

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**JULY 15, 2013**

**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

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July 8, 2013

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District will be held Monday, **July 15, 2013 at 6:30 p.m.** at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for this meeting:

**Audit Committee Meeting:**

1. Roll Call
2. Establishment of RFP Evaluation Criteria
3. Authorization to Proceed with RFP
4. Adjournment

**Regular Meeting**

1. Roll Call
2. Pledge of Allegiance
3. Approval of the Minutes of the June 10, 2013 Meeting
4. Attorney's Report
5. Manager's Report
  - A. Proposed Budget for FY 2014
  - B. Consideration of Resolution 2013-5 Designating Registered Agent and Office
6. Property Manager's Report (including Access and Revenue Reports)
  - A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)
  - B. Amenities Key Fob Agreement
7. Supervisor Requests
  - A. Supervisor Roles (Supervisor Kessler)
  - B. Workshop Activities and Parameters (Supervisor Kessler)
  - C. Organizing Board Goals (Supervisor Kessler) and Priorities (Supervisor Didier)
  - D. Discussion of Workshop Dates (Supervisor Didier)
  - E. Maintenance Log for Each CDD Amenity (Supervisor Didier)
8. Audience Comments
9. Acceptance of the June 2013 Financial Statements and Approval of the Check Register and Invoices
10. Adjournment

Enclosed under the third order of business for your review are the minutes of the June 10, 2013 meeting.

Piney-Z CDD  
July 8, 2013  
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Under the Manager's Report will be a discussion of the proposed budget for FY 2014 as approved at the June meeting. The second item is Resolution 2013-5 designating Ms. Daughton as the District's Registered Agent and her business address as the District's Registered Office.

The Property Manager's Report is included under tab 6 with supporting documents for his report.

The June 2013 financial statements and check register are enclosed for your review.

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

Sincerely,

Janice Eggleton Davis/ms  
District Manager

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

# **Audit Committee Meeting**

## **Second Order of Business**



## **Third Order of Business**

***PINEY-Z COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES***

The Piney-Z Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2013, 2014 and 2015. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the Leon County, Florida. The District currently has an operating budget of approximately \$689,000 inclusive of debt service. The final contract will require that, among other things, the audit for the period ending September 30, 2013 be completed no later than June 30, 2014.

The auditing entity submitting a proposal must be duly licensed under Chapter 173, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General. The firm must perform the audit field work at the office where the District records are maintained.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address listed below.

Attn: Stephen Bloom, 210 North University Drive, Suite 702, Coral Springs, Florida 33071, Telephone: (954) 753-5841. Proposals must be received by **11:00 a.m. on August 23, 2013**. The envelope must be marked "Auditing Services – Piney-Z Community Development District.". Please direct all questions regarding this notice to the District Manager.

Piney-Z Community Development District  
Janice Eggleton Davis, District Manager

Run date:       , 2013



# **Regular Meeting**

## **Third Order of Business**

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

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, June 10, 2013 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Michael Lee	Chairman (via phone)
Joe Didier	Vice Chairman
Jan Bridges	Assistant Secretary
Richard Kessler	Assistant Secretary
Cheryl Hudson	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Chasity O'Steen	District Counsel
Maureen Daughton	Sniffen & Spellman
Lance Rogers	Property Manager
Residents	

*The following is a summary of the discussions and actions taken at June 10, 2013 Piney-Z Community Development District Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May 13, 2013 Meeting**

On MOTION by Mr. Kessler seconded by Mr. Bridges, the May 13, 2013 minutes were approved as amended with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Review of Candidate Submissions to Fill Vacant Seat #3**

- Emails noting interest were received from Raja Shekar, Jan Morphew, and Cheryl Hudson.
- Mr. Didier reported an email was received from Mr. Mergy removing his name from candidacy.
- Mr. Shekar addressed the Board regarding his interest. Questions from the Board followed.

*The record will reflect Mr. Lee joined the meeting.*

- Ms. Morphew addressed the Board regarding her interest and experience. Questions from the Board followed.
- Ms. Hudson addressed the Board regarding her interest. Questions from the Board followed.

**B. Nominations and Appointments**

Mr. Bridges nominated Cheryl Hudson.

Mr. Didier seconded the nomination.

On VOICE vote the prior motion was approved with votes as follows:  
**Jan Bridges - Aye**  
**Richard Kessler – Nay**  
**Joe Didier - Aye**  
**Michael Lee – Aye**

**C. Oath of Office**

Ms. Davis being a Notary Public of the State of Florida administered the oath of office to Ms. Hudson; a copy of signed oath is attached hereto and made a part of the public record.

- Mr. Bridges reported on the Rosemary White Playground and Gazebo Park dedication held over the weekend.
- Ms. O’Steen outlined the Sunshine Law and public records.

**D. Consideration of Resolution 2013-3 - Designating Officers**

- Ms. Davis outlined Resolution 2013-3.
- The consensus of the Board is to retain the current officer structure adding Ms. Hudson as an Assistant Secretary.

On MOTION by Mr. Bridges seconded by Mr. Kessler Resolution 2013-3 Designating the Officers of the Piney-Z Community Development District was adopted with votes as follows:  
**Jan Bridges - Aye**  
**Richard Kessler – Aye**  
**Joe Didier - Aye**  
**Michael Lee – Aye**  
**Cheryl Hudson - Aye**

- Ms. O’Steen outlined Supervisor compensation.

**FIFTH ORDER OF BUSINESS**

**Attorney’s Report**

- Ms. O’Steen announced she is leaving Sniffen & Spellman and introduced Ms. Maureen Daughton who will be replacing her as District Counsel.
- Ms. Daughton outlined her experience.
- The Board thanked Ms. O’Steen.

**SIXTH ORDER OF BUSINESS**

**Manager’s Report**

**A. Proposed Budget for FY 2014**

- Ms. Davis outlined the proposed budget for FY 2014.
- The budget public hearing process was outlined.
- Mr. Kessler addressed increasing the assessments due to the proposals for repairs and modifications.
- Discussion followed on repairs, reserves and Fund Balance.

**C. Discussion of Auditor Selection Process and Designation of Audit Committee**

- Ms. Davis reported the current audit engagement did not have a renewal clause.
- Ms. Davis outlined the auditor selection process. Discussion followed.

Mr. Bridges MOVED for Mr. Lee and Ms. Davis to serve as the Audit Committee.

*The record will reflect the Board took a brief recess.*

*The record will reflect Mr. Lee has left the meeting.*

- Ms. O’Steen outlined the duties of the Audit Committee.
- After discussion this item was tabled to later in the meeting.

**SEVENTH ORDER OF BUSINESS**

**Property Manager’s Report  
(including Access and Revenue Reports)**

- A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)**
  - Mr. Rogers reported on the maintenance performed on the amenities.
  - Mr. Rogers noted shade structures over parts of the playground equipment there have been requested.
  - Mr. Rogers outlined his report.
- B. Planning for Future Maintenance, Repair and Replacement Needs**
  - Mr. Rogers outlined the quotes obtained for heating and air conditioning, roof and pool.
  - Mr. Rogers feels more funds are needed in the budget for pool repair and maintenance.
    - Two pumps need replaced at \$1,200 each.
  - Discussion followed on needed maintenance and budgeting.
- C. Key Fob Deactivation** - information included in agenda package.
- D. Heating and Air Condition Replacement Quotes**
- E. Roof Estimates - Lodge and Gazebos**
- F. 10 Point Construction, LLC Quote for Repairs**
- G. Swimming Pool Report - Current Condition & Quotes**  
Addressed with prior discussion.

**SIXTH ORDER OF BUSINESS**

**Manager’s Report (Continued)**

**A. Proposed Budget for FY 2014**

- Discussion followed on increasing assessments.

Mr. Kessler MOVED to amend the budget to increase the General Fund assessments 10% for Reserve - CDD Amenity and Mr. Bridges seconded the motion.

- Ms. O’Steen noted an increase in assessments will require a mailed notice to all homeowners.

On VOICE vote the prior motion was approved with votes as follows:  
**Jan Bridges - Aye**  
**Richard Kessler – Aye**  
**Cheryl Hudson – Aye**  
**Joe Didier - Aye**

**B. Consideration of Resolution 2013-4 Approving the Budget and Setting the Public Hearing**

On MOTION by Mr. Kessler seconded by Mr. Bridges, Resolution 2013-4 approving the budget as amended and setting a public hearing thereon pursuant to Florida law was adopted with votes as follows:  
**Jan Bridges - Aye**  
**Richard Kessler – Aye**  
**Cheryl Hudson – Aye**  
**Joe Didier - Aye**

**C. Discussion of Auditor Selection Process and Designation of Audit Committee (continued)**

Mr. Bridges amended the prior motion to include Mr. Kessler serving as the backup committee member for the Audit Committee and Ms. Hudson seconded the motion.

On VOICE vote for Mr. Lee and the District Manager to serve as the Audit Committee with Mr. Kessler serving as the backup was approved with votes as follows:  
**Jan Bridges - Aye**  
**Richard Kessler – Aye**  
**Cheryl Hudson – Aye**

**Joe Didier - Aye**

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

- A. Supervisor Roles (Supervisor Kessler)**
  - B. Workshop Activities and Parameters (Supervisor Kessler)**
  - C. Organizing Board Goals (Supervisor Kessler) and Priorities (Supervisor Didier)**
  - D. Discussion of Workshop Dates (Supervisor Didier)**
- To be placed on the next meeting agenda [July 15, 2013].

**NINTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

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

On MOTION by Mr. Kessler seconded by Mr. Bridges, to accept the April 2013 Financial Statements and approval of the check register and invoices was approved with votes as follows:

**Jan Bridges - Aye**  
**Richard Kessler – Aye**  
**Cheryl Hudson - Aye**  
**Joe Didier - Aye**

- Ms. O’Steen noted it has been an honor and pleasure to serve the Board, District and community.
- Mr. Bridges welcomed Ms. Daughton.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

\_\_\_\_\_  
Janice Eggleton Davis  
Secretary

\_\_\_\_\_  
Joe Didier  
Vice Chairman



## **Fifth Order of Business**

**5A.**

PINEY-Z  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2014**

Version 4 - Modified Tentative Budget:  
(Printed 7/5/13)



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Piney-Z  
Community Development District

**Operating Budget**  
Fiscal Year 2014

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2010	FY 2011	FY 2012	BUDGET FY 2013	THRU JUN-2013	JUL - SEP-2013	PROJECTED FY 2013	BUDGET FY 2014
<b>REVENUES</b>								
Interest - Investments	\$ 516	\$ 1,535	\$ 1,255	\$ 1,080	\$ 504	\$ 168	\$ 672	\$ 550
Net Incr (Decr) In FMV-Invest	1,236	-	-	-	-	-	-	-
Interest - Tax Collector	19	54	42	-	32	-	32	-
Special Assmnts- Tax Collector	299,251	376,975	358,554	358,552	358,554	-	358,554	394,411
Special Assmnts- HOA	67,489	-	-	-	-	-	-	-
Special Assmnts- Discounts	(13,383)	(14,122)	(13,589)	(14,342)	(13,412)	-	(13,412)	(15,776)
Other Miscellaneous Revenues	-	4,868	-	-	-	-	-	-
Access Cards	-	50	-	-	-	-	-	-
Amenities Revenue	12,365	11,055	11,420	12,000	9,600	2,400	12,000	12,000
<b>TOTAL REVENUES</b>	<b>367,493</b>	<b>380,415</b>	<b>357,682</b>	<b>357,290</b>	<b>355,278</b>	<b>2,568</b>	<b>357,846</b>	<b>391,185</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
P/R-Board of Supervisors	6,800	4,800	5,200	6,000	3,800	4,600	8,400	6,000
FICA Taxes	520	367	398	459	291	352	643	459
ProfServ-Engineering	-	795	-	500	-	-	-	500
ProfServ-Legal Services	69,747	21,600	33,127	30,000	18,291	16,709	35,000	35,000
ProfServ-Mgmt Consulting Serv	47,839	47,839	47,839	49,275	36,956	12,319	49,275	49,275
ProfServ-Special Assessment	6,046	4,546	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	7,800	3,200	3,300	3,400	3,400	-	3,400	3,500
Communication - Telephone	228	173	10	240	2	238	240	2,400
Postage and Freight	1,912	800	863	2,000	622	1,378	2,000	2,000
Insurance - General Liability	7,685	7,055	8,074	10,655	8,136	-	8,136	10,954
Printing and Binding	2,620	2,205	1,925	2,500	1,069	1,431	2,500	2,500
Legal Advertising	1,810	1,033	1,512	1,500	651	849	1,500	1,500
Miscellaneous Services	121	589	2,156	500	701	399	1,100	1,200
Misc-Assessmnt Collection Cost	10,601	10,886	10,349	10,757	10,360	-	10,360	11,832
Misc-Contingency	1,150	1,550	-	2,000	1,175	-	1,175	2,000

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2010	FY 2011	FY 2012	BUDGET FY 2013	THRU JUN-2013	JUL - SEP-2013	PROJECTED FY 2013	BUDGET FY 2014
Office Supplies	364	276	390	500	311	189	500	500
Annual District Filing Fee	175	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>165,418</b>	<b>107,889</b>	<b>119,955</b>	<b>125,098</b>	<b>90,577</b>	<b>38,464</b>	<b>129,041</b>	<b>134,432</b>
<b>Field</b>								
Contr-Landscape-Amenities Area	12,040	12,040	12,040	12,040	9,030	3,010	12,040	12,040
R&M-Other Landscape	994	456	-	-	-	-	-	-
Misc-Contingency	-	-	2,433	8,204	4,972	3,232	8,204	8,500
<b>Total Field</b>	<b>13,034</b>	<b>12,496</b>	<b>14,473</b>	<b>20,244</b>	<b>14,002</b>	<b>6,242</b>	<b>20,244</b>	<b>20,540</b>
<b>Fieldcrest</b>								
Contracts-Landscape-Fieldcrest	36,400	-	-	-	-	-	-	-
<b>Total Fieldcrest</b>	<b>36,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Home Owner Association</b>								
Contr-Landsc-HOA Common Area	28,950	-	-	-	-	-	-	-
Utility - General	3,000	-	-	-	-	-	-	-
R&M-General	3,000	-	-	-	-	-	-	-
Misc-Community Services HOA	27,815	-	-	-	-	-	-	-
<b>Total Home Owner Association</b>	<b>62,765</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parks and Recreation - General</b>								
Payroll-Salaries	100,108	110,243	108,129	118,000	64,962	45,038	110,000	118,000
FICA Taxes	8,164	8,975	8,324	9,027	5,059	3,445	8,504	9,027
Pension Benefits	2,250	2,250	2,250	2,250	2,250	-	2,250	2,250
Life and Health Insurance	6,078	7,612	8,219	8,700	6,444	2,148	8,592	9,450
Workers' Compensation	4,771	4,276	3,704	3,791	4,247	-	4,247	4,884
ProfServ-Pool Maintenance	4,800	4,800	4,800	4,800	3,600	1,200	4,800	4,800
Contracts-Security Services	2,579	2,516	4,530	2,224	2,168	626	2,794	2,504
Communication - Teleph - Field	5,829	5,851	2,542	1,620	1,609	435	2,044	2,280
Postage and Freight	491	348	404	900	312	588	900	900

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2010	FY 2011	FY 2012	BUDGET FY 2013	THRU JUN-2013	JUL - SEP-2013	PROJECTED FY 2013	BUDGET FY 2014
Utility - General	26,175	24,774	24,333	28,000	19,107	8,893	28,000	28,000
Utility - Other	1,812	2,276	2,347	3,000	1,667	1,333	3,000	3,000
R&M-General	10,214	15,749	15,389	14,100	15,687	813	16,500	14,100
R&M-Equipment	1,554	1,030	2,123	2,300	1,136	1,164	2,300	2,300
R&M-Pest Control	863	430	390	790	2,803	130	2,933	790
R&M-Pools	884	6,538	3,973	4,000	7,269	231	7,500	5,500
Misc-Contingency	-	-	600	6,000	981	5,019	6,000	6,000
Office Supplies	1,941	6,720	5,140	3,000	4,262	538	4,800	3,000
Op Supplies - General	4,360	618	-	-	-	-	-	-
Op Supplies - Pool Chemicals	3,402	3,790	3,515	5,000	1,629	3,371	5,000	5,000
Capital Outlay	19,178	9,861	32,360	16,600	23,799	-	23,799	25,000
<b>Total Parks and Recreation - General</b>	<b>205,453</b>	<b>218,657</b>	<b>233,072</b>	<b>234,102</b>	<b>168,991</b>	<b>74,972</b>	<b>243,963</b>	<b>246,785</b>
<b>Reserves</b>								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	43,350
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>43,350</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>483,070</b>	<b>339,042</b>	<b>367,500</b>	<b>389,444</b>	<b>273,570</b>	<b>119,678</b>	<b>393,248</b>	<b>445,107</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(115,577)	41,373	(9,818)	(32,154)	81,708	(117,110)	(35,402)	(53,922)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(32,154)	-	-	-	(53,922)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(32,154)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(53,922)</b>
Net change in fund balance	(115,577)	41,373	(9,818)	(32,154)	81,708	(117,110)	(35,402)	(53,922)
<b>FUND BALANCE, BEGINNING</b>	<b>286,728</b>	<b>171,151</b>	<b>212,524</b>	<b>202,706</b>	<b>202,706</b>	<b>-</b>	<b>202,706</b>	<b>167,304</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 171,151</b>	<b>\$ 212,524</b>	<b>\$ 202,706</b>	<b>\$ 170,552</b>	<b>\$ 284,414</b>	<b>\$ (117,110)</b>	<b>\$ 167,304</b>	<b>\$ 113,382</b>



**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2014	\$ 167,304
Net Change in Fund Balance - Fiscal Year 2014	(53,922)
Reserves - Fiscal Year 2014 Additions	43,350
<b>Total Funds Available (Estimated) - 9/30/2014</b>	<b>156,732</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Restricted Fund Balance***

Debt Service - Series 2002 in lieu of a Reserve account	18,500
Subtotal	<u>18,500</u>

***Assigned Fund Balance***

Operating Reserve - One Quarter Operating Capital	74,882 <sup>(1)</sup>
Reserves - CDD Amenities	63,350
Subtotal	<u>138,232</u>

<b>Total Allocation of Available Funds</b>	<b>156,732</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b>\$ <u><u>(0)</u></u></b>
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**Notes**

(1) Represents approximately 2 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2014

**REVENUES**

**Interest – Investments**

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**

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**

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

**Amenities Revenue**

The District charges a facility use fee to residents and individuals for the use of the District's Amenities. This budget also includes the swim lessons revenue.

**EXPENDITURES**

*Expenditures - Administrative*

**Payroll – Board of Supervisors & FICA Taxes**

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

**Professional Services – Engineering**

The District's engineer will provide general engineering services to the District as needed.

**Budget Narrative**  
Fiscal Year 2014

***Expenditures – Administrative (continued)***

**Professional Services – Legal Services**

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**

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 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 and the charge for records storage. The proposed budget only anticipates transcription services for six (6) workshops.

**Professional Services – Special Assessment**

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

**Auditing Services**

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 prior year trends.

**Communication – Telephone**

Telephone and fax machine expenses.

**Postage & Freight**

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

**Insurance – General Liability**

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 \$5,028 and the Property Insurance premium is \$4,497. The budget is based on this year's premium plus 15% anticipated cost increase.

**Budget Narrative**  
Fiscal Year 2014

**Expenditures – Administrative (continued)**

**Printing & Binding**

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

**Legal Advertising**

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

**Miscellaneous Services**

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

**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 FY2014 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

**Misc. – Contingency**

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

**Office Supplies**

Miscellaneous office supplies.

**Annual District Filing Fees**

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

**Budget Narrative**  
Fiscal Year 2014

*Expenditures - Field*

**Contracts – Landscape – Amenities Area**

Represents the cost of landscaping and maintaining the amenities area within the District. The District currently has a contract with John Hurst Outdoor Services to provide these services. The current annual contract amount is \$12,040.

**Misc. – Contingency**

Needed services and repairs provided by the Landscaper or other vendors that fall outside of the services specified in the Landscaping Contract. Examples are tree removal, dead limb trimming, extra plantings, sod, wood mulch applications, irrigation repairs, asphalt repair in parking lot, gazebo repairs, replace, repair or add an outdoor item such as trash can holder, picnic table, benches, park style grill, etc.

*Expenditures - Parks and Recreation - General*

**Payroll – Salaries**

Represents the cost of one (1) full time Property Manager's Annual Salary, three (3) part-time year-around staff who perform maintenance, custodial, and office aid duties, and seasonal head lifeguards and all other lifeguards during the swimming pool season. Lifeguard duties are performed during assigned hours between mid-April and mid-October.

**FICA Taxes**

Represents the cost for payroll tax for full-time Property Manager, and part-time year-around staff who perform maintenance, custodial, and office aid duties, and the seasonal head lifeguards and all other lifeguards.

**Pension Benefits**

Represents the contribution to the retirement account for full-time Property Manager paid directly to Raymond James and Associates.

**Budget Narrative**  
Fiscal Year 2014

***Expenditures – Parks and Recreation - General (continued)***

**Life and Health Insurance**

Represents the cost for health insurance for full-time Property Manager.

**Workers' Compensation**

The District's policy is currently with Florida Municipal Insurance Trust.

**Professional Services – Pool Maintenance**

Represents the cost associated with services provided by Alan Cox Aquatics for \$400 per month. One (1) weekly visit to clean the pool year around, training and placement of lifeguards at the pool, provide fee-generating aquatics programming such as children's swim lessons, coordinating with Property Manager the selection of programming and supervision of lifeguards; coordinating with Property Manager and Head Guards with the lifeguard staff meetings, scheduling of their work hours, guarding and maintaining pool during swim season; performing minor maintenance repairs to the pool.

**Contracts-Security Services**

Represents monthly monitoring of the Lodge, Office, Fitness Center, Garage, Key Fob Readers. One fob reader at Fitness Center entrance, two fob readers on gates at pool. The District currently has a contract with Sonitrol.

**Communication – Telephone-Field**

Represents cost of a stipend associated with three designated staff needing cell phone service to perform their duties. The three staff receiving the stipend maintain their own cell phone account in their name. Also included is the budget for the telephone at the pool.

**Postage and Freight**

Represents postage and shipping associated with the operation of the CDD office, including FedEx and UPS needs, and postage for mailings.

**Utility – General**

Represents the cost associated with utility usage and refuse removal at Piney-Z Lodge.

**Budget Narrative**  
Fiscal Year 2014

*Expenditures – Parks and Recreation - General (continued)*

**Utility – Other**

The service includes Comcast Bundle (Telephone, Internet, and Television) Classified as Business Account (non-residential).

**R&M – General**

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
A/C Annual Servicing	\$ 420
A/C Parts / Repairs	1,000
Carpet / Rug Cleaning	350
Plumbing Repairs	1,500
Fire Protection Supplies/Inspections/Extinguisher	500
Painting	500
Electric Replace/Repairs/Enhance	3,000
Misc. Carpentry Needs	730
Dumpster Rental	350
General Operating Supplies / Miscellaneous (Cleaning supplies, tools, restroom supplies, signs, keys, fuel and repairs for equipment)	5,750
<b>TOTAL</b>	<b>\$ 14,100</b>

**Budget Narrative**  
Fiscal Year 2014

**Expenditures – Parks and Recreation - General (continued)**

**R&M – Equipment**

This represents monthly servicing / preventative maintenance of equipment in the Fitness Center plus any necessary repairs, parts and labor on exercise equipment. All equipment is commercial grade and currently includes: Four Treadmills, Two Elliptical Machines, One Exercise Bike, One Stepper Machine, multi-Station Apollo Weight Station Machine, Benches.

**R&M – Pest Control**

This represents servicing of Lodge, Fitness Center, Garage and grounds every other month. Also, includes 2-3 special treatments of ants, yellow jackets, etc. as they occur.

**R&M – Pools**

Represents the cost associated with repairing the pool and pool equipment. Examples: Repair or replace pumps, Chlorinator, pipes, problems with deck, tiles, on-deck showers, replace / add deck furniture.

**Misc. – Contingency**

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

**Office Supplies**

Represents costs associated with all office operations at the CDD Property Manager's Office. Includes copier and computer paper, computer ink, computer software and anti-virus renewal, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for Board Members, file cabinet, permits, etc.

**Operating Supplies- Pool Chemicals**

Represents cost of pool chemicals, all required supplies such as chemical test kits, safety equipment such as rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, bleach, etc.



**Budget Narrative**  
Fiscal Year 2014

*Expenditures – Parks and Recreation - General (continued)*

**Capital Outlay**

Represents various capital outlay needs planned for or unexpected. Examples: Replace aging or add new exercise equipment (\$4,500-\$6,500 per machine), replace appliances, unexpected roofing or flooring problems, other significant repairs, and addition of equipment at the use areas benefiting the resident users of the amenities.

*Expenditures – Reserves*

**Reserves – CDD Amenities**

For future repairs and maintenance of the CDD amenities.

Piney-Z  
Community Development District

**Debt Service Budgets**

Fiscal Year 2014

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2010	FY 2011	FY 2012	BUDGET FY 2013	THRU JUN-2013	JUL - SEP-2013	PROJECTED FY 2013	BUDGET FY 2014
<b>REVENUES</b>								
Interest - Investments	\$ 4	\$ 356	\$ 58	\$ 50	\$ 46	\$ 10	\$ 56	\$ 50
Special Assmnts- Tax Collector	145,738	78,801	82,527	79,194	79,195	-	79,195	81,881
Special Assmnts- Prepayment	8,031	-	-	-	-	-	-	-
Special Assmnts- Discounts	(5,319)	(2,952)	(3,128)	(3,168)	(2,962)	-	(2,962)	(3,275)
<b>TOTAL REVENUES</b>	<b>148,454</b>	<b>76,205</b>	<b>79,457</b>	<b>76,076</b>	<b>76,279</b>	<b>10</b>	<b>76,289</b>	<b>78,656</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Trustee	2,694	2,694	2,694	2,700	2,694	-	2,694	2,700
Misc-Bank Charges	31	-	-	-	-	-	-	-
Misc-Assessmnt Collection Cost	4,213	2,275	2,382	2,376	2,288	-	2,288	2,456
<b>Total Administrative</b>	<b>6,938</b>	<b>4,969</b>	<b>5,076</b>	<b>5,076</b>	<b>4,982</b>	<b>-</b>	<b>4,982</b>	<b>5,156</b>
<i>Debt Service</i>								
Principal Debt Retirement	40,000	45,000	50,000	50,000	50,000	-	50,000	55,000
Principal Prepayments	5,000	10,000	-	-	-	-	-	-
Interest Expense	28,375	26,000	23,500	21,000	21,000	-	21,000	18,500
<b>Total Debt Service</b>	<b>73,375</b>	<b>81,000</b>	<b>73,500</b>	<b>71,000</b>	<b>71,000</b>	<b>-</b>	<b>71,000</b>	<b>73,500</b>
<b>TOTAL EXPENDITURES</b>	<b>80,313</b>	<b>85,969</b>	<b>78,576</b>	<b>76,076</b>	<b>75,982</b>	<b>-</b>	<b>75,982</b>	<b>78,656</b>
Excess (deficiency) of revenues Over (under) expenditures	68,141	(9,764)	881	-	297	10	307	-
Net change in fund balance	68,141	(9,764)	881	-	297	10	307	-
<b>FUND BALANCE, BEGINNING</b>	<b>39,111</b>	<b>107,252</b>	<b>97,488</b>	<b>98,369</b>	<b>98,369</b>	<b>-</b>	<b>98,369</b>	<b>98,676</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 107,252</b>	<b>\$ 97,488</b>	<b>\$ 98,369</b>	<b>\$ 98,369</b>	<b>\$ 98,666</b>	<b>\$ 10</b>	<b>\$ 98,676</b>	<b>\$ 98,676</b>

SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE	PRINCIPAL	SPECIAL CALL	INTEREST	TOTAL
11/01/13	370,000	5.00%			9,250.00	
05/01/14	370,000	5.00%	55,000		9,250.00	73,500
11/01/14	315,000	5.00%			7,875.00	
05/01/15	315,000	5.00%	55,000		7,875.00	70,750
11/01/15	260,000	5.00%			6,500.00	
05/01/16	260,000	5.00%	60,000		6,500.00	73,000
11/01/16	200,000	5.00%			5,000.00	
05/01/17	200,000	5.00%	65,000		5,000.00	75,000
11/01/17	135,000	5.00%			3,375.00	
05/01/18	135,000	5.00%	65,000		3,375.00	71,750
11/01/18	70,000	5.00%			1,750.00	
05/01/19	70,000	5.00%	70,000		1,750.00	73,500
			\$ 370,000	\$ -	\$ 67,500	\$ 508,500

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU JUN-2013	PROJECTED JUL - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
<b>REVENUES</b>								
Interest - Investments	\$ 11	\$ 349	\$ 111	\$ 100	\$ 89	\$ 17	\$ 106	\$ 100
Special Assmnts- Tax Collector	228,503	227,306	227,306	227,306	227,306	-	227,306	227,306
Special Assmnts- Prepayment	8,129	-	-	-	-	-	-	-
Special Assmnts- Discounts	(8,339)	(8,515)	(8,615)	(9,092)	(8,503)	-	(8,503)	(9,092)
<b>TOTAL REVENUES</b>	<b>228,304</b>	<b>219,140</b>	<b>218,802</b>	<b>218,314</b>	<b>218,892</b>	<b>17</b>	<b>218,909</b>	<b>218,314</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Arbitrage Rebate	1,200	-	(600)	-	-	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Trustee	3,763	3,763	3,763	3,800	3,763	-	3,763	3,800
Misc-Assessmnt Collection Cost	6,605	6,564	6,561	6,819	6,567	-	6,567	6,819
<b>Total Administrative</b>	<b>12,568</b>	<b>11,327</b>	<b>10,724</b>	<b>11,619</b>	<b>11,330</b>	<b>-</b>	<b>11,330</b>	<b>11,619</b>
<i>Debt Service</i>								
Principal Debt Retirement	145,000	140,000	155,000	160,000	160,000	-	160,000	165,000
Principal Prepayments	-	10,000	-	-	-	-	-	-
Interest Expense	69,013	63,388	57,950	52,138	52,138	-	52,138	46,138
<b>Total Debt Service</b>	<b>214,013</b>	<b>213,388</b>	<b>212,950</b>	<b>212,138</b>	<b>212,138</b>	<b>-</b>	<b>212,138</b>	<b>211,138</b>
<b>TOTAL EXPENDITURES</b>	<b>226,581</b>	<b>224,715</b>	<b>223,674</b>	<b>223,757</b>	<b>223,468</b>	<b>-</b>	<b>223,468</b>	<b>222,757</b>
Excess (deficiency) of revenues Over (under) expenditures	1,723	(5,575)	(4,872)	(5,443)	(4,576)	17	(4,559)	(4,443)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(5,443)	-	-	-	(4,443)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(5,443)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,443)</b>
Net change in fund balance	1,723	(5,575)	(4,872)	(5,443)	(4,576)	17	(4,559)	(4,443)
<b>FUND BALANCE, BEGINNING</b>	<b>175,277</b>	<b>177,000</b>	<b>171,425</b>	<b>166,553</b>	<b>166,553</b>	<b>-</b>	<b>166,553</b>	<b>161,994</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 177,000</b>	<b>\$ 171,425</b>	<b>\$ 166,553</b>	<b>\$ 161,110</b>	<b>\$ 161,977</b>	<b>\$ 17</b>	<b>\$ 161,994</b>	<b>\$ 157,551</b>

SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE (1)	PRINCIPAL	SPECIAL CALL	INTEREST	TOTAL
11/01/13	1,105,000	3.75%/4.25%			23,068.75	
05/01/14	1,105,000	3.75%/4.25%	165,000		23,068.75	211,137.50
11/01/14	940,000	4.25%			19,975.00	
05/01/15	940,000	4.25%	170,000		19,975.00	209,950.00
11/01/15	770,000	4.25%			16,362.50	
05/01/16	770,000	4.25%	180,000		16,362.50	212,725.00
11/01/16	590,000	4.25%			12,537.50	
05/01/17	590,000	4.25%	190,000		12,537.50	215,075.00
11/01/17	400,000	4.25%			8,500.00	
05/01/18	400,000	4.25%	195,000		8,500.00	212,000.00
11/01/18	205,000	4.25%			4,356.25	
05/01/19	205,000	4.25%	205,000		4,356.25	213,712.50
			\$ 1,105,000	\$ -	\$ 169,600.00	\$ 1,486,738

(1) Note: Bond payments of \$165,000 due May 1, 2014 at 3.75% interest rate and \$940,000 due May 1, 2014 at 4.25% interest rate.

**Budget Narrative**  
Fiscal Year 2014

**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 2008 Series Special Assessment 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.

**Budget Narrative**  
Fiscal Year 2014

*Expenditures – Administrative (continued)*

**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 FY2014 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

*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 2014

**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2014 vs Fiscal Year 2013**

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2014	FY2013	Percent Change	FY2014	FY2013	Percent Change	FY2014	FY2013	Percent Change	FY2014	FY2013	Percent Change
36	28	\$469.54	\$426.85	10.00%	\$196.00	\$196.00	0.00%	\$70.04	\$67.75	3.38%	<b>\$735.58</b>	<b>\$690.60</b>	<b>6.51%</b>
40	104	\$469.54	\$426.85	10.00%	\$217.78	\$217.78	0.00%	\$77.83	\$75.27	3.40%	<b>\$765.15</b>	<b>\$719.90</b>	<b>6.29%</b>
50	291	\$469.54	\$426.85	10.00%	\$298.85	\$298.85	0.00%	\$97.28	\$94.09	3.39%	<b>\$865.67</b>	<b>\$819.79</b>	<b>5.60%</b>
60	62	\$469.54	\$426.85	10.00%	\$298.85	\$298.85	0.00%	\$116.73	\$112.90	3.39%	<b>\$885.12</b>	<b>\$838.60</b>	<b>5.55%</b>
75	183	\$469.54	\$426.85	10.00%	\$408.34	\$408.34	0.00%	\$145.91	\$141.12	3.39%	<b>\$1,023.79</b>	<b>\$976.31</b>	<b>4.86%</b>
90	67	\$469.54	\$426.85	10.00%	\$490.00	\$490.00	0.00%	\$180.74	\$174.81	3.39%	<b>\$1,140.28</b>	<b>\$1,091.66</b>	<b>4.45%</b>
65 *	8	\$469.54	\$426.85	10.00%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	<b>\$774.44</b>	<b>\$731.75</b>	<b>5.83%</b>
50 gar	12	\$469.54	\$426.85	10.00%	\$304.90	\$304.90	0.00%	\$13.28	\$12.84	3.43%	<b>\$787.72</b>	<b>\$744.59</b>	<b>5.79%</b>
20 TH *	85	\$469.54	\$426.85	10.00%	\$152.45	\$152.45	0.00%	\$0.00	\$0.00	n/a	<b>\$621.99</b>	<b>\$579.30</b>	<b>7.37%</b>
	<b>840</b>												

\* The debt associated with the Amenity Debt was paid in full for the eight 65' units, and 85 - 20' Townhomes.

**5B.**

**RESOLUTION 2013-5**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND APPROVING CHANGE OF DESIGNATED REGISTERED AGENT AND REGISTERED OFFICE.**

**WHEREAS**, the Piney-Z Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Tallahassee, Florida; and

**WHEREAS**, the District is statutorily required to designate a registered agent and a registered office location for the purposes of records keeping and accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.416(1), Florida Statutes; and

**WHEREAS**, the District wishes to change its designated registered agent.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1.** Maureen McCarthy Daughton of Sniffen & Spellman, P.A. is hereby designated as Registered Agent for the Piney-Z Community Development District.

**Section 2.** The District's Registered Office shall be located at 123 North Monroe Street, Tallahassee, Florida 32301.

**Section 3.** In accordance with Section 189.416, Florida Statutes, the District’s Secretary is hereby directed to file copies of this resolution with the City of Tallahassee, and the Florida Department of Economic Opportunity.

**Section 4.** This Resolution shall become effective upon adoption.

**PASSED AND ADOPTED THIS 15<sup>th</sup> DAY OF JULY, 2013.**

**ATTEST:**

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

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Janice Eggleton Davis  
Secretary

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Michael Lee  
Chairman

## **Sixth Order of Business**

Piney-Z Community Development District  
Property Manager's Report  
Submitted by Lance Rogers  
July 15, 2013

Events / Facility Use:

As of this writing the events, activities and meetings that took place at the CDD Amenities between June 10, (last Board Meeting) and July 15 are as follows:

Six Resident Sponsored Events

HOA Meeting

HOA Sponsored Ice Cream Social: Independence Day

Part-time Staff Changes: You may recall my email to Board members dated June 7, 2013 explaining the resignation of two multi-purpose employees. One did maintenance, custodial and was one of two head lifeguards. He resigned.

The other multi-purpose employee was dismissed. Her duties included office aid, custodial and lifeguarding. Since then I have hired two persons in seasonal summer positions.

They are Joe Collins (no relation to Sammy Collins who worked here in the past) and Maria "Maryellen" Zia.

Joe is assigned to maintenance and custodial duties. Maryellen is assigned to helping out in the office periodically and custodial tasks. They are currently classified as seasonal part-time employees with no benefits. At the end of September they may be considered to continue in part-time positions.

**Piney-Z CDD Amenities** (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)

General Comments Concerning Amenities Areas:

**Fitness Center:** On June 19 there was an accident in the Fitness Center that occurred between 5:00pm and 5:30pm involving a boy, age 12. His mother called me just after leaving the Fitness Center. No serious injuries. Scratches, and banged knees. The child was horse playing on one of the treadmills and fell off the back against a large mirror panel. One of the large mirror panels along the wall broke in a spider web fashion. The mother offered to pay for the cost of replacing the mirror panel. After getting the estimate I asked her to pay \$400.00 and she has done so. If you have questions I can answer them at the meeting. I have a recording from the Fitness Center cameras of the incident on file and copies.

On July 1, when the mirror was taken down to be replaced a considerable amount of water damage was discovered behind the mirrors. The new replacement mirror could not be installed. All the mirrors had to be taken down and stored in the garage. The sheet rock behind the mirrors easily crumbled away. I began communicating with Chairman Lee by phone and email and obtaining estimates for repairs that would be required to re-open the side of the Fitness Center with the water damage. The machines in the room were rearranged until repair plans could be made. As of this writing Chairman Lee and I are working on how to proceed with the repairs. We can provide an update at the meeting.

A wipes dispenser was installed in the Fitness Center.

**Lodge:** The number of events that took place is shown above. Regular maintenance took place since the last meeting. In addition to our regular tasks the following occurred. The agreement with 1<sup>st</sup> Choice Pest Services began July 1, 2013 and a servicing was done July 1<sup>st</sup>.

Barineau Heating and AC performed a regular servicing and as part of the on-going maintenance agreement and repaired items related to the air systems noted on the inspection report.

We continued to pressure wash around the Lodge including the exterior wall of the restrooms on the south side of the Lodge.

When the glass company came to replace the broken mirror in the Fitness Center they replaced broken glass in a window in the garage.

**Pavilion:** I will report again now, as I did in last meeting, that the light fixtures and fans were cleaned before the last meeting. Grime and spiders webs were removed from 27 light fixtures and 7 fans. Toilets were repaired and restroom fixtures checked for the busy summer season. Since the last meeting soap dispensers in the restrooms had rusted to the point of needing replacing and it was done. Another task on our maintenance list was accomplished when the exterior walls of the pavilion were washed.

**Playground:** Residents I have spoken to have been appreciative of the upgrades. Some have taken the time to comment about the removal of the trees.

Some have expressed concerns about the heat with no shade. Playground companies do make shade systems for playgrounds. To get a general idea of how they are designed and cost I got some catalogs from Playmore Recreational Equipment and they are working on quotes. I will have those on hand if the Board wishes to consider shading in the future.

Maintenance checked the equipment for problems and looked for wasp nests and such.

**Pool / Aquatics:** The pool health inspector visited our pool and it passed with no problems. Swim Lessons continue to go smoothly. Some residents have been enjoying the Adult Swim times on some weekday mornings between 9am and 10am.

Any repairs needed to the pool or pump systems have been taken care of on a regular basis. I have described repairs in previous meetings. With the aging pool, you will recall, I recommended putting more money in the pool maintenance account in the next Fiscal Year. The pool can be maintained but repairs and pump replacement will be needed along with other various needs related to the pool system, deck area, pool furniture, fence and gates. Until the Board decides if and when to completely renovate the pool and deck area more funds will be needed for maintenance and repairs. If the Board eventually chooses to renovate, the work would need to be done between November and March of a Fiscal Year.

I think I mentioned in the past that the motorized handicap gate has been experiencing problems. Simply put, it will stop working. The lifeguards have been told what to do when it malfunctions. Since it is the "ADA Handicap / Wheelchair User Entrance" we can set it to manual so that it can be opened and closed manually allowing more than enough room for a wheel chair user to enter. Until the gate company can get to the bottom of the problem there is a sign placed outside the gate informing wheelchair users that a lifeguard will assist by opening the gate for them to enter.

**Grounds:** Recently one of the commercial grade outdoor grills near the pool rusted out and was replaced. Another was refurbished. And a new one added in time for the busy summer season. The picnic tables in that area were pressure washed.

A bike rack was relocated from where it had been in the asphalt behind the Lodge. It became unstable and had to be relocated beside the Lodge. Some sod had to be replaced in front and beside the Lodge. Trash cans that sit in the trash can holders at the picnic area beside the pool had to be replaced. Since the last meeting some of the regular quarterly pressure washing was begun again. Example: Sidewalks.

**Access Report for Fitness Center and Pool**

**Fitness Center Key Fob Entries:**

Month / Year: May 2013

Fob Entries: **633**

Households Represented: **93**

**Swimming Pool Main Gate:**

Month / Year: May 2013: Open 13 Days

Dates in May the Pool was open: May 4, 5, 11, 12, 18, 19, 25, 26, 27, 28, 29, 30, 31

Fob Entries: **732**

Households Represented: **134**

**May 2013 Swimming Pool Sign-In Sheets Entries:**

**871** persons / 13 days

The number could be higher since some residents may not have been diligent about signing in. During the 13 days the pool was open in May the pool was used at least 871 times when residents visited the pool. The number reflects if they brought guests also.

Note: Of the 871 users some of these are repeat customers / users. Meaning the same names in the sign-in book may repeat several times per month since they come to the pool more than once per month.

**Property Manager's Log of Payments Received from Rental of the Amenities since the last Meeting:**

The fiscal year total to date total as reported in the last meeting was: \$9,030.00

**Date Sent**

<b>Piney-Z Renter Host/ Name on Check</b>	<b>Check Number/ Type of Fee</b>	<b>Date of Event</b>	<b>Fee Paid</b>
06/25/13 Susan M. Byrne	259 (Base Fee)	06/28/13	\$150.00
“ Covenant Building Corporation	01- 0241 (Base Fee)	06/29/13	\$150.00
“ Debra Solomon	6022 (Rental Fee)	07/12/13	\$100.00
“ Raja Shekhar Komuroji	5527 (Base Fee)	07/14/13	\$150.00
“ Roberta S. Bass	9404 (Rental Fee)	07/20/13	<u>\$250.00</u>
			Total \$800.00

**Year to Date Total: \$9,830.00**



**Key Fob System:** Following this report is a new re-designed Key Fob Registration Form for consideration. You will see that it provides a way for residents and property owners to subscribe to receive emails. When the Board is ready to consider this topic my recommendation is that we turn off all the key fobs the weekend of November 2 and 3<sup>rd</sup>. This means no key fobs will work on Monday, November 4<sup>th</sup>. That way, as we re-register residents and property owners, we can primarily be prepared to re-register the residents that use the Fitness Center first. Signs could be put up in the Fitness Center announcing that the fobs will be turned off and to be prepared to come in and bring your fobs and re-register. We can encourage the pool users to wait a few weeks or until as late as March or April to re-register.

The contract on the back of the registration form reflects what the staff and past Boards thought were important. It all still applies at this time.

**More About Collecting Email Addresses:** The original form already asks for an email address. Some residents ask why. So, I know it is a concern to some residents. One of the reasons we originally asked for it was in case their fob was found on the property, it would be another way to reach them about their lost fob. If the Board desires collecting email addresses for sending out announcements, meeting notices, etc., we could simply add a line asking if they wish to subscribe or decline receiving email announcements from the CDD, HOA, or Crime Watch Committee. I have added to the form a line with the option for residents to subscribe to emails. The new form follows my report.

**6B.**

# Amenities Key Fob Registration

## Piney-Z Community Development District (CDD)

Registration Form and Agreement for Possession of Amenities Proximity Key Fob  
Driver's License or Photo ID required and will be copied.

One proof of residency also required.

Authorized Adult Resident, Property Owner, or Pass Holder Obtaining the Amenities Key Fob: PLEASE PRINT ALL INFORMATION / READ AND SIGN THE CONTRACT AGREEMENT ON THE BACK. Write N/A for questions that do not apply to your situation. Register at the Piney-Z CDD Office. **All fobs are loaned or rented to users and remain the property of the CDD and must be returned if the user moves. Do not give the key fob to anyone outside your household. See #7 on back and read all CDD rules for use privileges.**

All questions below including contact information (address, phone numbers, email address) must be completed.

Today's Date: \_\_\_\_\_

### ADDRESS:

---

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

We may email you if we find your lost fob, if we need to send out an urgent notification, or in case of emergency.

*You have the opportunity to subscribe and receive Piney-Z CDD and HOA emails.*

I would like to subscribe and receive email announcements from the CDD and HOA.  
Circle Yes / No (You will be able to unsubscribe at anytime)

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Place of Employment: \_\_\_\_\_

I have been a resident of Piney-Z since? \_\_\_\_\_

List name of all adults age 18 and over who actually live in your household:

List name *and* age of all children age 17 and under who actually live in your household:

-----Office Use Only -----

What Photo ID Produced? \_\_\_\_\_ What proof of residency shown? \_\_\_\_\_

Circle: Property Owner Renter Pass Holder Staff

Key Fob # \_\_\_\_\_ Additional Fob \_\_\_\_\_ (\$10.00)

**When issued a Piney-Z Amenities Key Fob and by signing below, you understand and agree to the following. Furthermore, by signing, you understand that if you violate any part of the agreement you could lose all amenity privileges and have your key fob deactivated:**

**Contractual Agreement Statement**

1. I agree to abide by all the Piney-Z Community Development District (CDD) Rules, Regulations, and Policies for use of all areas of the amenities. I understand a complete copy of the regulations can be obtained from the Property Manager or the regulations can be viewed on the web site. Furthermore, I agree to abide by the Homeowners Association (HOA) Covenants, Restrictions, and By-laws and understand that I could lose my amenity privileges and have my key fob deactivated if the HOA deems me in violation of any HOA regulations and asks the CDD to revoke my privileges.
2. I understand that the proximity key fob opens the door to the fitness center and the gates to the pool. I understand that I must enter the pool deck area only through the main gate unless I need to use the wheelchair entrance. (The handicap parking for the pool is near the pavilion. The wheelchair entrance is at the end of the sidewalk that runs beside the pavilion). I understand that the key fob will be programmed to only work during the approved hours of operation of the fitness center and pool. I understand that it is considered trespassing to enter the fitness center or swimming pool area any time other than the official approved hours of operation. I understand that it is considered trespassing and prosecutable even if my key fob allows access during a time the area is closed.
3. **I understand that each household that desires use of the fitness center or swimming pool area will be issued a key fob(s) to share. I understand the key fob cannot, under any circumstances, be used by anyone other than the authorized members of the household in accordance with all CDD regulations including regulations related to age.** Furthermore, I understand that the key fob issued to me remains the property of the Piney-Z CDD. If available, one additional fob can be rented (\$10.00) and also remains the property of the Piney-Z CDD. (No refund after use).
4. **I understand that I cannot lend my key fob to a guest or anyone outside of my household. I understand that I must accompany, at all times, any guests I wish to bring to the fitness center (maximum 2) and swimming pool area (maximum 4, without special permission from the Property Manager).**
5. I understand that for my protection and the protection of CDD property that the amenities areas are subject to video or other methods of surveillance at all times.
6. I understand that I must inform the Property Manager of any changes to the status of the number of authorized household members who may be using the key fob(s) assigned to my residence or property.
7. I agree to inform the Property Manager immediately if my key fob is lost, or stolen **and I understand that it is mandatory to return the key fob to the Property Manager if I am moving. (Do not give the key fob to the new resident, Realtor or anyone. The new resident must register for a fob at the office).**
8. I understand that the CDD operates the Piney-Z Amenities and reserves the right to deactivate the key fob access system for one or all households for a variety of reasons which include, but are not limited to the following: Vandalism, equipment malfunction, misuse of equipment, major maintenance or repair, theft, rules violations, and any reason deemed necessary by the Property Manager or CDD Board.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_ **Name Printed:** \_\_\_\_\_

# **FINANCIALS**

PINEY-Z  
Community Development District

*Financial Report*

*June 30, 2013*

Prepared by



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Piney-Z  
Community Development District

**Financial Statements**

(Unaudited)

**June 30, 2013**



**Balance Sheet**  
June 30, 2013

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 57,812	\$ -	\$ -	\$ 57,812
Investments:				
Money Market Account	233,463	-	-	233,463
SBA Account	2,488	-	-	2,488
SBA Account - Restricted	883	-	-	883
Redemption Fund	-	645	-	645
Revenue Fund	-	98,021	161,977	259,998
Prepaid Items	1,623	-	-	1,623
<b>TOTAL ASSETS</b>	<b>\$ 296,269</b>	<b>\$ 98,666</b>	<b>\$ 161,977</b>	<b>\$ 556,912</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 3,216	\$ -	\$ -	\$ 3,216
Accrued Expenses	1,800	-	-	1,800
Accrued Wages Payable	6,353	-	-	6,353
Accrued Taxes Payable	486	-	-	486
<b>TOTAL LIABILITIES</b>	<b>11,855</b>	<b>-</b>	<b>-</b>	<b>11,855</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Prepaid Items	1,623	-	-	1,623
<b>Restricted for:</b>				
Debt Service	-	98,666	161,977	260,643
Debt Service	18,500	-	-	18,500
<b>Assigned to:</b>				
Operating Reserves	97,361	-	-	97,361
Reserves - CDD Amenity	20,000	-	-	20,000
<b>Unassigned:</b>	146,930	-	-	146,930
<b>TOTAL FUND BALANCES</b>	<b>\$ 284,414</b>	<b>\$ 98,666</b>	<b>\$ 161,977</b>	<b>\$ 545,057</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 296,269</b>	<b>\$ 98,666</b>	<b>\$ 161,977</b>	<b>\$ 556,912</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 1,080	\$ 810	\$ 504	\$ (306)
Interest - Tax Collector	-	-	32	32
Special Assmnts- Tax Collector	358,552	358,552	358,554	2
Special Assmnts- Discounts	(14,342)	(14,342)	(13,412)	930
Amenities Revenue	12,000	9,000	9,600	600
<b>TOTAL REVENUES</b>	<b>357,290</b>	<b>354,020</b>	<b>355,278</b>	<b>1,258</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	6,000	4,000	3,800	200
FICA Taxes	459	307	291	16
ProfServ-Engineering	500	375	-	375
ProfServ-Legal Services	30,000	22,500	18,291	4,209
ProfServ-Mgmt Consulting Serv	49,275	36,955	36,956	(1)
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,400	3,400	3,400	-
Communication - Telephone	240	180	2	178
Postage and Freight	2,000	1,503	622	881
Insurance - General Liability	10,655	10,655	8,136	2,519
Printing and Binding	2,500	1,872	1,069	803
Legal Advertising	1,500	1,250	651	599
Miscellaneous Services	500	378	701	(323)
Misc-Assessmnt Collection Cost	10,757	10,757	10,360	397
Misc-Contingency	2,000	1,503	1,175	328
Office Supplies	500	378	311	67
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>125,098</b>	<b>100,825</b>	<b>90,577</b>	<b>10,248</b>
<b>Field</b>				
Contr-Landscape-Amenities Area	12,040	9,030	9,030	-
Misc-Contingency	8,204	6,156	4,972	1,184
<b>Total Field</b>	<b>20,244</b>	<b>15,186</b>	<b>14,002</b>	<b>1,184</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Parks and Recreation - General</b>				
Payroll-Salaries	118,000	77,000	64,962	12,038
FICA Taxes	9,027	5,891	5,059	832
Pension Benefits	2,250	2,250	2,250	-
Life and Health Insurance	8,700	6,525	6,444	81
Workers' Compensation	3,791	3,791	4,247	(456)
ProfServ-Pool Maintenance	4,800	3,600	3,600	-
Contracts-Security Services	2,224	1,668	2,168	(500)
Communication - Teleph - Field	1,620	1,215	1,609	(394)
Postage and Freight	900	675	312	363
Utility - General	28,000	20,997	19,107	1,890
Utliity - Other	3,000	2,250	1,667	583
R&M-General	14,100	10,575	15,687	(5,112)
R&M-Equipment	2,300	1,727	1,136	591
R&M-Pest Control	790	528	2,803	(2,275)
R&M-Pools	4,000	2,997	7,269	(4,272)
Misc-Contingency	6,000	4,500	981	3,519
Office Supplies	3,000	2,250	4,262	(2,012)
Op Supplies - Pool Chemicals	5,000	3,753	1,629	2,124
Capital Outlay	16,600	12,447	23,799	(11,352)
<b>Total Parks and Recreation - General</b>	<b>234,102</b>	<b>164,639</b>	<b>168,991</b>	<b>(4,352)</b>
<b>Reserves</b>				
Reserve - CDD Amenity	10,000	-	-	-
<b>Total Reserves</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>389,444</b>	<b>280,650</b>	<b>273,570</b>	<b>7,080</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(32,154)	73,370	81,708	8,338
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(32,154)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(32,154)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (32,154)	\$ 73,370	\$ 81,708	\$ 8,338
<b>FUND BALANCE, BEGINNING (OCT 1, 2012)</b>	<b>202,706</b>	<b>202,706</b>	<b>202,706</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 170,552</b>	<b>\$ 276,076</b>	<b>\$ 284,414</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 36	\$ 46	\$ 10
Special Assmnts- Tax Collector	79,194	79,194	79,195	1
Special Assmnts- Discounts	(3,168)	(3,168)	(2,962)	206
<b>TOTAL REVENUES</b>	<b>76,076</b>	<b>76,062</b>	<b>76,279</b>	<b>217</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Trustee	2,700	2,700	2,694	6
Misc-Assessmnt Collection Cost	2,376	2,376	2,288	88
<b>Total Administration</b>	<b>5,076</b>	<b>5,076</b>	<b>4,982</b>	<b>94</b>
<b>Debt Service</b>				
Principal Debt Retirement	50,000	50,000	50,000	-
Interest Expense	21,000	21,000	21,000	-
<b>Total Debt Service</b>	<b>71,000</b>	<b>71,000</b>	<b>71,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>76,076</b>	<b>76,076</b>	<b>75,982</b>	<b>94</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(14)	297	311
Net change in fund balance	\$ -	\$ (14)	\$ 297	\$ 311
<b>FUND BALANCE, BEGINNING (OCT 1, 2012)</b>	<b>98,369</b>	<b>98,369</b>	<b>98,369</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,369</b>	<b>\$ 98,355</b>	<b>\$ 98,666</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 100	\$ 76	\$ 89	\$ 13
Special Assmnts- Tax Collector	227,306	227,306	227,306	-
Special Assmnts- Discounts	(9,092)	(9,092)	(8,503)	589
<b>TOTAL REVENUES</b>	<b>218,314</b>	<b>218,290</b>	<b>218,892</b>	<b>602</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Trustee	3,800	3,800	3,763	37
Misc-Assessmnt Collection Cost	6,819	6,819	6,567	252
<b>Total Administration</b>	<b>11,619</b>	<b>11,619</b>	<b>11,330</b>	<b>289</b>
<b>Debt Service</b>				
Principal Debt Retirement	160,000	160,000	160,000	-
Interest Expense	52,138	52,138	52,138	-
<b>Total Debt Service</b>	<b>212,138</b>	<b>212,138</b>	<b>212,138</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>223,757</b>	<b>223,757</b>	<b>223,468</b>	<b>289</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(5,443)	(5,467)	(4,576)	891
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(5,443)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(5,443)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (5,443)	\$ (5,467)	\$ (4,576)	\$ 891
<b>FUND BALANCE, BEGINNING (OCT 1, 2012)</b>	<b>166,553</b>	<b>166,553</b>	<b>166,553</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 161,110</b>	<b>\$ 161,086</b>	<b>\$ 161,977</b>	

**Notes to the Financial Statements**

**General Fund**

▶ **Assets**

■ **Cash and Investments** - See Cash and Investment Report on page 10 for further details. The General Fund checking account has a restricted amount of \$18,500 to satisfy the Debt Service reserve requirement.

■ **Prepaid Items** - Paid expenses for July 2013 and August 2013.

▶ **Liabilities**

■ **Accrued Expenses** - Accrued City of Tallahassee utilities, Verizon phone service the month of June 2013.

■ **Accrued Wages payable** - Accrued payroll as of 6/29/13.

■ **Accrued Taxes Payable** - Accrued payroll taxes as of 6/29/13.

**Debt Service Funds**

▶ **Assets**

■ **Investments** - See Cash and Investment Report on page 10 for further details.

**Notes to the Financial Statements**

**Financial Overview / Highlights**

- ▶ The total YTD collected Non-Ad Valorem assessments are at 100%.
- ▶ The total General Fund expenditures are at 96.7% of the YTD budget (prorated). Significant variances are explained below.
  - The Administrative expenditures are at 89.8% of the YTD budget (prorated).
  - The Parks and Recreation expenditures are at 101.3% of the YTD budget (prorated).

**Variance Analysis**

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ - Legal Services	\$22,500	\$18,291	81%	Sniffen & Spellman, P.A. for general counsel fees are through April 2013.
Insurance - General Liability	\$10,655	\$8,136	76%	Florida Municipal Insurance- Annual premium amounts are \$5,028 for General Liability and \$4,497 for Property Insurance. Paid in full. This balance includes a premium refund from FY10-11 of \$1,152. and for FY11-12 \$237.
Miscellaneous Services	\$378	\$701	185%	Bank service charges as of June 2013. Bank charges have increased due to the FDIC insurance.
<b><u>Parks and Recreation - General</u></b>				
Payroll-Salaries	\$77,000	\$64,962	84%	Salaries as of 6/29/13.
Workers' Compensation	\$3,791	\$4,247	112%	Florida Municipal Insurance - Annual amount is \$4,247. Paid in full.
Contracts-Security Services	\$1,668	\$2,168	130%	Quarterly monitoring security services from Sonitrol as of 6/30/13. This balance includes gate sensor issue.
Communication - Teleph-Field	\$1,215	\$1,609	132%	Verizon service and cell phone stipends to employees.
R&M-General	\$10,575	\$15,687	148%	Unfavorable variance is due to repairs to various lighting items. This balance includes a replacement of a low slope roof, cleaning and staining the playground equipment and gate repairs.

**Notes to the Financial Statements**

<u>Account Name</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<b>Expenditures</b>				
<b><u>Parks and Recreation - General (continued)</u></b>				
R&M-Pest Control	\$528	\$2,803	531%	Unfavorable variance due to an additional termite treatment and moisture barrier service.
R&M-Pools	\$2,997	\$7,269	243%	Unfavorable variance due to the purchase of a new pool pump, leak repair and replacing of pool lights.
Office Supplies	\$2,250	\$4,262	189%	Unfavorable variance due to the purchase of a first aid supply kit and a microwave oven.
Capital Outlay	\$12,447	\$23,799	191%	Purchase and installation of a lift chair and new playground equipment. This balance also includes a new copier.

**Other Miscellaneous Notes**

- ▶ On behalf of the Series 2002 Debt Service Fund, a reserve of \$18,500 was established in the General Fund checking account (5% of outstanding bond balance). This reserve is in lieu of having a Reserve Fund with US Bank.



PINEY-Z  
Community Development District

**Supporting Schedules**

**June 30, 2013**

**Non-Ad Valorem Special Assessments - Leon County Tax Collector  
(Monthly Assessment Collection Distributions)  
For the Fiscal Year Ending September 30, 2013**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount Received	Allocation by Fund		
					General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2013 (1)				\$ 665,055	\$ 358,554	\$ 79,195	\$ 227,306
Allocation %				100%	54%	12%	34%
11/08/12	\$ 3,854	\$ 209	\$ 119	\$ 4,182	\$ 2,255	\$ 498	\$ 1,429
11/30/12	61,679	2,649	1,908	66,236	35,710	7,887	22,639
12/11/12	137,734	5,916	4,260	147,910	79,744	17,613	50,554
12/28/12	368,533	15,830	11,398	395,761	213,369	47,127	135,265
01/14/13	10,937	349	338	11,624	6,267	1,384	3,973
02/14/13	11,481	242	365	12,088	6,517	1,439	4,131
03/12/13	4,001	84	124	4,209	2,269	501	1,439
04/25/13	11,594	-	359	11,953	6,444	1,423	4,085
05/09/13	3,099	-	96	3,195	1,722.62	380.48	1,092.06
06/12/13	719	-	22	742	400	88	253
06/21/13	7,330	(402)	227	7,155	3,857	852	2,445
<b>TOTAL</b>	<b>\$ 620,962</b>	<b>\$ 24,878</b>	<b>\$ 19,215</b>	<b>\$ 665,055</b>	<b>\$ 358,554</b>	<b>\$ 79,195</b>	<b>\$ 227,306</b>

% COLLECTED 100% 100% 100% 100%

Note (1) - Difference with assessments levied is due to rounding

**Cash and Investment Report**

*June 30, 2013*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>					
Operating Checking Account	Wachovia Bank	Government Advantage Interest	n/a	0.10%	\$39,312
- Restricted for DS Reserve requirement (1)	Wachovia Bank	Government Advantage Interest	n/a	0.10%	\$18,500
				<b>Subtotal</b>	<u>\$57,812</u>
Public Funds Money Market Account	Florida Shores Bank SW	Money Market Account	n/a	0.45%	\$233,463
Operating Account - FUND A	SBA	Investment Pool	n/a	0.22%	\$2,488
Operating Account - FUND B (Restricted)	SBA	Investment Pool	n/a	0.00%	\$883
				<b>Subtotal</b>	<u>\$3,371</u>
<b>DEBT SERVICE FUNDS</b>					
Series 2002 Redemption Account	US Bank	Government Obligation Fund	n/a	0.00%	\$645
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.15%	\$98,021
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.15%	\$161,977
				<b>Total</b>	<u><u>\$555,289</u></u>

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

**Piney-Z CDD  
Bank Reconciliation**

**Bank Account No.** 6166  
**Statement No.** 06-13  
**Statement Date** 06/30/13

<b>G/L Balance (\$)</b>	57,812.48	<b>Statement Balance</b>	58,534.50
<b>G/L Balance</b>	57,812.48	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>		
<b>Subtotal</b>	57,812.48	<b>Subtotal</b>	58,534.50
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	722.02
	<hr/>	<b>Total Differences</b>	0.00
<b>Ending G/L Balance</b>	57,812.48	<b>Ending Balance</b>	57,812.48
<b>Difference</b>	0.00		

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
<b>Outstanding Checks</b>						
06/05/13	Payment	54857	JOHN P. ROZOFSKY	148.15	0.00	148.15
06/14/13	Payment	54867	ALAN COX AQUATICS, INC.	400.00	0.00	400.00
06/25/13	Payment	54900	CHERYL M. HUDSON	173.87	0.00	173.87
Total Outstanding Checks . . . . .				722.02		

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 5/1/13 to 6/30/13  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Check Amount
<b>GENERAL FUND - 001</b>								
001	54799	05/02/13	CAPITAL HEALTH PLAN	060113-14724	ARAC00014724 Daryl L Rogers 6/2013	Prepaid Items	155000	\$716.00
001	54800	05/02/13	CITY OF TALLAHASSEE	032813-485610	Water/Irrigation March 2013	Utility - General	543001-57201	\$560.57
001	54801	05/02/13	FEDEX	2-241-40548	Services 4/8/13	Postage and Freight	541006-51301	\$9.86
001	54801	05/02/13	FEDEX	2-249-01405	Services 4/12/13	Postage and Freight	541006-51301	\$17.45
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Lifeguard Orientation Booklets	551002-57201	\$82.40
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Walkie Talkies Lifeguards/Staff	546001-57201	\$107.49
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Goggles eye protection with chemicals	546074-57201	\$46.80
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Required Pool Chemical Test Kit	552009-57201	\$77.40
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Bleach for pressure washer to clean furniture	546074-57201	\$25.80
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Key duplication for Lifeguards/staff	546074-57201	\$66.33
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Padlocks	546074-57201	\$75.20
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Gasoline	546001-57201	\$15.25
001	54802	05/02/13	LANCE ROGERS	042913	Petty Cash 4/29/13	Repairs to Lifeguard station	546074-57201	\$19.26
001	54803	05/02/13	MARPAN SUPPLY CO., INC.	1254151	Dupmeter Rental May 2013	R&M-General	546001-57201	\$26.00
001	54804	05/02/13	MY OFFICE PRODUCTS	OE-1780414-1	Office, Cleaning, First Aid Supplies	Office Supplies	551002-57201	\$1,039.67
001	54805	05/02/13	PERIMETER FENCE & DECK	2310	Replace Batteries Adjust Hydraulic Closer to gate	R&M-General	546001-57201	\$312.00
001	54807	05/02/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2066809	Management Fees April 2013	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,106.25
001	54807	05/02/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2066809	Management Fees April 2013	Postage and Freight	541006-51301	\$20.32
001	54807	05/02/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2066809	Management Fees April 2013	Printing and Binding	547001-51301	\$126.80
001	54807	05/02/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2066809	Management Fees April 2013	Office Supplies	551002-51301	\$44.00
001	54807	05/02/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2066809	Management Fees April 2013	Office Supplies	551002-51301	\$85.68
001	54808	05/02/13	VECTOR SECURITY INC	19560538	Fix Camera in Pool Area	R&M-General	546001-57201	\$110.00
001	54809	05/06/13	LESLIE'S POOLMART, INC	213370	2 Tables 4 chairs (Commercial Grade)	R&M-Pools	546074-57201	\$499.46
001	54818	05/10/13	ALAN COX AQUATICS, INC.	050113	Pool Mgmt May 2013	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	54819	05/10/13	CITY OF TALLAHASSEE	042913-385610	Service 3/27-4/25/13	Utility - General	543001-57201	\$1,393.01
001	54820	05/10/13	CITY OF TALLAHASSEE	050113-485610	Service 3/27-4/25/13	Utility - General	543001-57201	\$840.17
001	54820	05/10/13	FRASER ELECTRIC INC.	17230	Voltage & Power problems 4/23/13	R&M-General	546001-57201	\$115.00
001	54820	05/10/13	FRASER ELECTRIC INC.	17231	Sonrol Power Issue 4/24/13	R&M-General	546001-57201	\$230.00
001	54820	05/10/13	FRASER ELECTRIC INC.	17232	120 Volt GFCI outlet at pool entrance	R&M-General	546001-57201	\$221.40
001	54820	05/10/13	FRASER ELECTRIC INC.	17233	Relocate Flood Light @ gazebo	R&M-General	546001-57201	\$251.80
001	54821	05/10/13	JOHN HURST OUTDOOR SERVICES	2088	Moving Amenities May 2013	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	54822	05/10/13	LESLIE'S POOLMART, INC	051013	Two Commercial BBQ Grills	R&M-Pools	546074-57201	\$462.48
001	54823	05/10/13	PAUL'S PEST CONTROL, INC.	962273	Pest Control 5/7/13	R&M-Pest Control	546070-57201	\$65.00
001	54824	05/10/13	PEDDIE CHEMICAL COMPANY	410016801	Chlorine Sticks, Calcium Hypochlorite, Algaecide	Op Supplies - Pool Chemicals	552009-57201	\$1,381.76
001	54825	05/10/13	PICKINWEE CORP	7135	Top Soil, Bleach	Misc-Contingency	549900-57201	\$26.42
001	54825	05/10/13	PICKINWEE CORP	7136	Handsaw, C Clamp	R&M-General	546001-57201	\$41.97
001	54825	05/10/13	PICKINWEE CORP	7208	Floor Scraper	R&M-General	546001-57201	\$39.99
001	54825	05/10/13	PICKINWEE CORP	7250	Key Rings, Fire Ant Killer	Key Ring Float and Split	551002-57201	\$13.27
001	54825	05/10/13	PICKINWEE CORP	7250	Key Rings, Fire Ant Killer	Fire Ant Killer	546001-57201	\$19.99
001	54826	05/10/13	SNIFFEN & SPELLMAN, P.A.	10511	Legal Services through April 30, 2013	ProfServ-Legal Services	531023-51401	\$1,942.97
001	54830	05/16/13	CITY OF TALLAHASSEE	050913-334610	Electric Service 4/11-5/9/13	Utility - General	543001-57201	\$100.67
001	54831	05/16/13	FITNESS PRO	4119	Preventative Maintenance May 2013	R&M-Equipment	546022-57201	\$100.00

Piney-Z  
Community Development District

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Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	54832	05/16/13	SONITROL	209844	Wireless to 12vdc	Contracts-Security Services	534037-57201	\$231.00
001	54833	05/16/13	SWAIN POOLS AND SPAS	9449160	Install new pool pump/autofill bowl replacement	R&M-Pools	546074-57201	\$2,244.51
001	54833	05/16/13	SWAIN POOLS AND SPAS	9449161	Leak detection and leak repair	R&M-Pools	546074-57201	\$1,055.68
001	54833	05/16/13	SWAIN POOLS AND SPAS	9449183	Replumb Chlorinator valve	R&M-Pools	546074-57201	\$122.62
001	54833	05/16/13	SWAIN POOLS AND SPAS	9449179	Replace light in pool	R&M-Pools	546074-57201	\$654.82
001	54834	05/16/13	VECTOR SECURITY INC	19649910	Rewire Camera/access panel	R&M-General	546001-57201	\$190.00
001	54835	05/16/13	ALLIED 100, LLC	296766	AED BATTERIES, PEDIATRIC DEFIB PADS	R&M-Pools	546074-57201	\$130.95
001	54845	05/29/13	CAPITAL HEALTH PLAN	070113	ARAC00014724 Daryl L Rogers 7/2013	Prepaid Items	155000	\$716.00
001	54846	05/29/13	COMCAST	051513-005-01-5	Cable/Internet/Phones 5/25-6/24/13	Utility - Other	543004-57201	\$190.78
001	54847	05/29/13	FEDEX	2-256-33594	Services through 4/30/13	Postage and Freight	541006-51301	\$9.86
001	54847	05/29/13	FEDEX	2-271-25858	Services through 5/14/13	Postage and Freight	541006-51301	\$36.28
001	54847	05/29/13	FEDEX	2-278-95954	Services through 5/21/13	Postage and Freight	541006-51301	\$8.86
001	54848	05/29/13	LANCE ROGERS	052313	Petty Cash 5/23/13	R&M-General	546001-57201	\$192.43
001	54848	05/29/13	LANCE ROGERS	052313	Petty Cash 5/23/13	Waterproof Walkie Talkies for Lifeguards	546074-57201	\$107.49
001	54848	05/29/13	LANCE ROGERS	052313	Petty Cash 5/23/13	Pool cleaning poles, vacuuming and skimmer net	546074-57201	\$118.97
001	54848	05/29/13	LANCE ROGERS	052313	Petty Cash 5/23/13	Engraved plate for Rosemary White Playground/Park	549900-57201	\$51.06
001	54849	05/29/13	MARPAN SUPPLY CO., INC.	1257953	Container Rental for June 2013	Steel plate for bottom of new grill	546001-57201	\$20.00
001	54850	05/29/13	PAK MAIL 450	256384	Services 4/10/13	Prepaid Items	155000	\$26.00
001	54850	05/29/13	PAK MAIL 450	257253	Services 4/29/13	Postage and Freight	541006-57201	\$12.68
001	54851	05/29/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2067323	May 2013 Management Fees	Postage and Freight	541006-57201	\$14.56
001	54851	05/29/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2067323	May 2013 Management Fees	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,106.25
001	54851	05/29/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2067323	May 2013 Management Fees	Postage and Freight	541006-51301	\$13.80
001	54851	05/29/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2067323	May 2013 Management Fees	Printing and Binding	547001-51301	\$186.70
001	54852	05/29/13	TALLAHASSEE DEMOCRAT	19334773	May 2013 Management Fees	Office Supplies	51002-51301	\$44.00
001	54853	05/29/13	VERIZON WIRELESS	9704739388	4/1/30 Add for Meeting	Legal Advertising	548002-51301	\$272.26
001	54867	06/14/13	ALAN COX AQUATICS, INC.	060113	Pool Maintenance June 2013	Communication - Teleph - Field	541005-57201	\$54.91
001	54868	06/14/13	CITY OF TALLAHASSEE	052913-485610	Service 4/26-5/24/13	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	54868	06/14/13	CITY OF TALLAHASSEE	052913-385610	Services 4/26-5/24/13	Utility - General	543001-57201	\$516.92
001	54869	06/14/13	CITY OF TALLAHASSEE	061013-485610	Service 5/10-6/10/13	Utility - General	543001-57201	\$1,157.49
001	54870	06/14/13	FITNESS PRO	2-286-43358	Services through 5/28/13	Utility - General	543001-57201	\$103.16
001	54871	06/14/13	FLORIDA MUNICIPAL INSURANCE TR	4205	Preventative Maintenance April 2013	Postage and Freight	541006-51301	\$20.90
001	54871	06/14/13	FLORIDA MUNICIPAL INSURANCE TR	060113-0827	Fourth Installment Billing 12/13 Fund Year	R&M-Equipment	546022-57201	\$100.00
001	54871	06/14/13	FLORIDA MUNICIPAL INSURANCE TR	060113-0827	Fourth Installment Billing 12/13 Fund Year	Workers' Compensation	524001-57201	\$1,061.75
001	54872	06/14/13	FRASER ELECTRIC INC.	060113-0827	Fourth Installment Billing 12/13 Fund Year	Property Coverage	549002-51301	\$1,124.25
001	54872	06/14/13	FRASER ELECTRIC INC.	17284	Check TV - fitness room, clean fans and lights	General Liability	545002-51301	\$1,257.00
001	54872	06/14/13	FRASER ELECTRIC INC.	17282	Replace ceiling fan	R&M-General	546001-57201	\$749.40
001	54873	06/14/13	JOHN HURST OUTDOOR SERVICES	2105	Moving of Amenities June 2013 install grills	R&M-General	546001-57201	\$590.30
001	54873	06/14/13	JOHN HURST OUTDOOR SERVICES	2105	Moving of Amenities June 2013 install grills	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	54874	06/14/13	KEITH McNEIL PLUMBING CONTRACTORS	9983536659	Check and repair toilets in pavilion	Grill Installed	549900-53901	\$115.00
001	54875	06/14/13	MY OFFICE PRODUCTS	OE-1808082-1	Trash bags, can liners	R&M-General	546001-57201	\$196.20
001	54876	06/14/13	PICKINWEE CORP	7305	Hand saw	Office Supplies	551002-57201	\$428.15
001	54876	06/14/13	PICKINWEE CORP	7316	Fire ant Killer and Hoses	R&M-General	546001-57201	\$42.98
001	54876	06/14/13	PICKINWEE CORP	7378	Tarp and Bungee Cords	R&M-General	546001-57201	\$127.94
001	54876	06/14/13	PICKINWEE CORP	7378	Tarp and Bungee Cords	R&M-General	546001-57201	\$41.97

Piney-Z  
Community Development District

Check Register by Fund  
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Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Check Amount
001	54876	06/14/13	PICKINWEE CORP	7393	Misc Supplies	R&M-General	546001-57201	\$17.47
001	54876	06/14/13	PICKINWEE CORP	7398	Drill Bit, Misc Fasteners	R&M-General	546001-57201	\$8.57
001	54876	06/14/13	PICKINWEE CORP	7399	Drill Bits	R&M-General	546001-57201	\$7.99
001	54877	06/14/13	PINE TREE WATER CONTROL DISTRICT	061013	Reimbursement FedEx Billed on Pinetree	Postage and Freight	541006-51301	\$8.86
001	54878	06/14/13	SAM'S CLUB	007450	Misc. Supplies	Office Supplies	551002-57201	\$55.26
001	54878	06/14/13	SAM'S CLUB	0077222	Renewal and Beach umbrella	Misc-Contingency	549900-57201	\$45.00
001	54878	06/14/13	SAM'S CLUB	0077222	Renewal and Beach umbrella	R&M-Pools	546074-57201	\$74.90
001	54878	06/14/13	SAM'S CLUB	004308	Norton Antitheft, trash bags, damprid	R&M-General	546001-57201	\$39.84
001	54878	06/14/13	SAM'S CLUB	004308	Norton Antitheft, trash bags, damprid	Office Supplies	551002-57201	\$77.98
001	54879	06/14/13	SONITROL	211737	Check power to gate and reset	Contracts-Security Services	534037-57201	\$59.00
001	54880	06/14/13	SWAIN POOLS AND SPAS	9449559	Butterfly valve & leak detection	R&M-Pools	546074-57201	\$257.21
001	54880	06/14/13	SWAIN POOLS AND SPAS	9449525	Underwater leak detection	R&M-Pools	546074-57201	\$653.48
001	54893	06/21/13	FEDEX	2-300-34781	Services through 6/11/13	R&M-Pools	541006-51301	\$35.93
001	54894	06/21/13	FITNESS PRO	4235	June 2013 Preventative Maintenance	Postage and Freight	546022-57201	\$100.00
001	54894	06/21/13	FITNESS PRO	4236	Install Gym Wipes Dispenser/fill w/towels	R&M-Equipment	546022-57201	\$240.00
001	54895	06/21/13	FRASER ELECTRIC INC.	17307	Check outlets for gate transformers/sensors	R&M-Equipment	546022-57201	\$115.00
001	54896	06/21/13	LANCE ROGERS	061413	Petty Cash 6/14/13	R&M-General	546001-57201	\$67.10
001	54896	06/21/13	LANCE ROGERS	061413	Petty Cash 6/14/13	Beverages, Ice, Bowls, for functions	551002-57201	\$41.66
001	54896	06/21/13	LANCE ROGERS	061413	Petty Cash 6/14/13	Office Supplies	551002-57201	\$62.85
001	54896	06/21/13	LANCE ROGERS	061413	Petty Cash 6/14/13	Office Supplies, copies	551002-57201	\$95.75
001	54896	06/21/13	LANCE ROGERS	061413	Petty Cash 6/14/13	FDLE (Criminal Records Request-Employees)	549900-57201	\$101.00
001	54896	06/21/13	LANCE ROGERS	061413	Petty Cash 6/14/13	Lifeguard Staff T-Shirts	549900-57201	\$233.56
001	54896	06/21/13	LANCE ROGERS	061413	Petty Cash 6/14/13	Egraved name plate for plaque	549900-57201	\$10.75
001	54897	06/21/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2067753	June 2013 Management Fees	ProfServ-Mgmt Consulting Serv	531027-51201	\$41,106.25
001	54897	06/21/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2067753	June 2013 Management Fees	Postage and Freight	541006-51301	\$36.57
001	54897	06/21/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2067753	June 2013 Management Fees	Printing and Binding	547001-51301	\$333.10
001	54897	06/21/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2067753	June 2013 Management Fees	Office Supplies	551002-51301	\$44.00
001	54810	05/08/13	D. LANCE ROGERS	PAYROLL	May 08, 2013 Payroll Posting			\$1,642.02
001	54811	05/08/13	KYLE M. ROGERS	PAYROLL	May 08, 2013 Payroll Posting			\$426.15
001	54812	05/08/13	DANIEL J. ROZOFSKY	PAYROLL	May 08, 2013 Payroll Posting			\$226.35
001	54813	05/08/13	JOHN P. ROZOFSKY	PAYROLL	May 08, 2013 Payroll Posting			\$350.30
001	54814	05/08/13	KAYLA M. WILLIAMS	PAYROLL	May 08, 2013 Payroll Posting			\$163.59
001	54815	05/08/13	RICHARD B. STOWERS	PAYROLL	May 08, 2013 Payroll Posting			\$52.53
001	54816	05/08/13	LUKE J. LILES	PAYROLL	May 08, 2013 Payroll Posting			\$28.29
001	54817	05/08/13	MATTHEW B. DUKE	PAYROLL	May 08, 2013 Payroll Posting			\$169.70
001	54827	05/16/13	JAN M. BRIDGES	PAYROLL	May 16, 2013 Payroll Posting			\$184.70
001	54828	05/16/13	RICHARD A. KESSLER, JR.	PAYROLL	May 16, 2013 Payroll Posting			\$184.70
001	54829	05/16/13	MICHAEL D. LEE	PAYROLL	May 16, 2013 Payroll Posting			\$184.70
001	54836	05/22/13	D. LANCE ROGERS	PAYROLL	May 22, 2013 Payroll Posting			\$1,611.76
001	54837	05/22/13	KYLE M. ROGERS	PAYROLL	May 22, 2013 Payroll Posting			\$584.76
001	54838	05/22/13	DANIEL J. ROZOFSKY	PAYROLL	May 22, 2013 Payroll Posting			\$112.21
001	54839	05/22/13	JOHN P. ROZOFSKY	PAYROLL	May 22, 2013 Payroll Posting			\$228.04
001	54840	05/22/13	KAYLA M. WILLIAMS	PAYROLL	May 22, 2013 Payroll Posting			\$149.49

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 5/1/13 to 6/30/13  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	54841	05/22/13	RICHARD B. STOWERS	PAYROLL	May 22, 2013 Payroll Posting			\$133.34
001	54842	05/22/13	LUKE J. LILES	PAYROLL	May 22, 2013 Payroll Posting			\$105.75
001	54843	05/22/13	MATTHEW B. DUKE	PAYROLL	May 22, 2013 Payroll Posting			\$133.34
001	54854	06/05/13	D. LANCE ROGERS	PAYROLL	June 05, 2013 Payroll Posting			\$1,642.03
001	54855	06/05/13	KYLE M. ROGERS	PAYROLL	June 05, 2013 Payroll Posting			\$564.73
001	54856	06/05/13	DANIEL J. ROZOFSKY	PAYROLL	June 05, 2013 Payroll Posting			\$632.95
001	54857	06/05/13	JOHN P. ROZOFSKY	PAYROLL	June 05, 2013 Payroll Posting			\$148.15
001	54858	06/05/13	KAYLA M. WILLIAMS	PAYROLL	June 05, 2013 Payroll Posting			\$88.34
001	54859	06/05/13	RICHARD B. STOWERS	PAYROLL	June 05, 2013 Payroll Posting			\$165.66
001	54860	06/05/13	LUKE J. LILES	PAYROLL	June 05, 2013 Payroll Posting			\$60.61
001	54861	06/05/13	MATTHEW B. DUKE	PAYROLL	June 05, 2013 Payroll Posting			\$351.33
001	54862	06/05/13	EVAN V. FRANCIS	PAYROLL	June 05, 2013 Payroll Posting			\$45.71
001	54863	06/05/13	EMMA K. FRANCIS	PAYROLL	June 05, 2013 Payroll Posting			\$19.14
001	54864	06/05/13	KYLE M. ROGERS	PAYROLL	June 05, 2013 Payroll Posting			\$322.50
001	54865	06/05/13	DYLAN L. SEELEY	PAYROLL	June 05, 2013 Payroll Posting			\$188.50
001	54866	06/12/13	LEET T. COX	PAYROLL	June 12, 2013 Payroll Posting			\$1,611.71
001	54882	06/19/13	D. LANCE ROGERS	PAYROLL	June 19, 2013 Payroll Posting			\$389.97
001	54883	06/19/13	KYLE M. ROGERS	PAYROLL	June 19, 2013 Payroll Posting			\$554.16
001	54884	06/19/13	DANIEL J. ROZOFSKY	PAYROLL	June 19, 2013 Payroll Posting			\$102.14
001	54885	06/19/13	LUKE J. LILES	PAYROLL	June 19, 2013 Payroll Posting			\$441.38
001	54886	06/19/13	MATTHEW B. DUKE	PAYROLL	June 19, 2013 Payroll Posting			\$351.56
001	54887	06/19/13	EVAN V. FRANCIS	PAYROLL	June 19, 2013 Payroll Posting			\$377.64
001	54888	06/19/13	EMMA K. FRANCIS	PAYROLL	June 19, 2013 Payroll Posting			\$776.61
001	54890	06/17/13	DYLAN L. SEELEY	PAYROLL	June 19, 2013 Payroll Posting			\$184.70
001	54891	06/17/13	RICHARD A. KESSLER, JR.	PAYROLL	June 17, 2013 Payroll Posting			\$184.70
001	54892	06/17/13	MICHAEL D. LEE	PAYROLL	June 17, 2013 Payroll Posting			\$184.70
001	54900	06/25/13	CHERYL M. HUDSON	PAYROLL	June 25, 2013 Payroll Posting			\$173.87
						<b>Fund Total</b>		<b>\$59,877.75</b>
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202	54898	06/21/13	US BANK NATIONAL ASSOC	062113	Tsfr Assessment Collections 2012-13	Due From Other Funds	131000	\$480.98
						<b>Fund Total</b>		<b>\$490.98</b>

SERIES 2002 DEBT SERVICE FUND - 202



**Check Register by Fund**  
For the Period from 5/1/13 to 6/30/13  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
<b>SERIES 2008 DEBT SERVICE FUND - 203</b>								
203	54806	05/02/13	PRAGER & CO.,LLC	4687	Dissemination Series 2008 FR 12/13	ProfServ-Dissemination Agent	531012-51301	\$1,000.00
203	54844	05/28/13	US BANK NATIONAL ASSOC	052413	Tsf Assessment Collections 2012-13	Due From Other Funds	131000	\$1,627.18
203	54881	06/14/13	US BANK NATIONAL ASSOC	061313	Tsf Assessment Collections 2012-2013	Due From Other Funds	131000	\$245.83
203	54899	06/21/13	US BANK NATIONAL ASSOC	062113A	Tsfr Assessment Collection 2012-13	Due From Other Funds	131000	\$2,505.43
<b>Fund Total</b>								<b>\$5,378.44</b>
<b>Total Checks Paid</b>								<b>\$65,747.17</b>