hr/>	Differences	0.00
Ending G/L Balance	70,563.92	Ending Balance	70,563.92
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/11/2016	Payment	56356	BERGER, TOOMBS, ELAM, & FRANK	3,150.00	0.00	3,150.00
5/27/2016	Payment	56431	FITNESS PRO	200.00	0.00	200.00
6/16/2016	Payment	56447	CHERYL M. HUDSON	174.07	0.00	174.07
6/16/2016	Payment	56450	ALAN COX AQUATICS, INC.	500.00	0.00	500.00
6/22/2016	Payment	56456	Daisy Cousins	280.00	0.00	280.00
6/22/2016	Payment	56458	QUALITY FLOOR CLEANING, LLC	400.00	0.00	400.00
6/30/2016	Payment	56459	EMMA K. FRANCIS	558.89	0.00	558.89
6/30/2016	Payment	56460	RICHARD A. KESSLER, JR.	369.40	0.00	369.40
6/30/2016	Payment	56461	MICHAEL D. LEE	369.40	0.00	369.40
6/30/2016	Payment	56462	CHERYL M. HUDSON	174.07	0.00	174.07
6/30/2016	Payment	56463	JOSEPH W. DIDIER	365.02	0.00	365.02
6/30/2016	Payment	56464	CITY OF TALLAHASSEE	105.48	0.00	105.48
6/30/2016	Payment	56465	COMCAST	200.07	0.00	200.07
6/30/2016	Payment	56466	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
6/30/2016	Payment	56467	PEDDIE CHEMICAL COMPANY	918.74	0.00	918.74
6/30/2016	Payment	56468	PREMIER POOLS OF TALLAHASSEE LLC	95.00	0.00	95.00
6/30/2016	Payment	56469	RAINBOW OUTDOOR SERVICES	1,735.82	0.00	1,735.82
6/30/2016	Payment	56470	RICK EVANS	41.39	0.00	41.39
6/30/2016	Payment	56471	SEVERN TRENT ENVIRONMENTAL SERVIC	4,575.62	0.00	4,575.62
6/30/2016	Payment	56472	SONITROL	227.00	0.00	227.00
6/30/2016	Payment	56473	TALL TIMBERS SERVICES, INC.	255.00	0.00	255.00
Total Outstanding Checks.....				14,720.97		14,720.97

Piney-Z

Payment Register by Bank Account

For the Period from 6/1/16 to 6/30/16

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Amount Paid
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110 East Broward Boulevard - (Acct# xxxxx2471)

Check	56435	06/02/16	Employee	EMMA K. FRANCIS	PAYROLL	***Voided Voided***	Payroll Expense	N/A	\$0.00
Check	56436	06/02/16	Employee	ADAM P. RICE	PAYROLL	June 02, 2016 Payroll Posting	Payroll Expense	N/A	\$91.42
Check	56438	06/07/16	Vendor	BB&T	052516	Purchases thru 5/19/16	Accrued Expenses	202100	\$345.59
Check	56439	06/07/16	Vendor	CITY OF TALLAHASSEE	5610 053116	Utilities 4/28-5/26	Utility - Irrigation	001-543014-57201	\$92.42
Check	56439	06/07/16	Vendor	CITY OF TALLAHASSEE	5610 053116	Utilities 4/28-5/26	Utility - General	001-543001-57201	\$1,170.82
Check	56439	06/07/16	Vendor	CITY OF TALLAHASSEE	5610 053116	Utilities 4/28-5/26	Utility - Refuse Removal	001-543020-57201	\$86.58
Check	56440	06/07/16	Vendor	MARPAN SUPPLY CO., INC.	1392159	Container Rental May 2016	Utility - Refuse Removal	001-543020-57201	\$26.00
Check	56441	06/07/16	Vendor	PETTY CASH	060116	Petty Cash May 2016	Cash On Hand/Petty Cash	102000	\$129.24
Check	56442	06/07/16	Vendor	S & R LANDSCAPING, LLC	052616	Lawn Maintenance May 5, 12, 19, 26	Contr-Landscape-Amenities Area	001-534053-53901	\$780.00
Check	56443	06/07/16	Vendor	ULINE	77377812	In-ground outdoor park grill	Capital Outlay	001-564043-57240	\$279.47
Check	56444	06/16/16	Employee	RICHARD A. KESSLER, JR.	PAYROLL	June 16, 2016 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56445	06/16/16	Employee	MICHAEL D. LEE	PAYROLL	June 16, 2016 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56446	06/16/16	Employee	EMMA K. FRANCIS	PAYROLL	***Voided Voided***	Payroll Expense	N/A	\$0.00
Check	56447	06/16/16	Employee	CHERYL M. HUDSON	PAYROLL	June 16, 2016 Payroll Posting	Payroll Expense	N/A	\$174.07
Check	56448	06/16/16	Employee	JOSEPH W. DIDIER	PAYROLL	June 16, 2016 Payroll Posting	Payroll Expense	N/A	\$365.02
Check	56449	06/16/16	Employee	EMMA K. FRANCIS	PAYROLL	June 16, 2016 Payroll Posting	Payroll Expense	N/A	\$309.58
Check	56450	06/16/16	Vendor	ALAN COX AQUATICS, INC.	060916	Pool Management June 2016	ProfServ-Pool Maintenance	001-531034-57205	\$500.00
Check	56451	06/16/16	Vendor	FLORIDA MUNICIPAL INSURANCE TR	MCL-112947	***Voided Voided***			\$0.00
Check	56452	06/16/16	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	0001083586	General Legal Service May 2016	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	56453	06/16/16	Vendor	TALLAHASSEE DEMOCRAT	0827 061616	Legal Ad-Notice of Qualifying Period	Legal Advertising	001-548002-51301	\$85.22
Check	56454	06/16/16	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 061616	4th Install Gen Liab/Prop/Work Comp FY 15/16	Workers' Compensation	001-524001-57201	\$654.00
Check	56454	06/16/16	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 061616	4th Install Gen Liab/Prop/Work Comp FY 15/16	Insurance - General Liability	001-545002-51301	\$1,357.50
Check	56454	06/16/16	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 061616	4th Install Gen Liab/Prop/Work Comp FY 15/16	Insurance - Property	001-545002-51301	\$0.00
Check	56454	06/16/16	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 61616	4th Install Gen Liab/Prop/Work Comp FY 15/16	Insurance - Property	001-545002-51301	\$1,115.59
Check	56455	06/22/16	Vendor	BB&T	062116	***Voided Voided***			\$0.00
Check	56456	06/22/16	Vendor	DAISY COUSINS	062116	Refund of Lodge Rent	Lodge Rental	369943	\$280.00
Check	56457	06/22/16	Vendor	FEDEX	5-4418-26352	Services thru 6/14/16	Postage and Freight	001-541006-51301	\$20.22
Check	56458	06/22/16	Vendor	QUALITY FLOOR CLEANING, LLC	5812	General Cleaning 5/2-5/27	Contracts-Janitorial Services	001-534026-57201	\$400.00
Check	56459	06/30/16	Employee	EMMA K. FRANCIS	PAYROLL	June 30, 2016 Payroll Posting	Payroll Expense	N/A	\$558.89
Check	56460	06/30/16	Employee	RICHARD A. KESSLER, JR.	PAYROLL	June 30, 2016 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56461	06/30/16	Employee	MICHAEL D. LEE	PAYROLL	June 30, 2016 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56462	06/30/16	Employee	CHERYL M. HUDSON	PAYROLL	June 30, 2016 Payroll Posting	Payroll Expense	N/A	\$174.07
Check	56463	06/30/16	Employee	JOSEPH W. DIDIER	PAYROLL	June 30, 2016 Payroll Posting	Payroll Expense	N/A	\$365.02
Check	56464	06/30/16	Vendor	CITY OF TALLAHASSEE	5610 061016	Utilities 5/12/16-6/10/16	Electricity - Sirealighting	001-543013-57201	\$105.48
Check	56465	06/30/16	Vendor	COMCAST	5015 061416	Cable Service 6/25/16-7/24/16	Prepaid Items	001-155000-57201	\$200.07

Piney-Z

Payment Register by Bank Account

For the Period from 6/1/16 to 6/30/16

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Amount Paid
Check	56466	06/30/16	Vendor	MARPAN SUPPLY CO., INC.	1399669	Container Rental July 2016	Prepaid Items	001-155000-57201	\$26.00
Check	56467	06/30/16	Vendor	PEDDIE CHEMICAL COMPANY	410037161	Chlorine/Muriatic Acid: Tay	Op Supplies - Pool Chemicals	001-552009-57205	\$918.74
Check	56468	06/30/16	Vendor	PREMIER POOLS OF TALLAHASSEE LLC	166980601	Re-installed pool light with wedge	R&M-Pools	001-546074-57205	\$95.00
Check	56469	06/30/16	Vendor	RAINBOW OUTDOOR SERVICES	5444	Valves replacement & location; repairs	Misc-Contingency	001-549900-57240	\$1,735.82
Check	56470	06/30/16	Vendor	RICK EVANS	062716	Mileage Reimbursement 5/14-6/14	R&M-General	001-546001-57201	\$41.39
Check	56471	06/30/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2085003	Management Fees June 2016	Prof/Serv-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	56471	06/30/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2085003	Management Fees June 2016	Postage and Freight	001-541006-51301	\$15.35
Check	56471	06/30/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2085003	Management Fees June 2016	Copies	001-547001-51301	\$37.35
Check	56472	06/30/16	Vendor	SONITROL	274253	25 HID Grey Key Fobs	Contracts-Security Services	001-534037-57201	\$227.00
Check	56473	06/30/16	Vendor	TALL TIMBERS SERVICES, INC.	17471	Backflow Certification/Re-certification	R&M-General	001-546001-57201	\$255.00
ACH	DD000183	06/01/16	Employee	LUKE J. LILES	PAYROLL	June 01, 2016 Payroll Posting	Payroll Expense	N/A	\$137.14
ACH	DD000184	06/01/16	Employee	BENJAMIN V. KILGORE	PAYROLL	June 01, 2016 Payroll Posting	Payroll Expense	N/A	\$43.63
ACH	DD000185	06/01/16	Employee	JOSHUA M. LILES	PAYROLL	June 01, 2016 Payroll Posting	Payroll Expense	N/A	\$91.42
ACH	DD000186	06/01/16	Employee	BRETT A. NIETO	PAYROLL	June 01, 2016 Payroll Posting	Payroll Expense	N/A	\$45.71
ACH	DD000187	06/01/16	Employee	MELINDA J. PARKER	PAYROLL	June 01, 2016 Payroll Posting	Payroll Expense	N/A	\$1,917.51
ACH	DD000188	06/01/16	Employee	RICKY S EVANS	PAYROLL	June 01, 2016 Payroll Posting	Payroll Expense	N/A	\$1,299.56
ACH	DD000189	06/01/16	Employee	JULIET A. LILES	PAYROLL	June 01, 2016 Payroll Posting	Payroll Expense	N/A	\$43.17
ACH	DD000190	06/15/16	Employee	LUKE J. LILES	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$118.44
ACH	DD000191	06/15/16	Employee	BENJAMIN V. KILGORE	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$203.63
ACH	DD000192	06/15/16	Employee	JOSHUA M. LILES	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$216.10
ACH	DD000193	06/15/16	Employee	BRETT A. NIETO	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$265.10
ACH	DD000194	06/15/16	Employee	DELORES A. PINCUS	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$184.70
ACH	DD000195	06/15/16	Employee	BAILEY A. SMITH	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$316.99
ACH	DD000196	06/15/16	Employee	MELINDA J. PARKER	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$1,887.20
ACH	DD000197	06/15/16	Employee	QUINTUS S. LAMAR	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$271.76
ACH	DD000198	06/15/16	Employee	RICKY S EVANS	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$1,278.28
ACH	DD000199	06/15/16	Employee	JULIET A. LILES	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$279.72
ACH	DD000200	06/15/16	Employee	ADAM P. RICE	PAYROLL	June 15, 2016 Payroll Posting	Payroll Expense	N/A	\$37.40
ACH	DD000201	06/29/16	Employee	LUKE J. LILES	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$255.84
ACH	DD000202	06/29/16	Employee	BENJAMIN V. KILGORE	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$292.90
ACH	DD000203	06/29/16	Employee	JOSHUA M. LILES	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$43.63
ACH	DD000204	06/29/16	Employee	BRETT A. NIETO	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$128.83
ACH	DD000205	06/29/16	Employee	BAILEY A. SMITH	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$70.65
ACH	DD000206	06/29/16	Employee	MELINDA J. PARKER	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$1,892.24
ACH	DD000207	06/29/16	Employee	QUINTUS S. LAMAR	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$353.28
ACH	DD000208	06/29/16	Employee	RICKY S EVANS	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$1,286.79
ACH	DD000209	06/29/16	Employee	JULIET A. LILES	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$194.29

Piney-Z

Payment Register by Bank Account

For the Period from 6/1/16 to 6/30/16

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Amount Paid
ACH	DD000210	06/29/16	Employee	ADAM P. RICE	PAYROLL	June 29, 2016 Payroll Posting	Payroll Expense	N/A	\$137.14
ACH	DD000211	06/27/16	Vendor	BB&T	062116	Purchases 5/25-6/21	Accrued Expenses	202100	\$1,704.66
ACH	DD000212	06/30/16	Employee	DELORESA. PINCUS	PAYROLL	June 30, 2016 Payroll Posting	Payroll Expense	N/A	\$184.70
Account Total									\$36,200.85

PINEY-Z CDD - (Acct# xxxxx5680)

Check	1019	06/22/16	Vendor	PINEY Z CDD	061616	Transfer from MMA to BB&T 2471	Due From Other Funds	131000	\$50,000.00
Account Total									\$50,000.00

Total Amount Paid	\$86,200.85
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	86,200.85
Total	86,200.85

Sixth Order of Business

**Piney-Z Community Development District
Property Manager's Report**

July 7, 2016

(for meeting July 18, 2016)

Those items shown in italics may require/merit discussion.

LODGE/GARAGE

- replaced bulb in office wall sconce
- repaired and re-routed AC drain line to stop it draining under the house.
Extended length of condenser deck for easy access. Staff/\$18.85
- lodge doors repaired and adjusted. Precision/\$75.00
- replaced washer in second floor bath sink to stop leak. Staff/\$1.49
- patched walls in second floor bath. Staff/\$7.48 (mud)
- pressure washed porch, soffit and fascia
- pressure washed rear brick and dumpster area
- changed AC filters. Staff/\$43.88
- repaired additional stress cracks in bath walls upstairs
- defrosted and cleaned chest freezer
- hydro-scrubbed approach to house (and gym)
- sanded second floor bath walls prior to painting
- painted ceiling, second floor bath
- painted second floor bath walls (Sherwin Williams 6155,
Rice Green)/staff/\$50.87
- Painted trim, second floor bath
- washed interior ground floor windows
- pulled vines on building
- repaired pea trap leak in second floor bath/staff/\$1.49
- tried unsuccessfully to repair a shifted support column in lodge
- cleaned shower door and tile floor in upstairs bathroom
- replaced curtain rod in kitchen/shelf panels/\$8.97
- cleaned and buffed wood floor in board room
- replaced fluorescent bulbs in office

FITNESS CENTER

- primed and painted exterior columns/staff/\$27.36

PAVILION

- commenced re-organizing pavilion storeroom
- small, domed wastebaskets (5) purchased for women's restroom/
\$26.77

POOL

- mounted AED box in pool area.
- sprayed weeds
- re-attached umbrella stand to lifeguard chair. Staff/\$6.61
- adjusted inner pool lights in advance of adult swim
- mounted two new clocks/staff/\$10.03 and \$19.99
- installed new control box for lift chair/staff/\$297.12
- purchased mast cover for re-furbished lift chair/staff/\$295.89
- repaired lift chair battery pack
- replaced broken scupper grate in front of guard station/staff/\$6.99
- refilled chlorinator (three times)
- lowered water level in pool by 6 inches after storm
- replaced broken shower head/staff/\$12.99
- registered Rick for CPO class, July 16 and 17
- 2nd lifeguard meeting of the season held June 23, 2016; followed by an in-service training in the pool re saves in single guard situations where a back board cannot be used (ensure head out of water, floating, to ensure no spinal damage)
- used wire brush to clean green algae from scupper ledge of pool
- skimmed pool to remove multiple frogs
- hand vacuumed pool
- re-installed in-pool light, new wedge kit/Premier/\$95.00
- replaced timer for lights in pool/staff/\$64.00
- replaced leaf rake and leaf skimmer/\$37.96

PLAYGROUND

- pressure washed all playground equipment

PARKS AND GROUNDS

- treated multiple fire ant mounds
- cleaned all grills
- dug up post under collapsed grill; cemented new one in ground
- installed new grill/staff/\$279.47
- re-nailed loose boards on pergola
- cleaned and restored power to drinking fountain (bad GFI receptacle behind tables)
- cleaned property of many, many beer cans on 5th of July
- The irrigation work authorized by the board this spring has been completed.

The **major** work included:

- the main line break was located and repaired.
- numerous, additional underground breaks affecting nearly every zone were repaired
- two, 1.5 inch valves were replaced
- a three zone module in the controller was replaced
- two additional 2 inch main line leaks were repaired
- two zone line leaks were repaired
- battery-operated node installed on a zone which was not getting a signal from the controller

The work required was far greater than originally anticipated, but the vendor honored the quote provided. This completes the work on the north side of the lodge. Please note that irrigation expense for the north side of the house appears separately on our city bill. The irrigation expense for the front and south side of the house appears to us to be included in the water billing for the house itself.

GENERAL

- 4 backflow inspections, including fire line, completed and passed
- the May 27, 2016 public records request, received by STS for 65 districts, remains active. STS has been asked to pull together all invoices/bills/purchase orders, etc., and is in the process of providing an estimate to accomplish same.

- the vendor selected to replace the steps in the rear of the lodge is still working to obtain an adequate supply of the material selected in the color chosen
- a lightning strike on 7-6-16 required us to replace the TV monitor in the office (\$268.63). Comcast had, as well, to replace our modem. All of the cameras appear to be working as always.
- planning for balance of 4th quarter expenditures has begun in earnest. We hope to present a plan for your review at the August meeting.
- while working in the legal files we found a proposed policy on disposal of real property. It will be presented for review and adoption in the near future.

- **ITEMS TO CONSIDER FOR NEXT REVISION OF AMENITIES RULES**

- nominal fee for renter fob – too many leave too quickly
 - showering/shampooing on pool deck

- **ISSUES TO REVIEW RELATING TO ADULT SWIM**

- friends vs. acquaintances
 - how early is too early?

**SUMMARY OF CAPITAL/R&M ITEMS OUTSTANDING
@ 7-7-2016 FOR 7-18-2016 Meeting**

LODGE

- 6-2016/Main floor support column requires repair
- 8-2015/Address fire sprinkler system issues regarding lack of audible tone and possible replacement of pressure gauge/
AWAITING ADDITIONAL BID(S)
- 8-2015/Update second floor bathroom/ **WORK IN PROCESS**
- 5-2015/Update sink in kitchen/**FY 2017 BUDGET**
- 5-2015/Address wood rot at front door to garage
- 4-2015/Refresh furniture, blinds, valances/**IN PROCESS OF SELLING FURNITURE**

FITNESS CENTER

- 4-2015/Re-painting (full or touch-up) needed

PAVILION

- 6-2015/Women's floor drain clogged
- 4-2015/Address cracks in floor/**IN PROCESS**
- 3-2015/Pavilion fans could be replaced/est. \$2,000/**FY 2017 BUDGET**

POOL

- 1-2016/Consider moving cameras off city light pole/ **NOT UNTIL PROBLEM**
- 9-2015/Address asphalt seal coating/**FY 2017 BUDGET RESERVE**
- 5-2015/Shed to store pool furniture in off-season
- 4-2015/Need to level pavers at picnic tables/**RE-VISIT AFTER NEW TABLES INSTALLED**
- 4-2015/Replace tile and marcite at some point/**FY 2017 BUDGET RESERVE**

PLAYGROUND

- 1-2016/Replace blue slide/**WILL ORDER AFTER VISA NEXT PAID**
- Repairs suggested in FL League of Cities property inspection report
- Leveling and filling, if required, of cypress mulch/**S&R TO BID**

PARKS/GROUNDS

- 9-2015/Corral for dumpster and re-cycle
- 9-2015/Asphalt main lot, front and rear/**FY 2017 BUDGET RESERVE**
- 5-2015/Consider replacing picnic tables: **FY 2017 BUDGET**
- 4-2015/Address cracks in retaining wall
- 11-2010/Replace stairs beside retaining wall/**AWAITING LOCATION OF PRODUCT IN COLOR SELECTED**

GENERAL

- 11-2015/Update site-wide surveillance/access control system/ **IN PROCESS**
- 11-2015/Upgrade signage site-wide/consistent color and theme/ **IN PROCESS**
- 8-2015/Map property vis a vis irrigation, electrical, HVAC, water, emergency shut offs, backflow locations, fire line, electric panels, etc.)/**NEARING COMPLETION**

Seventh Order of Business

7A.

PINEY-Z

Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2017

Version 4 - Modified Tentative Budget:

(Printed 7/1/16)



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Piney-Z

Community Development District

Operating Budget

Fiscal Year 2017

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET	THRU	JUL-	PROJECTED	BUDGET
				FY 2016	JUN-2016	SEP-2016	FY 2016	FY 2017
REVENUES								
Interest - Investments	\$ 1,047	\$ 809	\$ 1,282	\$ 400	\$ 857	\$ 143	\$ 1,000	\$ 1,000
S/F Program Fees	-	391	-	-	-	-	-	-
Net Incr (Decr) In FMV-Invest	84	(84)	-	-	-	-	-	-
Interest - Tax Collector	32	-	28	-	-	-	-	-
Special Assmnts- Tax Collector	358,554	394,414	354,503	394,707	394,706	-	394,706	394,709
Special Assmnts- Discounts	(13,412)	(14,772)	(13,322)	(15,788)	(14,723)	-	(14,723)	(15,788)
Settlements	-	3,122	33,924	-	33,925	-	33,925	33,924
Other Miscellaneous Revenues	400	-	1,142	-	4,095	-	4,095	130
Access Cards	-	510	430	-	1,211	-	1,211	105
Pavilion Rental	-	400	400	800	240	160	400	800
Lodge Rental	-	15,275	11,222	10,000	8,775	1,225	10,000	13,000
Pool Rental	-	-	-	-	160	-	160	-
Amenities Revenue	16,563	-	-	-	-	-	-	-
TOTAL REVENUES	363,268	400,065	389,609	390,119	429,246	1,528	430,774	427,880

EXPENDITURES

Administrative

P/R-Board of Supervisors	7,800	12,000	15,400	22,000	12,600	4,800	17,400	12,000
FICA Taxes	597	918	1,178	1,683	964	367	1,331	918
ProfServ-Engineering	-	-	-	500	-	-	-	-
ProfServ-Legal Services	30,521	58,281	36,000	30,000	18,000	6,000	24,000	25,000
ProfServ-Mgmt Consulting Serv	49,275	54,275	54,275	54,275	40,706	13,569	54,275	54,275
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,400	3,000	3,000	3,150	3,150	-	3,150	3,150
Communication - Telephone	3	1	-	100	-	-	-	-
Postage and Freight	1,193	1,121	1,263	1,500	315	185	500	500
Insurance - General Liability	8,136	8,568	9,576	10,534	9,851	-	9,851	12,053
Printing and Binding	2,671	2,546	4,795	2,500	1,053	81	1,134	500
Legal Advertising	2,879	3,225	1,709	1,500	325	1,175	1,500	1,500
Miscellaneous Services	1,239	636	374	500	184	16	200	150

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU JUN-2016	JUL- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
Misc-Assessment Collection Cost	10,360	11,389	10,235	11,841	11,399	-	11,399	11,841
Misc-Contingency	1,175	783	600	500	-	500	500	550
Office Supplies	410	528	554	730	77	-	77	250
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	124,471	162,083	143,771	146,125	103,436	26,693	130,129	127,499
Field								
Contr-Landscape-Amenities Area	12,040	12,040	9,430	12,000	6,435	5,565	12,000	12,312
R&M-Trees and Trimming	-	-	-	3,000	585	-	585	3,000
Misc-Contingency	8,892	5,223	10,634	3,500	262	538	800	3,500
Total Field	20,932	17,263	20,064	18,500	7,282	6,103	13,385	18,812
Parks and Recreation - General								
Payroll-Salaries	100,636	116,176	48,204	-	-	-	-	-
Payroll-Maintenance	-	-	-	10,934	5,024	1,954	6,978	8,008
Payroll-Administrative	-	-	-	48,960	36,698	14,271	50,969	48,204
FICA Taxes	7,792	9,005	3,760	4,582	3,192	1,241	4,433	4,300
Pension Benefits	2,250	4,303	-	-	-	-	-	-
Life and Health Insurance	8,592	11,772	-	-	-	-	-	-
Workers' Compensation	4,247	4,257	4,928	5,421	2,616	-	2,616	2,878
ProfServ-Consultants	-	-	7,320	-	-	-	-	-
Contracts-Janitorial Services	-	-	-	6,760	2,100	1,200	3,300	2,834
Contracts-Security Services	2,813	5,885	4,903	6,596	2,781	1,588	4,369	4,202
Contracts-Fire Insp/Hood/Extinguishers	-	-	-	-	-	-	-	350
Contracts-Fire Insp Sprinkler System	-	-	-	-	-	-	-	300
Communication - Teleph - Field	1,821	2,291	1,031	100	-	100	100	100
Postage and Freight	494	812	104	1,300	-	500	500	500
Utility - General	24,792	16,661	13,269	14,000	10,548	3,516	14,064	15,218
Utility - Other	2,239	2,506	2,343	2,400	1,788	600	2,388	2,490
Electricity - Streetlighting	-	-	1,438	1,350	962	327	1,289	1,358
Utility - Irrigation	-	-	1,618	1,150	1,455	277	1,732	1,700
Utility - Refuse Removal	-	-	1,404	1,430	1,026	338	1,364	1,147

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU JUN-2016	JUL- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
Dumpster Rental	-	-	-	-	-	-	-	312
R&M-General	24,643	24,091	12,815	9,000	2,439	6,561	9,000	7,250
R&M-Electrical	-	-	-	-	-	-	-	450
R&M-Pest Control	2,948	1,008	858	998	713	145	858	858
R&M-Fire Equipment	-	-	-	-	-	-	-	200
R&M-Flooring	-	-	-	-	-	-	-	1,236
R&M-Plumbing	-	-	-	-	-	-	-	600
R&M-Roof	-	-	-	-	-	-	-	270
R&M-Copier	-	-	-	-	-	-	-	420
Misc-Training	-	-	-	1,500	290	1,210	1,500	-
Misc-Contingency	6,610	6,448	10,068	1,500	49	1,451	1,500	3,750
Misc-Information Technology	-	-	3,523	1,140	167	54	221	750
Misc-Mileage Reimbursement	-	-	-	-	-	-	-	447
Office Supplies	4,482	6,501	5,087	3,600	847	282	1,129	1,800
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	495
Subscriptions and Memberships	-	-	925	750	750	-	750	-
Impr. Sewer Connection	-	-	10,273	-	-	-	-	-
Non Capitalized New Equipment	-	-	-	-	-	-	-	2,497
Capital Outlay	23,799	4,683	25,005	20,000	5,600	-	5,600	-
Reserves-Lodge	-	-	-	-	-	-	-	3,525
Reserves-Parking Lots	-	-	-	-	-	-	-	7,000
Total Parks and Recreation - General	218,158	216,399	158,876	143,471	79,045	35,615	114,660	125,449
Swimming Pool								
Payroll-Lifeguards	-	-	23,429	24,163	7,023	14,677	21,700	21,353
Payroll-Maintenance	-	-	-	6,833	2,961	1,152	4,113	6,006
Payroll-Administrative	-	-	-	9,180	6,068	2,360	8,428	9,641
Payroll - Overtime	-	-	319	-	-	-	-	-
FICA Taxes	-	-	1,817	3,073	1,228	1,391	2,619	2,831
ProfServ-Pool Maintenance	4,800	4,800	5,500	6,000	4,500	1,500	6,000	6,000
Communication - Teleph - Field	-	-	862	100	147	-	147	100
R&M-General	-	-	2,556	1,750	978	772	1,750	1,450

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU JUN-2016	JUL- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
R&M-Electrical	-	-	-	-	-	-	-	300
R&M-Pools	9,679	13,512	4,954	8,100	1,895	6,205	8,100	8,100
Misc-Licenses & Permits	-	-	-	250	275	-	275	275
Misc-Contingency	-	-	1,160	1,500	1,440	60	1,500	4,000
Op Supplies - Pool Chemicals	3,294	3,994	4,900	5,000	1,015	3,985	5,000	4,250
Non Capitalized New Equipment	-	-	-	-	-	-	-	6,000
Capital Outlay	-	-	-	3,500	4,274	-	4,274	-
Reserves-Pool Equipment	-	-	-	-	-	-	-	2,085
Reserves-Pool Filters	-	-	-	-	-	-	-	500
Reserves-Pool Pumps	-	-	-	-	-	-	-	1,800
Reserves-Pool	-	-	-	-	-	-	-	8,500
Total Swimming Pool	17,773	22,306	45,497	69,449	31,804	32,101	63,905	83,191
Fitness Center								
Payroll-Maintenance	-	-	1,096	2,734	1,554	604	2,158	4,004
Payroll-Administrative	-	-	-	1,530	900	350	1,250	3,214
FICA Taxes	-	-	84	326	188	73	261	552
Contracts-Janitorial	-	-	-	-	-	-	-	1,404
Contracts-Fitness Equipment	-	-	-	-	-	-	-	1,200
R&M-General	-	-	931	2,000	339	1,661	2,000	1,500
R&M-Electrical	-	-	-	-	-	-	-	300
R&M-Equipment	1,536	2,965	1,350	1,955	2,314	300	2,614	1,250
Misc-Contingency	-	-	-	1,200	-	1,200	1,200	1,500
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	185
Non Capitalized New Equipment	-	-	-	-	-	-	-	10,629
Capital Outlay	-	-	19,131	5,500	4,875	625	5,500	-
Total Fitness Center	1,536	2,965	22,592	15,245	10,170	4,813	14,983	25,738

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU JUN-2016	JUL- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
Park & Grounds								
Payroll-Maintenance	-	-	5,794	6,833	10,618	4,129	14,747	22,022
Payroll-Administrative	-	-	-	1,530	1,410	548	1,958	3,213
FICA Taxes	-	-	443	640	920	358	1,278	1,930
Contracts-Janitorial	-	-	-	-	-	-	-	962
R&M-General	-	-	2,697	1,750	511	1,239	1,750	1,355
R&M-Backflow Inspections	-	-	-	-	-	-	-	255
R&M-Electrical	-	-	-	-	-	-	-	250
R&M-Irrigation	-	-	-	-	-	-	-	300
Misc-Contingency	-	-	7,316	3,500	2,087	1,413	3,500	4,000
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	150
Non Capitalized New Equipment	-	-	-	-	-	-	-	3,600
Capital Outlay	-	-	430	7,000	279	6,721	7,000	-
Reserves-Park	-	-	-	-	-	-	-	500
Total Park & Grounds	-	-	16,680	21,253	15,825	14,408	30,234	38,537
Reserves								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	8,654
Total Reserves	-	-	-	10,000	-	-	-	8,654
TOTAL EXPENDITURES & RESERVES	382,870	421,016	407,480	424,043	247,562	119,734	367,296	427,880
Excess (deficiency) of revenues								
Over (under) expenditures	(19,602)	(20,951)	(17,871)	(33,924)	181,684	(118,206)	63,478	-
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(33,924)	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	(33,924)	-	-	-	-
Net change in fund balance	(19,602)	(20,951)	(17,871)	(33,924)	181,684	(118,206)	63,478	-
FUND BALANCE, BEGINNING	202,708	183,106	162,155	144,284	144,284	-	144,284	207,762
FUND BALANCE, ENDING	\$ 183,106	\$ 162,155	\$ 144,284	\$ 110,360	\$ 325,968	\$ (118,206)	\$ 207,762	\$ 207,762

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	Amount
Beginning Fund Balance - Fiscal Year 2017	\$ 207,762
Net Change in Fund Balance - Fiscal Year 2017	-
Unearned Settlement (2)	16,961
Reserves - Fiscal Year 2017 Additions	32,564
Total Funds Available (Estimated) - 9/30/2017	257,287

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital \$ 98,829 (1)

Reserves - CDD Amenity

FY 2012 Contribution CDD Amenity	\$ 3,351	
FY 2013 Contribution CDD Amenity	10,000	
FY 2014 Contribution CDD Amenity	32,805	
FY 2015 Contribution CDD Amenity	10,000	
FY 2016 Contribution CDD Amenity	10,000	
		<u>\$ 66,156</u>

Proposed Contribution FY 2017

Reserves-Lodge	3,525	
Reserves-Parking Lots	7,000	
Reserves-Pool Equipment	2,085	
Reserves-Pool Filters	500	
Reserves-Pool Pumps	1,800	
Reserves-Pool	8,500	
Reserves-Park	500	
Reserve - CDD Amenity	8,654	<u>\$ 32,564</u>

Reserves - Other

FY 2018 Settlement (2)	8,481	
FY 2019 Settlement (2)	8,481	<u>\$ 16,961</u>
		<u>\$ 214,510</u>

Total Allocation of Available Funds	\$ 214,510
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Total Unassigned (undesignated) Cash	\$ 42,777
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Notes - (1) Represents approximately 3 months of operating expenditures net of reserves.

Notes - (2) Represents the last 2 years of the settlement money, put on the schedule for tracking only, since the funds are not available yet.

Budget Narrative

Fiscal Year 2017

REVENUES**Interest - Investments (366101-3000)**

The District will have all excess funds invested with financial institutions which are qualified as public depositories prior to deposit of public monies under Chapters 218 and 280, Florida Statutes. The budget is based upon the estimated average balance of funds available during the Fiscal Year.

Special Assessments - Tax Collector (363010-3000)

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments - Discounts (363090-3000)

The Special Assessment discount for early payment is calculated at 4% of the Non-Ad Valorem assessments.

Settlements (369300-3000)

This is to account for the FY 2017 portion of the Piney-Z Land settlement.

Access Cards (369941-3000)

This is to account for revenue for access cards purchases.

Pavilion Rental (369942-3000)

This is to account for revenue for renting the pavilion to residents, property owners or pass holders for private functions or parties.

Lodge Rental (369943-3000)

This is to account for revenue for renting the lodge to residents, property owners or pass holders for private functions or parties.

Miscellaneous Revenues (369900-3000)

This is to account for Leon Country Supervisor of elections.

Budget Narrative

Fiscal Year 2017

EXPENDITURES**Expenditures - Administrative****Payroll - Board of Supervisors (511001-51101)**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting and workshop at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending and receiving compensation for all of the meetings and all of the workshops.

FICA Taxes (521001-51101)

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services - Legal Services (531023-51401)

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, requests for proposals, etc.

Professional Services - Management Consulting Services (531027-51201)

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Environmental Services, Inc. The fees are related to the current contracted fees in the Management Agreement including record storage and Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Severn Trent in accordance with the management contract.

Professional Services - Special Assessment (531038-51301)

Administrative costs to prepare the District's Special Assessment Roll, certify the roll to the County and provide estoppel services on request.

Auditing Services (532002-51301)

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted fee is based on the engagement letter.

Postage & Freight (541006-51301)

Mailing and courier services costs for agenda packages, correspondence, bill payments, mailed notices, etc.

Insurance - General Liability (545002-51301)

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust (FMIT). FMIT specializes in providing insurance coverage to governmental agencies. Currently, General Liability premium is \$5,300 and the Property Insurance premium is \$4,276. The budget is based on this year's premium plus 10% anticipated cost increase.

Piney-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2017

Expenditures – Administrative (continued)

Printing & Binding (547001-51301)

Printing and binding agenda packages for board meetings, printing of computerized checks, stationery, envelopes, etc.

Legal Advertising (548002-51301)

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Miscellaneous Services (549001-51301)

Bank charges and any other miscellaneous administrative expenses that may be incurred during the year.

Misc. - Assessment Collection Cost (549070-51301)

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2016 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Misc. - Contingency (549900-51301)

Provides funds for administrative expenditures that may not have been anticipated in the budget.

Office Supplies (551002-51301)

Miscellaneous office supplies.

Annual District Filing Fees (554007-51301)

The District is required to pay an annual filing fee of \$175 to the Department of Economic Opportunity.

Expenditures - Field

This Department accounts for the costs associated with the exterior maintenance and upkeep of the District's amenities.

Contracts - Landscape – Amenities Area (534053-53901)

Contract to provide landscaping and maintenance services for the "amenities" area within the District.

Budget Narrative

Fiscal Year 2017

Expenditures – Field (continued)**R&M – Trees and Trimming (546099-53901)**

To provide funds for tree trimming (tree removal, dead limb trimming, etc.) services for the “amenities” area within the District.

Misc. - Contingency (549900-53901)

Includes necessary services and repairs which fall outside those specified in the landscaping contract. Examples include extra plantings, sod, wood mulch applications, irrigation repairs, asphalt repairs (pot holes) in parking lot, additional walkway stones, application of chemicals for poison ivy, ants, etc.

Expenditures - Parks and Recreation - General

This department includes on-site administrative costs of the District as well as those associated with the maintenance, repair and replacement of equipment, and enhancements associated with the lodge (including the office, restrooms and second floor) and the garage.

Payroll - Maintenance (512006-57201)

Compensation of one part time Buildings and Grounds Manager (40%).

Payroll - Administrative (512009-57201)

Compensation of one full time CDD Manager (80%).

FICA Taxes (521001-57201)

Represents the cost for payroll tax for salaries above.

Workers' Compensation (525001-57201)

The District's policy is currently with Florida Municipal Insurance Trust. The budget is based on this year's premium plus 10% anticipated cost increase.

Contracts - Janitorial Services (534026-57201)

Quality Flooring, which does twice a week cleaning in the lodge and of the pavilion bathrooms.

Contracts - Security Services (534037-57201)

Annual monitoring (billed quarterly by Sonitrol) of the lodge (office, garage and fitness center). Also included are costs associated with the key fob system (utilized for fitness center, pool and side garage door access) to control and monitor entry. Additional costs included herein are the purchase of key fobs, and any repairs, maintenance or replacement of the security cameras, DVR and television.

Piney-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2017

Expenditures – Parks and Recreation - General (continued)

Contracts - Fire Inspection (534160-57201)

Represents inspection of fire suppression hood in the kitchen, as well as the several extinguishers around the property.

Contract - Fire Inspection Sprinkler System (534165-57201)

Represents the inspection of the fire line as well as the sprinkler system in the garage.

Communication - Telephone-Field (541005-57201)

Purchase of TracFone for use by Buildings and Grounds Manager.

Postage and Freight (541006-57201)

Represents funds for single mailer

Utility - General (543001-57201)

Represents the cost associated with City of Tallahassee Utility charges for electricity, stormwater fees, fire service fees, water and sewer service for the District.

Utility - Other (543004-57201)

The budget includes Comcast for telephone, internet and television service in the lodge (including the fitness center).

Electricity - Streetlighting (543013-57201)

This represents the cost of City of Tallahassee Utility for electricity for the District's streetlights.

Utility - Irrigation (543014-57201)

This represents the cost of City of Tallahassee Utility charges for irrigation water usage for the District.

Utility - Refuse Removal (543020-57201)

Represents the cost associated with collecting dumpster by the City of Tallahassee Utility at Piney-Z Lodge.

Dumpster Rental (544027-57201)

Represents the cost associated with Marpan for dumpster rent at Piney-Z Lodge.

R&M - General (546001-57201)

Represents locks and keys, repair of kitchen cabinets, bathroom mirrors and countertops, doors, replacement of office and garage blinds, necessary tools, meeting signs

Budget Narrative

Fiscal Year 2017

Expenditures – Parks and Recreation - General (continued)**R&M – Electrical (546020-57201)**

Includes batteries, bulbs, sensors, cords, outside vendor if required

R&M - Pest Control (546070-57201)

Cost of annual termite inspection, and quarterly treatment of the lodge (including the fitness center) and the pavilion.

R&M - Fire Equipment (546230-57201)

Represents repairs to exit lighting, ect.

R&M - Flooring (546240-57201)

Represents cleaning and waxing of the wood flooring on ground floor of lodge

R&M - Plumbing (546250-57201)

Represents flappers, strainers, toilet seats, outside vendor if required

R&M - Roof (546164-57201)

Represents roof blowing tree times annually

R&M - Copier (546260-57201)

Represents maintenance of the new copier.

Misc. - Contingency (549900-57201)

This provides funds for on-site operating expenditures that may not have been anticipated in the budget.

Misc. - Information Technology (549942-57201)

This expense provides funds for any technology expenses for IT support and website maintenance.

Misc - Mileage Reimbursement (549951-57201)

Reimbursement of mileage expenses.

Piney-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2017

Expenditures – Parks and Recreation - General (continued)

Office Supplies (551002-57201)

Costs associated with operations of the CDD Manager's office, including copier and computer paper, computer ink and software, anti-virus renewal, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for board members, computers and printers, etc.

Supplies - Cleaning and Paper (551083-57201)

Represents supplies for cleaning material and paper towels.

Non Capitalized New Equipment (564120-57201)

Funds anticipated and unanticipated projects. Three compartment kitchen sinks and Canon ImageRunner copier.

Reserves - Roof (568142-57201)

Funds to clean roof for next 4 years

Reserves - Floor (568188-57201)

Funds to sand and stain wood floor for the next 4 years

Reserves – Parking Lots (568...-57201)

Funds to replace asphalt of road for the next 4 years.

Expenditures – Swimming Pool

This department includes costs associated with staffing, supplies, maintenance and repairs of the swimming pool and the associated deck, fence, gates, shed and related equipment.

Payroll - Lifeguard (512005-57205)

Compensation of lifeguards (\$9.00 per hour),

Payroll - Maintenance (512006-57205)

Compensation of one part-time Buildings and Grounds Manager (25%).

Budget Narrative

Fiscal Year 2017

Expenditures – Swimming Pool (continued)**Payroll - Administrative (512009-57205)**

Compensation of one full time CDD Manager (15%).

FICA Taxes (521001-57205)

Represents the cost for payroll tax for the Buildings and Grounds Manager and the seasonal lifeguards.

Professional Services - Pool Maintenance (531034-57205)

Services provided by Alan Cox Aquatics, to include one weekly visit, year-round, to clean the pool, training and placement of lifeguards at the pool, coordinating with the CDD Manager on the selection and supervision of lifeguards, coordinating with the CDD Manager lifeguard staff meetings, scheduling lifeguard work hours, guarding and maintaining pool during swim season and performing minor maintenance repairs to the pool.

Communication - Telephone-Field (541005-57205)

TracFone for lifeguard station.

R&M - General (546001-57205)

Represents repair of deck furniture, umbrellas, front and rear gates, locks on gates

R&M - Electrical (546020-57205)

Represents batteries, bulbs, sensors, cords, outside vendor if required.

R&M - Pools (546074-57205)

Repair of the pool and pool equipment, including pumps, chlorinator, pipes, problems with deck, tiles, on-deck showers, deck furniture, etc.

Misc. - License & Permits (549066-57205)

Leon County Health Department pool license (expires annually on June 30).

Misc. - Contingency (549900-57205)

Unanticipated operating expenses, including replacement of any equipment excluding deck furniture, the cost of which is budgeted below.

Operating Supplies - Pool Chemicals (552009-57205)

Pool chemicals, bleach and test kits, as well as safety equipment including rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, etc.

Budget Narrative

Fiscal Year 2017

Expenditures – Swimming Pool (continued)**Non Capitalized New Equipment (564120-57205)**

Replacement of deck furniture and other unanticipated capital needs.

Reserves - Pool Equipment

Funds for Dolphin replacement (2 years), Chlorinator replacement (4 years), safety equipment replacement (2) years.

Reserves - Pool Filters

Funds for re-sanding of 4 filters (2 years).

Reserves - Pool Pumps

Funds replacement of 3 pumps (2 years).

Reserves - Pool

Funds for pool shell repair (8 years).

Expenditures – Fitness Center*This department includes costs associated with the maintenance, repair and supplies required in the fitness center.***Payroll - Maintenance (512006-57214)**

Compensation of one part time Buildings and Grounds Manager (10%).

Payroll - Administrative (512009-57214)

Compensation of one full time CDD Manager (2.5%).

FICA Taxes (521001-57214)

Represents the cost for payroll tax for one part time Buildings and Grounds Manager.

Contracts - Janitorial Services (534026-57214)

Quality Flooring, which does twice a week cleaning in the pool and of the bathrooms.

Piney-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2017

Expenditures – Fitness Center (Continued)

Contracts - Fitness Equipment

Monthly preventative maintenance contract with FitnessPro.

R&M - General (546001-57214)

Represents repair of carpet, mirrors, doors, fans, remotes.

R&M - Electrical (546020-57214)

Includes batteries, bulbs, sensors, cords, outside vendor if required

R&M - Equipment (546022-57214)

Any repairs (including parts and Labor) required to keep all equipment fully operational.

Misc. - Contingency (549900-57214)

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57214)

Represents supplies for cleaning material and paper towels.

Non Capitalized New Equipment (564000-57214)

Purchase of new equipment to includes a treadmill and a HVAC upon service records and age.

Expenditures – Parks & Grounds

This department includes general maintenance, repair and supplies required for the upkeep of the Rosemary White Playground and Gazebo Park (including picnic tables, trash cans, benches, grills and playground equipment), as well as of the pavilion (including restrooms) and the picnic grounds located between the lodge and the swimming pool.

Budget Narrative

Fiscal Year 2017

Expenditures – Parks & Grounds (continued)**Payroll - Maintenance (512006-57240)**

Compensation of one part time Buildings and Grounds Manager (25%).

Payroll - Administrative (512009-57240)

Compensation of one full time CDD Manager (2.5%).

FICA Taxes (521001-57240)

This represents the cost for payroll tax for one part time Buildings and Grounds Manger.

Contracts - Janitorial Services (534026-57214)

Quality Flooring, which does twice a week cleaning the gazebos.

R&M - General (546001-57240)

Represents repair of slides, swings, picnic table, gazebos.

R&M - Backflow Inspections (546459-57214)

Represents the inspections of the backflows from the water/waste lines.

R&M - Electrical (564020-57214)

Includes batteries, bulbs, sensors, cords, outside vendor if required.

R&M - Irrigation (546041-57214)

Represents repairs to the irrigation system.

Misc. - Contingency (549900-57214)

This provides funds for Park & Grounds operating expenditures that may not have been anticipated in the budget.

Supplies - Cleaning and Paper (552083-57214)

Represents supplies for cleaning material and paper towels.

Non Capitalized New Equipment (564120-57214)

Represents composite picnic tables for playground and seven fans for pavilion.

Piney-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2017

Expenditures – Parks & Grounds (continued)

Reserves - Parks (568120-57214)

Funds to replace gutters for the next 4 years.

Expenditures – Reserves

Reserves - CDD Amenities (568044-58100)

Unanticipated future repairs and maintenance of the District's amenities.

Piney-Z

Community Development District

Debt Service Budgets

Fiscal Year 2017

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU JUN-2016	PROJECTED JUL- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
REVENUES								
Interest - Investments	\$ 59	\$ 63	\$ 59	\$ 50	\$ 69	\$ 11	\$ 80	\$ 50
Special Assmnts- Tax Collector	79,195	81,881	79,355	56,000	55,903	-	55,903	55,899
Special Assmnts- Prepayment	-	861	-	-	-	-	-	-
Special Assmnts- Discounts	(2,962)	(3,067)	(2,982)	(2,240)	(2,085)	-	(2,085)	(2,236)
TOTAL REVENUES	76,292	79,738	76,432	53,810	53,887	11	53,898	53,713
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Trustee Fees	2,694	2,694	3,502	3,502	3,098	-	3,098	3,502
Misc-Assessmnt Collection Cost	2,288	2,364	2,291	1,680	1,615	-	1,615	1,677
Total Administrative	4,982	5,058	5,793	5,182	4,713	-	4,713	5,179
<i>Debt Service</i>								
Principal Debt Retirement	50,000	55,000	55,000	60,000	60,000	-	60,000	65,000
Principal Prepayments	-	-	5,000	-	-	-	-	-
Interest Expense	21,000	18,500	15,625	12,750	12,750	-	12,750	9,750
Total Debt Service	71,000	73,500	75,625	72,750	72,750	-	72,750	74,750
TOTAL EXPENDITURES	75,982	78,558	81,418	77,932	77,463	-	77,463	79,929
Excess (deficiency) of revenues Over (under) expenditures	310	1,180	(4,986)	(24,122)	(23,576)	11	(23,565)	(26,216)
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(24,122)	-	-	-	(26,216)
TOTAL OTHER SOURCES (USES)	-	-	-	(24,122)	-	-	-	(26,216)
Net change in fund balance	310	1,180	(4,986)	(24,122)	(23,576)	11	(23,565)	(26,216)
FUND BALANCE, BEGINNING	98,368	98,678	99,858	94,872	94,872	-	94,872	71,307
FUND BALANCE, ENDING	\$ 98,678	\$ 99,858	\$ 94,872	\$ 70,750	\$ 71,296	\$ 11	\$ 71,307	\$ 45,091

SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/16	\$195,000	5.00%		\$4,875	
05/01/17	\$195,000	5.00%	\$65,000	\$4,875	\$74,750
11/01/17	\$130,000	5.00%		\$3,250	
05/01/18	\$130,000	5.00%	\$65,000	\$3,250	\$71,500
11/01/18	\$65,000	5.00%		\$1,625	
05/01/19	\$65,000	5.00%	\$65,000	\$1,625	\$68,250
Total			\$195,000	\$19,500	\$214,500

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL	PROJECTED	TOTAL	ANNUAL
					THRU JUN-2016	JUL- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
REVENUES								
Interest - Investments	\$ 109	\$ 111	\$ 97	\$ 50	\$ 142	\$ 38	\$ 180	\$ 100
Special Assmnts- Tax Collector	227,306	227,306	214,130	214,130	214,130	-	214,130	214,130
Special Assmnts- Prepayment	-	54,490	-	-	-	-	-	-
Special Assmnts- Discounts	(8,503)	(8,513)	(8,047)	(8,565)	(7,987)	-	(7,987)	(8,565)
TOTAL REVENUES	218,912	273,394	206,180	205,615	206,285	38	206,323	205,665
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Trustee Fees	3,763	3,771	4,903	4,903	4,337	-	4,337	4,400
Misc-Assessmnt Collection Cost	6,567	6,564	6,182	6,424	6,184	-	6,184	6,424
Total Administrative	11,330	11,335	12,085	12,327	11,521	-	11,521	11,824
<i>Debt Service</i>								
Principal Debt Retirement	160,000	165,000	170,000	180,000	180,000	-	180,000	175,000
Principal Prepayments	-	-	55,000	-	-	-	-	-
Interest Expense	52,138	46,138	38,781	30,388	30,388	-	30,388	22,738
Total Debt Service	212,138	211,138	263,781	210,388	210,388	-	210,388	197,738
TOTAL EXPENDITURES	223,468	222,473	275,866	222,715	221,909	-	221,909	209,562
Excess (deficiency) of revenues Over (under) expenditures	(4,556)	50,921	(69,686)	(17,100)	(15,624)	38	(15,586)	(3,897)
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(17,100)	-	-	-	(3,897)
TOTAL OTHER SOURCES (USES)	-	-	-	(17,100)	-	-	-	(3,897)
Net change in fund balance	(4,556)	50,921	(69,686)	(17,100)	(15,624)	38	(15,586)	(3,897)
FUND BALANCE, BEGINNING	166,553	161,997	212,918	143,232	143,232	-	143,232	127,646
FUND BALANCE, ENDING	\$ 161,997	\$ 212,918	\$ 143,232	\$ 126,132	\$ 127,608	\$ 38	\$ 127,646	\$ 123,749

SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/16	\$535,000	4.25%		\$11,369	
05/01/17	\$535,000	4.25%	\$175,000	\$11,369	\$197,738
11/01/17	\$360,000	4.25%		\$7,650	
05/01/18	\$360,000	4.25%	\$175,000	\$7,650	\$190,300
11/01/18	\$185,000	4.25%		\$3,931	
05/01/19	\$185,000	4.25%	\$185,000	\$3,931	\$192,863
Total			\$535,000	\$45,900	\$580,900

Budget Narrative

Fiscal Year 2017

REVENUES

Interest-Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessments - Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year.

Special Assessment - Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the Non-Ad Valorem assessments.

EXPENDITURES

Expenditures - Administrative

Professional Services - Trustee

The District issued the 2002 Series and Series 2008 Capital Improvement Revenue Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

Professional Services - Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Misc. - Assessment Collection Cost

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2017 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Budget Narrative

Fiscal Year 2017

Expenditures – Debt Service

Principal Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt.

Interest Expense

The District pays interest expense on the debt twice during the year.

Piney-Z

Community Development District

Supporting Budget Schedules

Fiscal Year 2017

**Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2017 vs Fiscal Year 2016
Assess at a Reduced Rate to Eliminate Refund Due to Owners for Series 2002 Bonds**

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change
36	28	\$522.79	\$522.79	0.00%	\$196.00	\$196.00	0.00%	\$47.90	\$47.90	0.00%	\$766.69	\$766.69	0.00%
40	104	\$522.79	\$522.79	0.00%	\$217.78	\$217.78	0.00%	\$53.75	\$53.75	0.00%	\$794.32	\$794.32	0.00%
50	291	\$522.79	\$522.79	0.00%	\$298.85	\$298.85	0.00%	\$66.53	\$66.53	0.00%	\$888.17	\$888.17	0.00%
60	62	\$522.79	\$522.79	0.00%	\$298.85	\$298.85	0.00%	\$79.83	\$79.83	0.00%	\$901.47	\$901.47	0.00%
75	183	\$522.79	\$522.79	0.00%	\$408.34	\$408.34	0.00%	\$99.79	\$99.79	0.00%	\$1,030.92	\$1,030.92	0.00%
90	67	\$522.79	\$522.79	0.00%	\$490.00	\$490.00	0.00%	\$123.61	\$123.61	0.00%	\$1,136.40	\$1,136.40	0.00%
65	8	\$522.79	\$522.79	0.00%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$827.69	\$827.69	0.00%
50 gar	12	\$522.79	\$522.79	0.00%	\$304.90	\$304.90	0.00%	\$9.08	\$9.08	0.00%	\$836.77	\$836.77	0.00%
	755												

RECOMMENDED RESERVES, AS AMENDED, JUNE 27, 2016

Parks/Rec

Parking lots/asphalt	7,000	Reduction of 3,000
Sand/stain floor	3,375	
Clean roof	150	
	10,525	

Swimming Pool

Dolphin replacement	1,600	
Chlorinator replacement	225	
Safety equipment replacem	260	
Re-sanding of filters	500	
Pump replacement	1,800	
Repair of shell/tile	8,500	Reduction of 4,000
	12,885	

Park/Grounds

Gutter replace/pavilion	500	
	500	

CDD Amenity **8,960**

TOTAL RESERVES **32,870**

Ninth Order of Business

9A.

Employment Agreement

Grounds and Buildings Manager

Piney-Z Community Development District

THIS AGREEMENT OF EMPLOYMENT is made and entered into by and between PINEY-Z COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located at 950 Piney-Z Plantation Road, Tallahassee, Florida 32311 in Leon County, Florida (hereinafter referred to as the “District”) and Ricky S. Evans, (hereinafter referred to as the “Grounds and Buildings Manager”) (hereinafter together referred to as “the Parties”).

Witnesseth

WHEREAS, Ricky S. Evans has demonstrated the level of competency desired by the Board of the District for the Grounds and Buildings Manager position; and

WHEREAS, the District desires to employ Ricky S. Evans as its Grounds and Buildings Manager on a permanent, full-time basis; and

WHEREAS, Ricky S. Evans has indicated his willingness to render specific performance to the District as the Grounds and Buildings Manager;

and

WHEREAS, both parties feel it would be mutually beneficial to have a contract of employment between the District and the Grounds and Buildings Manager setting forth the terms and conditions by which Ricky S. Evans is hired.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. **Employment of Grounds and Buildings Manager.** The District hires Ricky S. Evans as Grounds and Buildings Manager and Ricky S. Evans accepts such employment upon such terms and conditions set forth herein, to commence on May 11, 2016.
2. **Best Efforts of Employee.** The Grounds and Buildings Manager agrees to perform faithfully, honestly, ethically and to the best of his ability all of the duties that may be required by the express terms of this Agreement.
3. **Nature of the Position.** The position of Grounds and Buildings Manager is a full-time position which reports to the District Board of Supervisors, but is directly supervised by the CDD Manager. The CDD

Manager is responsible for the proper maintenance and upkeep of the 4.52 acre complex, including the lodge, fitness center, swimming pool, pavilion, gazebo park and playground. Attendance at workshops and meetings of the District Board of Supervisors may be required. The duties of the Grounds and Buildings Manager are more specifically set forth in Exhibit “A”, attached hereto and incorporated by reference. In addition, the Grounds and Buildings Manager agrees to obtain his Certified Pool Operator’s license, at the expense of the District, by December 31, 2016.

4. Compensation and Conditions of Employment.

a. The Grounds and Buildings Manager shall work a maximum of 35 hours per week and be paid at an hourly rate of \$22 per hour. There may be situations in which the Grounds and Buildings Manager is required to work in excess of 35 hours in a week to complete a task or attend to a time sensitive issue. In these situations he should seek prior approval from the CDD Manager. The Grounds and Buildings Manager will be paid for all hours worked over 35 under these circumstances. This amount shall be paid every two weeks, no later than five days after the payroll period that ended on the preceding Saturday and subject to applicable federal, state and local withholding. Upon termination of this

Agreement, payments due under this paragraph shall cease; provided, however, that the Grounds and Buildings Manager shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which the Employee has not yet been paid.

b. The District reserves the right to evaluate the performance of the Grounds and Buildings Manager at any time, throughout the term of the Agreement, but no less than annually. The District may, in its sole discretion, increase the Grounds and Buildings Manager's hourly rate, by decision of the District's Board of Supervisors.

c. The Grounds and Buildings Manager shall have all Holidays of the State of Florida, as listed on the Florida Department of Management Services website, off but shall be paid his hourly wage for 7 hours each day. If the actual holiday falls on a Saturday the preceding Friday is observed as the holiday. If the actual holiday falls on a Sunday, the succeeding Monday is observed as the holiday.

5. **Term.** The term of this Agreement shall be through September 30, 2017, or until such time as it is extended by mutual written consent of the parties, or until termination or resignation pursuant to the terms herein. This Agreement will automatically renew for one additional one year term beginning October 1, 2017, and ending September 30 of the following

year unless either Party notifies the other of its desire not to renew by September 1, 2017.

6. **Termination of Employment.** The District is the sole judge of the effectiveness and efficiency with which the Grounds and Buildings Manager performs his duties. Recognizing that Florida is a right to work state, the Grounds and Buildings Manager serves at the pleasure of the District Board of Supervisors and may be terminated without cause from his position at any time by a majority vote of the District Board of Supervisors at any properly noticed meeting of the District.

7. **Resignation.** The Grounds and Buildings Manager may terminate this Agreement by providing written notice of resignation to the District of not less than 30 calendar days of his intent to terminate this Agreement.

8. **Expense Reimbursement.** The District will reimburse the Grounds and Buildings Manager for mileage for travel on District business, consistent with Florida Law.

9. **Confidentiality.** The Grounds and Buildings Manager recognizes that the District will have personal information relating to its residents, personnel records for its employees, sensitive information from vendors and other vital information (collectively “Information”). The Grounds and

Buildings Manager will protect such information and will not divulge, disclose or communicate any information to any third parties unless required to by Florida law. If the Grounds and Buildings Manager has any questions regarding his responsibilities regarding disclosure of Information, he shall confer with the CDD Manager.

10. Public Records and Sunshine Law. The Grounds and Buildings Manager is aware of the applicability of the Florida Public Records law (Chapter 119, Fla. Stat.) to the records of the District, and will notify the CDD Manager immediately upon receipt of a public records request received orally or in writing. Likewise the Grounds and Buildings Manager is aware of the applicability of the Florida Sunshine law (Chapter 286, Fla. Stat.) to the Districts' activities. The Grounds and Buildings Manager agrees to confer with the CDD Manager regarding his responsibilities under the Florida Public Records Law and Florida Sunshine Law to ensure compliance.

11. Computer and Email Policy. The primary purpose of computers and email is to expedite necessary business transactions and communications. Incidental personal use of computers and email is permitted on an infrequent basis. However, personal use should not interfere with the District's operations and should not interfere with the job

duties of the Grounds and Buildings Manager. Computers and email should not be used in ways which are disruptive, offensive to others or harmful.

12. **Return of Property.** Upon termination of this Agreement, the Grounds and Buildings Manager shall deliver to the District all property belonging to or relating to the District business that is in the Grounds and Buildings Manager's possession or control.

13. **Compliance with Districts' Rules and Policies.** The Grounds and Buildings Manager agrees to comply with all of the rules and policies of the District.

14. **Severability and Applicable Law.** All agreements and covenants herein are severable and in the event that any of them shall be held invalid by a Court competent jurisdiction, the Agreement shall stand interpreted as if such invalid agreement or covenant were not contained herein. This Agreement shall be governed by the laws of the State of Florida and venue for any action between the parties shall be in Leon County, Florida.

15. **Complete Agreement.** This written Employment Agreement embodies the whole agreement between the Parties and there are no inducements, promises, terms, conditions or obligations made or entered

into by either the District or the Grounds and Buildings Manager other than those contained herein. This Agreement may not be assigned by either Party. This Agreement may not be modified without the written consent of both parties.

Ricky S. Evans

Piney-Z Community Development
District

Date

Date

Exhibit A

Grounds and Buildings Manager Job Description

The Grounds and Buildings Manager (“Manager”) shall be responsible for the following tasks necessary for the proper maintenance and upkeep of the 4.52 acre complex on which are located the lodge, fitness center, swimming pool, pavilion, gazebo park and playground:

- daily inspection of the property to ensure that it is free of any litter, trash and other objects which may have been dropped on or left in the property maintained by the Community Development District (“CDD”).
- emptying on a regular basis of all trash receptacles
- cleaning on an as-necessary basis of all charcoal grills
- cleaning, primarily via blower, of the walks and parking lots
- stocking of all paper supplies in the lodge, fitness center and pavilion
- repair or replacement of those elements of the property with which he is familiar and capable of maintaining, including those requiring painting, electrical, plumbing, carpentry, changing of locks, etc.
- assisting, on an as-needed basis, with tasks attendant to the operation of the pool, understanding that the primary responsibility for the pool operation and maintenance rests with Alan Cox Aquatics.
- oversight of all contractors who come on to the property to perform maintenance tasks (for example, FitnessPro, Alan Cox Aquatics, Quality Floor Cleaning) as well as those who are required on an irregular basis to assist with tasks which he is unable to handle on his own (for example, the cutting down and removal of large trees), or for which he does not hold the necessary license
- identifying, detailing and scheduling all maintenance tasks for which outside vendors and contractors are necessary and, in concert with the CDD Manager, ensuring that the best contractors at fair and reasonable prices are selected
- set-ups, primarily of the lodge, for meetings of the board as well as for other occasions for which facility has been rented
- oversight of the “shop” located in the garage
- inventory control of the items located within or at, primarily, the shop, lodge, fitness center, pavilion and swimming pool.