

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**FEBRUARY 9, 2015**

**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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February 2, 2015

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, February 9, 2015 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop from 3:30 p.m. to 5:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

**Workshop: 3:30 p.m. - 5:30 p.m.**

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Discussion Topics**
  - A. Drainage and Sewage
  - B. Pool and Adult Swim
  - C. Rule Changes
  - D. Assistant Treasurer and Supervisor Roles
  - E. Assistant Manager and Consultant
  - F. CDD Website (Deadline by October 1, 2015)
  - G. Security
- 5. Adjournment**

**Regular Meeting 6:30 p.m.**

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Recognition and Presentations**
  - A. Recognition Acknowledging Service of Former Supervisor Jan Bridges
  - B. Recognition 2014 Jeff White Pioneer Award to Jan Bridges
  - C. Presentation by Fred Crawford, Florida Association of Special Districts (FASD)
  - D. Presentation by Jason Ottinger, Scuba Diving Certification Courses
- 5. Approval of the Minutes of the January 12, 2015 Workshop and Regular Meeting**
- 6. Acceptance of the December 2014 Financial Statements and Approval of the Check Register and Invoices**
- 7. Amenities Manager's Report**
  - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)

**8. Organizational Matters**

- A. Drainage & Sewage
- B. Preparation for Pool Season (Opens Saturday, April 18, 2015)
- C. Alan Cox Aquatics Agreement
- D. Converting the Pool to Salt Water System
- E. Rule and Policy Changes
- F. Supervisor Roles
- G. Staffing Needs and HR Procedures
- H. FASD Membership and Participation (Next Meeting Wednesday, March 18, 2015)
- I. Scuba Diving Training Proposal
- J. John Hurst Outdoor Services Landscaping Agreement
- K. Meeting and Workshop Topics and Schedules

**9. Attorney Update and Discussion of District Legal Counsel**

**10. District Manager's Report - Discussion of Action Items from the Workshop**

**11. Supervisor Requests**

- A. Pool Agreement Update - Alan Cox Aquatics (Supervisor Kessler)
- B. Landscaping Contract Follow-up (Supervisor Kessler)
- C. Amenities Manager Spending Authority (Supervisor Kessler)
- D. Chairperson Staff Coordination and Authority (Supervisor Kessler)

**12. Adjournment**

Enclosed for the workshop from your Chairman are the following: Rules Process (4C.), Co-Treasurer Role and Responsibilities (4D.), Twelve Principles (4D.) and Florida Statutes website rules and website checklist (4F.) Also under 4F., we have a document from your Vice Chairman.

For the regular meeting, the fourth order of business is Recognitions and Presentations. Enclosed for your review is a brochure for Florida Association of Special Districts (4C.).

Enclosed under the fifth order of business for your review are the minutes of the workshop and regular meeting.

The sixth order of business is acceptance of the December 2014 financials statements and approval of the check register and invoices.

The Amenities Manager's Report is included under tab 7 with supporting documents for the report.

Enclosed under the ninth order of business is a letter received from Sniffen & Spellman.

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, extension 40592.

Sincerely,

Janice Eggleton Davis/ms  
District Manager

cc: Sniffen & Spellman  
Pati Lytle

Bob Reid  
Brett Sealy

David Bailey  
Claudia Vaccaro

# WORKSHOP

## **Fourth Order of Business**

**4C.**

# CHAPTER 120 RULEMAKING PROCESS FOR LOCAL UNITS OF GOVERNMENT

(does not apply to repeal of rules)

## Board Discussion and Decision to Initiate Rulemaking

**Publish Notice of Rule Development** –drafted in accordance with the statutory requirements; typically published 29 days prior to the intended action to adopt the proposed rule in the paper of general circulation in the county where the district is located. Sections 120.54(2)(a) and 120.81(2)(b), Fla. Stat.

### **Publish Notice of Proposed Rulemaking**

– requires publication of notice in a paper of general circulation in the county where the district is located at least 28 days prior to the intended action to adopt the proposed rule and drafted in accordance with the statutory requirements; must also be mailed to all persons who have, at least 14 days prior to such mailing, made requests to the District for advance notice of its rulemaking proceedings. Sections 120.54(3)(a) and 120.81(2)(b), Fla. Stat.

**NOTE:** The District may (but districts rarely) issue a statement of estimated regulatory costs (SERC) based on factors in Section 120.541(2), Fla. Stat.; if so, the Notice of Proposed Rulemaking must include a summary and statement that anyone wishing to provide the District with a lower cost regulatory alternative per Section 120.541(1), Fla. Stat., must do so in writing within 21 days after publication of the Notice. Sections 120.54(3)(a)-(b), Fla. Stat.

**Rule Development Workshop Held (if Required or Desired)** – may be requested in writing by any affected person unless the District Chair explains in writing why a workshop is unnecessary; if no affected person requests a workshop, the Board may in its discretion decide to hold a workshop (districts typically do); if held, notice must be published not less than 14 days in advance of scheduled date and drafted in accordance with statutory requirements (if a district knows that it will be holding a workshop, it usually includes information regarding this workshop in the Notice of Rule Development and Notice of Proposed Rulemaking to satisfy this workshop notice requirement). Section 120.54(2)(c), Fla. Stat.

**Rule Development Hearing (if Required or Desired) –**

must be held if requested in writing by a member of the public or, even if not requested, may be held in the discretion of the Board (districts typically do); the requesting person must specify how he/she will be affected by the proposed rule; the request must be made within 21 days of publication of the Notice of Proposed Rulemaking, and the hearing must be held after the 21-day public comment period has ended; if the Notice of Proposed Rulemaking did not include notice of a public hearing, the hearing notice must be published in a paper of general circulation in the county where the district is located at least 7 days before the scheduled public hearing; evidence, argument and oral statements are presented at the hearing. Section 120.54(3)(c), Fla. Stat.

**NOTE: Written Statements** – may be submitted by any person within a specified period of time prior to or following the public hearing; all timely submitted written statements must be considered by the Board and made a part of the rulemaking record.

**Provide and Publish Notice of Change** – any change, other than a technical change, must be supported by: the record of the public hearing on the rule, if held; must be in response to written material submitted to the District within 21 days after the date of publication of the Notice of Proposed Rulemaking; or submitted to the District between the date of publication of the Notice of Proposed Rulemaking and the end of the public hearing. A copy of the Notice of Change must be provided by certified mail or actual delivery to any person who requests it in writing no later than 21 days after the Notice of Proposed Rulemaking at least 21 days prior to filing the rule for adoption; the Notice of Change also must be published in a paper of general circulation in the county where the district is located at least 21 days prior to filing the rule for adoption. Sections 120.53(3)(d)1 and 120.81(2)(a), Fla. Stat.



**Administrative Challenge of Proposed Rule –**

such challenges and proceedings are extremely rare in the district context, however, a substantially affected person may seek an administrative determination with the Florida Division of Administrative Hearings within 21 days after the Notice of Proposed Rulemaking; within 10 days after the final public hearing, if held; within 20 days after the SERC or revised SERC, if applicable, has been prepared and made available per 120.541(1)(d), Fla. Stat.; or within 20 days after the publication of the Notice of No Change or Only Technical Change or Notice of Change. Section 120.56(2)(a), Fla. Stat.

**File Rule for Adoption –** one certified copy of the proposed rule is filed in the office of the District Manager not less than 28 days or more than 90 days after publication of the Notice of Proposed Rulemaking; until 21 days after the Notice of Change (if applicable); until 14 days after the public workshop or hearing; or until the administrative law judge has rendered a decision in an administrative challenge, whichever applies. These deadlines may be extended in certain circumstances. Section 120.53(3)(e)1, Fla. Stat.

**Adoption of Rule and Effective Date –** the proposed rule becomes effective when adopted by the Board. Section 120.53(3)(e)6, Fla. Stat.

**4D.**

**4Di.**

### **Co-Treasurer Role & Responsibilities**

Co-Treasurer works directly with Treasurer and external third-party accountant(s). Work directly with appointed Treasurer on all financial aspects of Piney-Z CDD. To include, but not limited to, assisting with employee payroll, budgeting, audits, monthly financials, and financial processes.

1. Responsible for approving CDD Manager bi-weekly timesheets for payroll processing.
2. Responsible for approving and submitting all employees' timesheets for payroll processing to accountant(s), if CDD manager unavailable or out on vacation.
3. Responsible to double check CDD manager by physically counting and balancing petty cash every 2 weeks. Including providing in monthly managers' report before regularly scheduled CDD meetings.
4. Checks and balances around checks received, recorded, submitted for rentals of CDD property (lodge, pavilion, fitness center, gym, etc.)
5. In-between scheduled board meetings, work directly with accountant(s) and District Management Company to get monthly financials in more timely fashion and work with Amenities Manager/Property Manager as they require. Review financials before circulated and provided to rest of board and community prior to next meeting.
6. Responsible to review and approve ALL payments to district management company e.g. Severn Trent Management. No checks should be cut and no funds should be transferred from any Piney-Z CDD financial account to district management company before documentation is provided, reviewed, and approved by Piney-Z CDD Supervisor/Co-Treasurer.
7. Responsible to review and approve all invoices attorney/law firm before any payment is made.
8. Work with Treasurer and Severn Trent Management Company on developing the appropriate documentation and processes around our financials.
9. Review all board motions involving new projects and spending to help ensure complies with board financial spending objectives and goals, then approve third-party invoice to be paid by accountant once Co-Treasurer has had a chance to review and approve.
10. Present financial recommendations, feedback, ideas, and solutions to Piney-Z CDD Board for review and approval.
11. Co-Treasurer is responsible for working with Treasurer and Accountants to be added to Bank Accounts, as secondary authorization on all expenses in excess of \$3,000. All checks cut in excess of \$3,000 require a second signature, that of the Co-Treasurer or if that Co-Treasurer is not available after 5 business days, then the Chairman of the Board can co-sign as a secondary on checks above \$3,000, if Co-Treasurer is unavailable.
12. Help work with third-party audit company and District Management Company - to better understand process and provide feedback as required.
13. Work with District Management Company and Property Manager to get complete inventory of all Piney-Z CDD property and assets. Create written procedures for on-going inventory and rules for disposal of assets.

14. Responsible to report to Board on all checks signed in excess of \$3,000. Along with any findings of concern, or changes to process and documentation.
15. Work with District Management Company, Accountant(s), and CDD Manager to get all documentation updated, organized, and centralized.
16. Work with Treasurer, District Management Company, Accountant(s), to communicate to board in-between meetings on facts and financial documentation.
17. Work with District Management Company – to access and download – electronic statements from service providers – so that can be stored electronically and centralized location for easier reference, creating a duplicate record digitally – which will also assist Piney-Z CDD with public records requests and retention laws.
18. Work with District Management Company and Attorney/Law Firm – on process to identify and handle line items on budget close to being over budget or likely will be over budget.
19. Help identify, work with District Manager and Amenities manager to report to Board on any annual budget line item when become over budget or may become over budget as the fiscal year goes on.
20. Work with law firm/attorney to break-out litigation matters, other major projects, special projects, or specific board objectives so they can be regularly reviewed and reported on. Figure out how this can best be done on attorney billing and invoices.
21. Assist Amenities Manager/Property Manager in watching for staff overtime.
22. Work with District Management Company to look at possibility of having invoices to make purchases. Right now we only have cash or check dispensed to make purchase.
23. Look into possibility of having gift card rather than cash on-site. Also provides additional audit trail and possibility to buy items for Piney-Z CDD online without having to leave property.
24. Make sure amounts are coded to property budget line items .
25. Look into goals of district management and accounting firm to see stuff online, be able to approve online or generate reports on own .

In recent years we have discovered there is very little financial oversight or checks-n-balances around many details that relate to financials overhead and operations...

- Mobile phones excess expenses – texting, international calls, etc.
- Paying bank account(s) high monthly fees
- Overpaying meeting notices for years
- Petty cash money unaccounted for, not balanced
- Incomplete documentation around payroll processes, including checks and balances
- No process around handling of cash or checks for rentals
- Very little or no oversight to payroll approval of staff

This may even be more important than ever before if we are to have just a part-time Amenities Manager with more limited hours and scope. Either way this type of oversight, authority, and continuous review of financials is necessary – if we are too truly to understand and manage these governmental funds more responsible it would behoove us to elect one of our Supervisor to assist in Treasurer roles of our CDD.

**4Dii.**



# **THE SOURCE: TWELVE PRINCIPLES OF GOVERNANCE THAT POWER EXCEPTIONAL BOARDS**

## Introduction

Exceptional boards add significant value to their organizations, making discernible differences in their advance on mission. How does a board rise to this level? Are there standards that describe this height of performance? BoardSource convened a group of governance experts and, together, explored the characteristics of exceptional boards. Defining and analyzing their common traits and actions, we distilled the essence of what great boards do that is different and how they do it. This work reflects the collective wisdom of an extraordinary group of experts who have decades of experience researching, analyzing, counseling, advising, and serving on boards in both the nonprofit and for-profit sectors:

**Nancy R. Axelrod**, NonProfit Leadership Services

**Marla J. Bobowick**, BoardSource

**Richard P. Chait**, Harvard Graduate School of Education

**Anne Cohn Donnelly**, Kellogg School of Management,  
Northwestern University

**Melissa Davis**, YMCA of the USA

**Deborah S. Hechinger**, BoardSource

**Richard L. Moyers**, Eugene and Agnes E. Meyer  
Foundation

**Roger W. Raber**, The National Association of Corporate  
Directors

**Celia Roady**, Morgan, Lewis & Bockius, LLP

The result — *The Source: Twelve Principles of Governance That Power Exceptional Boards*. These principles define governance not as dry, obligatory compliance, but as a creative and collaborative process that supports chief executives, engages board members, and furthers the causes they all serve.

Good governance requires the board to balance its role as an oversight body with its role as a force supporting the organization. The difference between *responsible* and *exceptional* boards lies in thoughtfulness and intentionality, action and engagement, knowledge and communication. The following twelve principles offer **chief executives** a description of an empowered board that is a strategic asset to be leveraged. They provide **board members** with a vision of what is possible and a way to add lasting value to the organization they lead.

## 1. Constructive partnership

Exceptional boards govern in constructive partnership with the chief executive, recognizing that the effectiveness of the board and chief executive are interdependent. They build this partnership through trust, candor, respect, and honest communication.

## 2. Mission driven

Exceptional boards shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values. They treat questions of mission, vision, and core values not as exercises to be done once, but as statements of crucial importance to be drilled down and folded into deliberations.

## 3. Strategic thinking

Exceptional boards allocate time to what matters most and continuously engage in strategic thinking to hone the organization's direction. They not only align agendas and goals with strategic priorities, but also use them for assessing the chief executive, driving meeting agendas, and shaping board recruitment.

## 4. Culture of inquiry

Exceptional boards institutionalize a culture of inquiry, mutual respect, and constructive debate that leads to sound and shared decision making. They seek more information, question assumptions, and challenge conclusions so that they may advocate for solutions based on analysis.

## 5. Independent-mindedness

Exceptional boards are independent-minded. They apply rigorous conflict-of-interest procedures, and their board members put the interests of the organization above all else when making decisions. They do not allow their votes to be unduly influenced by loyalty to the chief executive or by seniority, position, or reputation of fellow board members, staff, or donors.

## 6. Ethos of transparency

Exceptional boards promote an ethos of transparency by ensuring that donors, stakeholders, and interested members of the public have access to appropriate and accurate information regarding finances, operations, and results. They also extend transparency internally, ensuring that every board member has equal access to relevant materials when making decisions.



### **7. Compliance with integrity**

Exceptional boards promote strong ethical values and disciplined compliance by establishing appropriate mechanisms for active oversight. They use these mechanisms, such as independent audits, to ensure accountability and sufficient controls; to deepen their understanding of the organization; and to reduce the risk of waste, fraud, and abuse.

### **8. Sustaining resources**

Exceptional boards link bold visions and ambitious plans to financial support, expertise, and networks of influence. Linking budgeting to strategic planning, they approve activities that can be realistically financed with existing or attainable resources, while ensuring that the organization has the infrastructure and internal capacity it needs.

### **9. Results-oriented**

Exceptional boards are results-oriented. They measure the organization's progress towards mission and evaluate the performance of major programs and services. They gauge efficiency, effectiveness, and impact, while simultaneously assessing the quality of service delivery, integrating benchmarks against peers, and calculating return on investment.

### **10. Intentional board practices**

Exceptional boards purposefully structure themselves to fulfill essential governance duties and to support organizational priorities. Making governance intentional, not incidental, exceptional boards invest in structures and practices that can be thoughtfully adapted to changing circumstances.

### **11. Continuous learning**

Exceptional boards embrace the qualities of a continuous learning organization, evaluating their own performance and assessing the value they add to the organization. They embed learning opportunities into routine governance work and in activities outside of the boardroom.

### **12. Revitalization**

Exceptional boards energize themselves through planned turnover, thoughtful recruitment, and inclusiveness. They see the correlation between mission, strategy, and board composition, and they understand the importance of fresh

perspectives and the risks of closed groups. They revitalize themselves through diversity of experience and through continuous recruitment.

#### **Resource**

Excerpted from *The Source: Twelve Principles of Governance That Power Exceptional Boards*. Washington, DC: BoardSource 2005.

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**4F.**

Select Year: 2014 Go

## The 2014 Florida Statutes

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[Title XIII](#)  
PLANNING AND  
DEVELOPMENT

[Chapter 189](#)  
UNIFORM SPECIAL DISTRICT  
ACCOUNTABILITY ACT

[View Entire  
Chapter](#)

**189.069 Special districts; required reporting of information; web-based public access.—**

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official Internet website containing the information required by this section in accordance with s. [189.016](#). Special districts shall submit their official Internet website addresses to the department.

(a) Independent special districts shall maintain a separate Internet website.

(b) Dependent special districts shall be preeminently displayed on the home page of the Internet website of the local general-purpose government that created the special district with a hyperlink to such webpages as are necessary to provide the information required by this section. Dependent special districts may maintain a separate Internet website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, address, e-mail address, and, if applicable, the term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter, but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and Internet website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.
9. The primary contact information for the special district for purposes of communication from the

department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of each special district, in addition to amendments in accordance with s. [189.016](#).

12. The final, complete audit report for the most recent completed fiscal year, and audit reports required by law or authorized by the governing body of the special district.

(b) The department's Internet website list of special districts in the state required under s. [189.061](#) shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection (1).

**History.**—s. 54, ch. 2014-22.



# Special District Website Requirement Self Checklist

Each special district must post the following information, at a minimum, on its official website:

YES NO N/A

## General Information:

☐☐

Full legal name (as cited in creation document)

☐☐

Public purpose statement

☐☐

Boundaries / service area (a map may be useful)

☐☐

Services provided

☐☐

Full text of the Charter / creation document (community development districts may reference Chapter 190, *Florida Statutes*, as the uniform charter, but must include information relating to any grant of special powers)

☐☐☐

Statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established.

☐☐

Date established (effective date per creation document)

☐☐

Establishing entity (legislature, county(ies), municipality(ies), or Governor and Cabinet)

YES NO N/A

## Contact Information:

☐☐

Mailing address

☐☐

Email address

☐☐

Telephone number

☐☐

Website address

☐☐

Registered agent / registered office (name and address)

For each governing body member:

☐☐

Name

☐☐

Address

☐☐

Email

☐☐

Term

☐☐☐

If applicable, the appointing authority (county, municipality, Governor, etc.)

YES NO N/A **Revenue Information:**

- ☐ ☐ All taxes, fees, assessments, or charges imposed and collected (charges do not include patient charges by a hospital or other health care provider)
- ☐ ☐ Rates or amounts for the current fiscal year
- ☐ ☐ Statutory authority for the levy of the tax, fee, assessment, or charge

YES NO N/A **General Financial Information:**

- ☐ ☐ Fiscal year period (most special districts use October 1 – September 30; a few, including some housing authorities, use other fiscal year periods)
- ☐ ☐ ☐ Tentative budget (post at least two days before the budget hearing, held pursuant to Section 200.065, *Florida Statutes* (method of fixing millage), or other law to consider such budget, if applicable)
- ☐ ☐ Final adopted budget (post within 30 days after adoption)
- ☐ ☐ ☐ Budget amendments, if applicable
- ☐ ☐ The following link to the Department of Financial Services website so the public can view the special district's Annual Financial Report:  
<https://apps.fldfs.com/LocalGov/Reports/> (required by Section 218.32(1)(g), *Florida Statutes*)
- ☐ ☐ ☐ The final, complete audit report for the most recent completed fiscal year, and audit reports required by law or authorized by the governing body of the special district, if applicable

YES NO N/A **Ethics:**

- ☐ ☐ ☐ Code of Ethics, if adopted
- ☐ ☐ A link to generally applicable ethics provisions (e.g., include a link to the Florida Commission on Ethics website at [www.ethics.state.fl.us](http://www.ethics.state.fl.us) with instructions to select "Ethics Laws")

YES NO N/A **Retirement System:**

- ☐ ☐ ☐ If Applicable, Defined Benefit Retirement System or Plan Information (excluding the Florida Retirement System)

YES NO N/A **Website Address:**

- ☐ ☐ By October 1, 2015, provide the Special District's website address to the Special District Accountability Program by emailing the URL to [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com). You may verify whether the Program already has the website address by reviewing the list at [www.FloridaJobs.org/SpecialDistrictWebsites](http://www.FloridaJobs.org/SpecialDistrictWebsites).





I received an email from GlobalTech advertising their Website services for CDDs. They are claiming to already have 173 CDD websites. Here are some notes based on a phone call with GlobalTech. Below this are the contents of (1) the original advertising email and (2) a follow-on package about their services.

#### Options

##### option 1

- static page

- possible self host

##### option 2 [Most popular]

- community care

- menu items for navigation

- hosting

##### option 3

- interactive

- social media (links to website)

- on-line forms

- hosting

#### Pricing

option 1 \$1200

option 2 \$1500 one-time price including hosting for first year

- \$100 per year hosting

- 4 updates per month

option 3 \$1800 one-time price including hosting for first year

- \$120 hosting per year

#### Support

- site updating, 4 updates per month

- archival feature for minutes etc = backup (extra cost)

- can keep document links on site forever such as meeting minutes

#### Notes:

(1) It appears that there are some variances in the pricing mentioned on the phone and the pricing listed in the package.

(2) Also the 'Member Database' limit does not keep an unlimited number of visitors from viewing the site. This is used to store information about specific users if that sort of feature is desired.

(3) GlobalTech confirms that we can have a relatively unlimited number of individual documents scattered on the various pages that can be accessed/downloaded/printed by the visitors.

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## The Law for CDD's

Beginning October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official internet website containing the information required by Florida Statute 189.069 in accordance with s.189.016

### WHAT CAN VGLOBALTECH DO FOR YOU?

We will create and manage a website in accordance with the state laws, including backups. Beyond just being compliant with the law, your website will also benefit the community. It will display important information about meetings, financial information, newsletters, and anything else you would need to share.

[View Press Release](#)[Contact Us Today](#)

- Allow citizens to stay abreast latest events and happenings in the community
- Provide means of expressing opinions on community affairs
- Report issues and hazards throughout the community (i.e. potholes, broken streetlights, etc.)
- Alerts on emergencies and warnings easily
- Update on events throughout the community



## Three Website Packages to Choose From



Community Basic



Community Care



Community Interactive

[View Option 1](#)

[View Option 2](#)

[View Option 3](#)



Facebook



Twitter



Google Plus



LinkedIn



Website

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**Contact us today:**

**Email:** [Contact@VGlobalTech.com](mailto:Contact@VGlobalTech.com)

**Phone:** 321-947-7777

**Address:** 3218 E. Colonial Dr., Suite G, Orlando, FL 32803

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# Community District Development Website Packages

**Presented by:**  
**Michelle Bergstein-Fontanez & VB Joshi**



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## Contact Information

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**Email:** [contact@VGlobalTech.com](mailto:contact@VGlobalTech.com)

**Phone:** 321-947-7777

**Website:** [www.VGlobalTech.com](http://www.VGlobalTech.com)

**Head Office:** 3218 East Colonial Drive, Suite G, Orlando,  
Florida 32803

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## **Introduction**

### **The Law:**

As of July 1, 2014 Florida Senate Bill 1632 amends Chapter 189 took effect.

This constitutes that beginning October 1, 2015, or by the end of the first full fiscal year after its creation; each special district shall maintain an official internet website containing the information required by Florida Statute 189.069 in accordance with s.189.016.

### **Solution offered by VGlobalTech**

- ✓ Create unique domains and provide hosting solutions
- ✓ Can take over existing site hosting – One Stop Management with separate C-Panels per domain
- ✓ Create a full compliant website
  - ✓ In accordance with the state laws
  - ✓ Using latest web design technology – Fully responsive (iPad, iPhone, tablets etc. adaptable)
  - ✓ Visually appealing and professional layouts
- ✓ Fully Manage the site on a monthly basis
- ✓ Regular backups and archival of artifacts
- ✓ Ensure benefit to the community by incorporating events, incidents, alerts, messages as required
- ✓ Dynamically display important information about meetings, financial information, newsletters, and anything else you would need to share.
- ✓ Ensure Compliance with the State Law
- ✓ Worry-Free maintenance and support



## VGlobalTech Pricing Plans

CDD/ HOA Websites	Community Basic	Community Care	Community Interactive
	<b>\$1,000 one time / site</b>	<b>\$1,100 one time / site</b>	<b>\$1,750 one time / site</b>
	<b>Maintenance: \$350 / YEAR</b>	<b>Maintenance: \$60 / month</b>	<b>Maintenance: \$90 / month</b>
Hosting Included	Y	Y	Y
Community Domain Name	Y	Y	Y
Member Database	Limited to 50 members	Limited to 100 members	Unlimited
Document, Website, Minutes, Archival	Y	Y	Y
Estimated Website Delivery	Up to 3 weeks	Up to 3 weeks	Less than 2 weeks
Guaranteed Uptime	Y	Y	Y
Custom Managed Social Media - Facebook/Twitter Page	N	N	Y
Resident Email database and Notification Email Blasts	N	N	Y
Contact us Form	N	Simple Form	Customized as required
Monthly Site updates	Once per quarter	Once per month	Once per week
Customized website	Basic Website (up to 5 custom	Limited customization	Up to 20 custom pages



	pages)	(up to 10 pages)	
E-mail accounts "@{yourwebsite}.com"	N	Y (upto 5)	Up to 10
Responsive Web Design (Mobile, iPad etc viewable)	N	Y	Y
Website Support turnaround	2 days	1 day	1 day

# **Regular Meeting**



## **Fourth Order of Business**

**4C.**



## FASD Membership Classifications

### **District Members:**

Includes any special district, both dependent and independent, formed in compliance with Florida law.

### **Associate Members:**

Includes any business or individual that sells, markets or promotes products/services to FASD district members. There are varying levels for Associate Members: Supporter, Benefactor, Premier, President's Level and Corporate Sponsor.

### **Emeritus/Retired Members:**

Includes all past FASD presidents or individuals who have served on the FASD Board of Directors for 10 years or more.

To review our membership dues and to download our membership applications, please visit [www.FASD.com](http://www.FASD.com) or contact FASD Executive Director Fred Crawford at [fcrawford@fasd.com](mailto:fcrawford@fasd.com).

## **Vision**

The Florida Association of Special Districts' vision is to become the recognized collective voice of special purpose government.

## **Mission**

The mission of the Florida Association of Special Districts is to unify and strengthen special purpose government through education, the exchange of ideas and active involvement in the legislative process.



### **Florida Association of Special Districts**

*Unifying and strengthening special purpose government through education, the exchange of ideas and active involvement in the legislative process.*



2713 Blirstone Lane  
Tallahassee, FL 32301  
855-469-3273 | [www.FASD.com](http://www.FASD.com)

# Serving the Special Needs of Your Community

## Association Profile

Today, there are over 1,600 independent and dependent special districts in the state, governed by more than 30 statutes, involving over 500 local governments. Special districts provide limited purpose government on a local level. Fire control, library, port & inlet, mosquito, water control, community development, roads, hospital, and other districts—all providing unique services, but all with the same need to be accountable and accessible to the citizens they serve.

The Department of Economic Opportunity, Division of Community Development, assists with educational programs for board members and the annual conference by partnering with the Association. Through the website, newsletter, Certified District Manager Program, Certified District Officials' Program, member meetings and annual conference, FASD continues to provide current news and trends to employees and governing board officials of special districts.

## Join us TODAY!



## FASD Members Have Access To:

### Education and Specialized Training

As a member of FASD, you will gain access to district management programs that help ensure all managers and member districts comply with Florida Statutes governing special districts. FASD offers a Certified District Officials Program (CDO) and has partnered with the State of Florida Department of Community Affairs and Florida State University to offer the Certified District Manager Program (CDM). For more information on CDM or CDO program requirements and benefits, please visit [www.FASD.com](http://www.FASD.com) or contact FASD Executive Director Fred Crawford at [fcrawford@fasd.com](mailto:fcrawford@fasd.com).



Our members participate in the FASD Annual Conference and Legislative Forums where they learn about contract management and procurement processes, ethics, public meeting laws, conducting successful millage referendums, recent legislative proposals and more.

### District-to-District Networking & Knowledge Base

As a member of FASD, you will gain access to a large and growing pool of experienced professionals, all working toward the same goal: to serve a meaningful and specialized purpose in their communities with the collective knowledge base to assist you in solving individual issues and overcoming any barriers that may hinder your operations.

## Legislative & Governmental Advocacy

FASD members benefit from having professional representation before the Florida Legislature and state oversight agencies on all issues relating to, or affecting the operations of, special districts. Partnering with the law firm Lewis, Longman & Walker, FASD and its members have a resounding voice and presence in Tallahassee to support beneficial legislation, as well as combat any damaging legislative or state oversight agency initiative that could undermine the functionality of special districts.



## Public Relations & Media Outreach

As a member, you will also benefit from our public relations initiatives to conduct media outreach to promote the services provided by special districts and counter any media reports that misrepresent the operations or purpose of our members. FASD and its members provide information to the media, legislators and the general public to promote special districts and tackle and issues before it becomes a threat to special districts as a whole.

**As an FASD member, you will also see significant savings in registration fees for member meetings, the Legislative Forum, the Annual Conference and the CDO and CDM Programs.**

## **Fifth Order of Business**

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

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, January 12, 2015 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Michael Lee  
Joe Didier  
Richard Kessler  
Cheryl Hudson  
Ann Pincus

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Supervisor

Also present were:

Pati Lytle  
Residents

Interim Property Manager

*The following is a summary of the discussions at January 12, 2015 Piney-Z Community Development District Board of Supervisors Workshop.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Lee called the workshop to order.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was led by Supervisor Kessler.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Pool Discussion**

- Mr. Lee addressed the community request for adult swim class without lifeguards, a copy of which is attached and made part of the record.
- It was noted this request is for an adult swim period without lifeguards not necessarily an adult swim class.
- Special security group can be designated through Sonitrol for those who have signed waivers, allowing them earlier access to the pool.

**A. Property Manager's Discussion Points**

- Lifeguard scheduling and pool schedule
  - Discussion followed on the rules and amending.
- Mr. Lee thanked Ms. Lytle for all the work she has done.

**B. Discussion of Proposed Revised Agreement with Alan Cox Aquatics (tabled from May 12, 2014)**

- Mr. Cox provided his AFO [Aquatic Facility Operator] certification, Certificate of Liability Insurance specific to Piney-Z and his certifications, copies of which are attached and made part of the record.
- Mr. Cox outlined the services he provides.
- Mr. Didier addressed the challenges of who is responsible for what and how best to manage and oversee personnel. Is there an option for Mr. Cox to take over the entire staffing and employment of the lifeguards?
  - Mr. Cox noted he would have to pay 33 cents on the dollar for worker's compensation and would cost more for him to do so.
  - Mr. Didier inquired if it would be something Mr. Cox would consider?
  - Mr. Cox responded I would consider it. I would have to speak with my lawyer to see if my liability is enough to cover it and such.
- Mr. Lee inquired about opportunities for a different model in terms of limiting the Amenities Manager involvement with managing lifeguards. Is there a person they can find and pay more to be more in charge?
  - Mr. Cox responded what he has generally done, based on the personnel for that year, is have a head lifeguard who is paid 50 cents more per hour.
  - Discussion followed on a main pool supervisor with a set salary per month.
- Mr. Didier inquired if they are doing themselves a disservice by using the lifeguards for other tasks such as setting up for a party?
  - Mr. Cox responded I do not have an issue with them crossing over but I would probably leave them at one function.
- Mr. Kessler inquired if Mr. Lee is talking about a person to supervise who is also

- a lifeguard and doing lifeguard duties.
  - Mr. Lee responded yes.
  - Mr. Kessler addressed a person who is not a full-time lifeguard to split the functionality between the Amenities Manager and the pool supervision. Have someone around during business hours and part of the weekend to be a supervisor, coordinator, dedicated to the pool functions and not be tied to lifeguard duties.
  - Mr. Lee noted his thought is to have the person be a certified lifeguard and be able to fill that role as well. Discussion followed.
- Mr. Didier addressed the scheduled hours being beneficial to both the lifeguard and CDD.
- Discussion followed on having a person focused on the pool and reporting to the Amenities Manager.
- Mr. Kessler addressed the agreement with Alan Cox Aquatics and a more contractual relationship.
- Mr. Lee addressed the payment of the contract over 12 months and does not need to be structured as such.
  - Ms. Lytle noted they do the same thing with lawn care averaging it over the 12 months for budgetary purposes.
- Discussion followed on swim classes and month-to-month reporting.
- Discussion followed on school/camp summer programs that were booked at the pool previously. Mr. Cox noted this was good money for the CDD.
  - Mr. Kessler noted if this activity is going to occur, he feels the Board needs to look at it and make a conscious decision.
  - Discussion followed continuing this activity with communication with the Board. Mr. Cox was asked to provide a proposed schedule in April. It was noted adult swims are Mondays, Wednesdays and Fridays.
  - Mr. Didier inquired as to Mr. Cox's thoughts on a non-lifeguard adult swim aerobics and such.
  - Mr. Cox noted he has been pushing for this.
  - Ms. Greene addressed the camp swim programs and communication.



\* **General Pool Discussion**

- What work needs to be done.
  - Mr. Cox noted it depends on how much money they want to put into it to keep pristine conditions.
  - The pool is stained, the marcite is showing wear and the tile is heavily oxidized.
  - Premier Pool is going to fix three small leaks in the pool.
  - Ms. Lytle asked Premier Pool to give a ballpark estimate to re-marcite and re-tile the pool and they said about \$40,000.
  - Any remodeling to the pool needs to be done in the fall.
  - Discussion condition on the condition of the pool.
- Ms. Lytle noted the shifting concrete on the pool deck will be taken care of by the beginning of pool season. With the budget for pool repairs, they can fix the pool, repair the worst parts of the deck and probably have enough left to order some new pool furniture.
- In three to five years the pool should be re-marcited.
- Mr. Lee inquired if at the time the pool is being re-marcited it can be changed from a bottom return to a side return?
  - Mr. Cox responded no; that is a big project.
- A salt water pool system was discussed.
  - Chlorinator removed and salt system installed.
  - The cost would be \$5,000 to \$7,000.
  - Salt cells need to be replaced every five years.
  - Discussion followed on maintenance, with it being noted there is a little less maintenance.
- Discussion returned to the Alan Cox Aquatics, Inc. agreement.
- Mr. Didier addressed the Replicon system and inquired if Mr. Cox would support the scheduling feature.
  - Mr. Cox responded yes, whatever they want to do.
- Mr. Kessler inquired if Mr. Cox had any observations on the overtime? Did he

see something the Board did not handle right?

- Mr. Cox responded at the time, we could not open the pool unless he had two lifeguards there and it was getting hard to staff.
- Discussion followed on the District's requirement for two lifeguards.
- Discussion followed on the laws regarding breaks.
- Location / placement of lifeguards was addressed.
- Daily procedures for the pool were discussed - adult swim, one guard, two guards.
- Lifeguard participation in / responsibility for access control and District pool policy enforcement was discussed.
- Adult swim without lifeguards with waiver - 7:00 a.m. - 10:00 a.m. - seven days a week.
  - Mr. Kessler voiced his opposition to no lifeguards.
  - Maintenance will be performed during adult swim.
- Head/Lead Lifeguard - someone with greater responsibility to work Wednesday, Thursday, Friday, Saturday and Sunday.
- Uniforms for lifeguards.
- Pool furniture - cleaning, storage, and replacement. PVC would be preferable as it is easier to maintain.

#### **FIFTH ORDER OF BUSINESS**

#### **Adjournment**

There being nothing further, the workshop was adjourned.



**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, January 12, 2015 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

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

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Maureen McCarthy Daughton	District Counsel
Mark Logan	Sniffen & Spellman
Jan Bridges	Protest Hearing Officer
Pati Lytle	Interim Property Manager
Residents	

*The following is a summary of the discussions and actions taken at January 12, 2015 Piney-Z Community Development District Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was led by Ms. Pincus.

- Mr. Lee addressed moving agenda item #8 in front of agenda item #5.
- Mr. Lee introduced Ms. Pincus.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

C. Presentation Acknowledging Service of Former Supervisor Bridges

- This item tabled to the next meeting.

**A. Oaths of Office of Newly Elected Supervisors**

Ms. Davis being a Notary Public of the State of Florida administered the oath of office to Mr. Lee, Ms. Hudson and Ms. Pincus; a copy of the signed oaths are attached hereto and made a part of the public record.

**B. Resolution 2015-1 Election of Officers**

- Mr. Lee addressed his time as Chairman.
- Mr. Didier distributed a handout titled Co-Treasurer Role & Responsibilities and addressed the same.
  - Ms. Daughton outlined Rule 1.2 (4) Board of Supervisors, Officers and Voting.
  - Discussion followed with Mr. Kessler suggesting it be placed on the agenda at a future meeting or workshop.
  - Ms. Davis requested the opportunity to allow the ST accounting team to review the handout.
  - Discussion continued with this item being added to a workshop as Co-Treasurer/Assistant Treasurer and Supervisor Roles.
- Discussion followed on the election of officers.

Mr. Kessler nominated Mr. Lee as Chairman and Ms. Pincus seconded the nomination.
---

- Mr. Lee declined the nomination.

Ms. Pincus nominated Mr. Didier as Chairman and Mr. Lee seconded the nomination. There being no further nominations, Mr. Didier was elected Chairman with votes as follows:
---

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- Mr. Lee turned the meeting over to Mr. Didier.

- Mr. Didier thanked his fellow supervisors for their trust in him and hopefully he will do as good a job as the previous Chairman in working with everybody. It is an important role as are all supervisor roles.

Ms. Hudson nominated Mr. Kessler as Vice Chairman and Mr. Lee seconded the nomination. There being no further nominations, Mr. Kessler was elected Vice Chairman with votes as follows:

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

On MOTION by Mr. Kessler seconded by Mr. Lee, Resolution 2015-1 a resolution designating the officers of the Piney-Z Community Development District as Joe Didier – Chairman, Richard Kessler – Vice Chair, Janice Eggleton Davis – Secretary, Robert Koncar – Treasurer, Stephen Bloom – Assistant Treasurer, and Michael Lee, Cheryl Hudson and Ann Pincus – Assistant Secretaries was adopted with votes as follows:

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Amenities Manager Applicants**

- Ms. Davis provided a revised tab eight to the Board members which had the applicants' information redacted.
- Mr. Lee reported on the Selection Committee meeting and provided a handout incorporated hereby.
  - Four candidates interviewed.
- Job Description:
- Amenities Manager
  - 29 hours maximum/week
  - \$20 per hour
  - W-2 position

- No paid time off
  - Time off to be brought before the Board of Supervisors or Board Chairman in emergency situations.
  - Amenities Manager can evaluate and set the office hours.
- Assistant Amenities Manager
  - 20 hours per month
  - \$20 per hour
  - W-2 position
  - No paid time off
  - Time off to be approved by the Amenities Manager or the Board Chairman in emergency situations.
  - Office hours and schedule set by Amenities Manager.
- Consultant
  - This is a position to be explored by the Board in future meetings.
- The Selection Committee recommended Mr. David Bailey as the Amenities Manager.
- Mr. Bridges addressed Ms. Parker's qualifications that would benefit the District.

Mr. Lee MOVED to hire David Bailey as the Amenities Manager for 29 hours per week under the noted terms and Ms. Pincus seconded the motion.
---

- Discussion continued on the position of Amenities Manager.
- Ms. Lytle encouraged the Board not to box them in by limiting the number of hours as there is still a lot of work to be done in the office and with the transition.
- Mr. Lee noted his motion is just for the Amenities Manager position. Once the Amenities Manager is selected, he would encourage the Chairman to work with the Amenities Manager to help select the Assistant Amenities Manager.
- Discussion followed on the Assistant Amenities Manager position with it being noted tonight's discussion and vote is about the Amenities Manager.

On VOICE vote the prior motion was approved with votes as follows:

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

Mr. Lee MOVED for the Chairman to work with the Amenities Manager to seek to find an Assistant Amenity Manager and Ms. Hudson seconded the motion.

Mr. Lee amended the prior motion to involve District Counsel and authorizing the Chair to allow time not to exceed 29 hours per week for the next 30 days for Ms. Lytle to assist in the transition and Ms. Hudson seconded the amended motion.

- Mr. Kessler inquired if Mr. Didier is going to work with Ms. Daughton on the offer letter for the position and are they expecting to have an employment agreement.
  - Mr. Didier stated Ms. Daughton is going to decide on what is needed.

On VOICE vote the prior motion was approved with votes as follows:

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- It was requested that Mr. Bailey introduce himself.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Proposed Revised Agreement with Alan Cox Aquatics (tabled from May 12, 2014)**

- Mr. Lee outlined the workshop discussion regarding adult swim with no lifeguard.
  - Discussion followed on rule changes and policies versus rules.



Mr. Kessler MOVED for the Chairman to work with the Amenities Manager and District Counsel to address needed rule changes and Mr. Lee seconded the motion.

- A resident inquired as to the definition of adult swim with it being noted the Board will work on this later.

On VOICE vote the prior motion was approved with votes as follows:

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- Mr. Lee addressed the head lifeguard position and possible higher pay.

Mr. Lee MOVED to discuss with Mr. Alan Cox to explore higher paid head lifeguard. The motion died for lack of second.

- Discussion followed on whether the Alan Cox Aquatics agreement should be addressed first.
- Mr. Kessler addressed the Alan Cox Aquatics agreement being more of a letter than an agreement. He requested the Board have Ms. Daughton provide more of a contractual agreement. Discussion followed.

Mr. Didier MOVED seconded by Ms. Pincus, for the Vice Chairman to work with Amenities Manager and District Counsel to draft a scope and new agreement and Ms. Pincus seconded the motion.

- Discussion ensued on funding the additional costs, staffing, time management, customer service, the requested price increases and the value overall of the services.

On VOICE vote the prior motion was approved with votes as follows:

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- Mr. Lee reported the other pool items discussed were camp swim, replacing pool furniture and conversion to salt water.

Mr. Lee MOVED to move forward with the conversion to a salt water system for the pool and Ms. Hudson seconded the motion.

- Discussion followed on the salt water system conversion and funding concerns.
- Discussion ensued on communicating with the community and getting input.

Mr. Lee amended the motion to include a cost of up to \$7,000 from Capital reserves and Ms. Hudson seconded the amendment.

On VOICE vote the prior motion failed with votes as follows:

**Ann Pincus - Nay**

**Richard Kessler - Nay**

**Cheryl Hudson - Nay**

**Joe Didier - Nay**

**Michael Lee - Aye**

## **SIXTH ORDER OF BUSINESS**

### **Attorney's Report**

#### **A. Consideration of Landscape RFP Matters**

- Ms. Daughton outlined the landscape RFP and bid protest proceedings.
  - Protest hearing was held December 5<sup>th</sup>. Present were Mr. Jan Bridges as hearing officer, Mr. Mark Logan assisting Mr. Bridges, Ms. Mary Heinz and Mr. John Hurst.
  - Mr. Bridges, under the authority he has under the CDD rules, made a settlement proposal to both parties. The parties were Ms. Daughton - representing the CDD, and Mr. Sean Fraser - representing Mr. Hurst.
  - The proposed settlement offer was included in the agenda package.
  - The offer the made by Mr. Bridges to the parties was to enter into a contract for six months with Hurst Outdoor Services for the landscaping

services based on the price John Hurst Outdoor Services provided in their response to the bid. The proposal from Mr. Bridges indicated the contract would terminate at the discretion of either Piney-Z or John Hurst Outdoor Services.

- During a break Mr. Hurst conferred with his counsel and they came back and said they would be in agreement with that and also agreed they would provide the Board with an option to extend the agreement for another six months, from June 2015 to December 2015, and this would solely be at the discretion of the Board to extend another six months.
- Ms. Heinz did not intervene in the proceedings she did ask questions at the hearing.
- Because Ms. Daughton did not have the ability to accept the proposal, the hearing was recessed so she could bring the offer to the Board.
- If the Board does not accept the proposal, they would like to finish the hearing this week. If they are not able to resolve it the hearing is concluded and Mr. Bridges, with Mr. Logan's assistance, would draft a recommended order with findings of fact and conclusions of law which would then be presented back to the Board at the next meeting. The Board then has the opportunity to consider that and would accept or reject the conclusions of law or findings of fact.
- For clarification of the record, when the proposals were being reviewed, there was a summary sheet provided to the Board and discussed at the November meeting. On the eve of the hearing and what was indicated in the record at the hearing is that there were two errors. The Board voted on it with the chart in front of them and there were errors in the chart. The chart reflected under insurance that Heinz Brothers has \$3 million of umbrella insurance which is not correct. They did not have any umbrella coverage and the \$3 million was for Conrad Spence which is the proposer above. Also under Workers' Compensation, it indicated that Heinz Brothers had \$1 million in coverage and they did not; they had \$100,000 in coverage and Conrad Spence had \$1 million. As is my obligation I notified Mr. Fraser of that and at the hearing we corrected those exhibits

so the record is clear.

- The decision the Board has at this point is to decide to either accept the settlement offer that has been made or reject it and we go back to hearing. Mr. Bridges and Mr. Logan are present if there are any questions.
- Discussion followed on the protest with it being noted the basis of the protest is based on Mr. Hurst's belief that his proposal was not given full consideration because of the fact that he had protested an earlier RFP award.
- Further discussion ensued on the process and the challenge, the initial term expiring before summer and whether the Board can with parts of this modify it or make recommendations or both
  - Ms. Daughton stated she thinks they have the ability if they think part of it is okay and want to make a counter-proposal they have the ability to do that. You have the ability if you want to and if the Board were to approve it to authorize a counter-proposal. Mr. Hurst is here but his counsel is not and because he is represented by counsel he would need to take that back to Mr. Fraser; it would not be appropriate to have Mr. Hurst agree to that without his counsel.
  - Mr. Didier asked can they cancel or withdraw the award of the bid or anything else.
  - Ms. Daughton responded I do not think you can do that at this point; you are in the situation where the jurisdiction of this matter is you have a protestor in the middle of a hearing. The only reason are back in front of the Board is because there has been a settlement offer made and we specifically asked to come back to the Board to consider that. I do not think you have the ability at this point in the middle of a hearing to withdraw it.
  - It was noted their options are to reject the offer in its entirety or propose a counteroffer in some way shape or form or approve it in its entirety. Discussion ensued.
- Mr. Bridges stated you need to understand that if this comes back to me, for lack of a better description, I will be using the William Nelson rule - some gotta win

- some gotta lose, good time Charlie's got the blues. Somebody, either the CDD or Mr. Hurst, will lose in the context of whether Mr. Hurst gets to continue the contract or the whether the CDD is not involved in any contract. This is an attempt to save you some money to begin with.
- Mr. Didier asked if the Hearing Officer supersedes the Board if there is not a clear decision or does it come back to the Board.
    - Ms. Daughton responded if you reject the proposal and do not make a counteroffer the hearing goes on. Mr. Bridges will listen to the testimony and look at the documents, make finding of facts and make recommendations or conclusions of law. That comes back to the Board for approval, however you cannot change it. The standard is that something has to be clearly erroneous. You are going to get the tape of the hearing and all the documents and each one of you will have the ability to review the record in its entirety. You cannot change the findings that Mr. Bridges made unless you meet the legal standard which I believe is clearly erroneous.
  - Mr. Lee stated I appreciate the work Mr. Bridges has done on this and I would like to encourage the Board to think about going forward and we can actually take the next six months to figure out what we want to do period. It may be another RFP but it may not.

Mr. Lee MOVED to approve the proposal before the Board that would accept the settlement the hearing office has proposed and Ms. Hudson seconded the motion.
---

- Further discussion ensued on various scenarios.
- Discussion continued on the current proposal for six months with the ability to extend up to six months.

On VOICE vote the prior motion was approved with votes as follows:
--

**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Cheryl Hudson - Aye**  
**Joe Didier - Aye**  
**Michael Lee - Aye**

- Mr. Didier thanked Mr. Bridges and Mr. Logan for their time in this matter.

**B. Consideration of Proposed Adjustment in Legal Services Fees**

- Ms. Daughton noted we have provided a proposal which is included in the agenda package for a reduced rate. Our hourly rate for governmental entities is \$225 per hour. We would agree to bill for the first 12 hours each month at that rate. For the hours over 12 hours, we would reduce it to \$200 per hour with the exception of litigation matters.

Mr. Lee MOVED to approve the reduced fees and Mr. Kessler seconded the motion.

- Discussion followed on reducing legal costs.

The prior motion was approved with votes as follows:

**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Cheryl Hudson - Aye**  
**Joe Didier - Aye**  
**Michael Lee - Aye**

**SEVENTH ORDER OF BUSINESS**

**Approval of Minutes of the  
November 10, 2014 Workshop,  
Regular Meeting and December  
15, 2014 Selection Committee  
Meeting**

On MOTION by Ms. Hudson seconded by Mr. Lee, the minutes of the November 10, 2014 workshop and regular meeting and December 15, 2014 Selection Committee meeting were approved with votes as follows:

**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Cheryl Hudson - Aye**  
**Joe Didier - Aye**  
**Michael Lee - Aye**

**NINTH ORDER OF BUSINESS****Acceptance of the November 2014  
Financial Statements and  
Approval of the Check Register  
and Invoices**

- Discussion followed on unassigned reserves and collections.

On MOTION by Mr. Kessler seconded by Mr. Lee, to accept the November 2014 Financial Statements and to approve the check register and invoices was approved with votes as follows:

**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Cheryl Hudson - Aye**  
**Joe Didier - Aye**  
**Michael Lee - Aye**

**TENTH ORDER OF BUSINESS****Manager's Report**

- Ms. Davis requested the Board provide any action items they have for her from the workshop.
  - Mr. Didier noted Mr. Bailey will follow up with her on the pool items.

**ELEVENTH ORDER OF BUSINESS****Property Manager's Report****A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion,  
Playground, Pool and Grounds)**

- Ms. Lytle reviewed the Property Manager's Report.
  - The Lodge is on a septic tank rather than the sewer system.
  - The City will charge a \$7,500 fee for the connection to the sewer.
  - The estimate from McNeill Plumbing to do the work for the connection is \$3,566. Additional quotes received were Jim Bennett - \$3,500 and Lance Maxwell Plumbing - \$4,880.
  - The connection will add ongoing sewer charges for the Lodge.
- Discussion followed on contacting the city to inquire about reduced charges, the

proposed dry river bed, estimated costs for the back parking lot, location of the connection, and possibly working with an engineering firm regarding the water runoff.

- Discussion followed on obtaining drainage documents from the District Engineer, Moore Bass.
- Mr. Lee volunteered to work on the sewer / drainage project.

Mr. Lee MOVED to abandon the septic tank and connect to the city sewer system with McNeill Plumbing at a total not to exceed cost of \$12,000 for plumbing, city connect fee and engineering costs and Mr. Kessler seconded motion.

- Discussion continued on the project.

The prior motion was approved with votes as follows:

**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Cheryl Hudson - Aye**  
**Joe Didier - Aye**  
**Michael Lee - Aye**

- Ms. Lytle addressed security cameras noting a decision needs to be made by mid-April for them to be functional when they open the pool.
  - Discussion followed on a DVR system, replacing cameras, adding cameras, exploring changing security monitoring companies, costs and insurance savings.

## **TWELFTH ORDER OF BUSINESS**

## **Supervisor Requests**

- Workshop agenda for February:
  - District Website
  - Drainage and Sewage
  - Pool
  - Security
  - Assistant Treasurer and Supervisor Roles
  - Rule Changes



- Assistant Manager and Consultant
- Mr. Didier recommended Mr. Bridges for the 2014 Jeff White Pioneer Award noting Mr. Bridges has done a phenomenal job for the community on multiple occasions on boards assisting in efforts and with the HOA and the CDD.

On MOTION by Mr. Didier seconded by Mr. Lee, to award the Jeff White Pioneer Award to Mr. Bridges was approved with votes as follows:

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

### **THIRTEENTH ORDER OF BUSINESS**

### **Adjournment**

There being no further business, Mr. Didier adjourned the meeting.

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Janice Eggleton Davis  
Secretary

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Joseph Didier  
Chairman

## **Sixth Order of Business**

## MEMORANDUM



**TO:** Board of Supervisors  
**FROM:** Tiziana Cessna, District Accountant  
**CC:** Janice Eggleton Davis, District Manager / Stephen Bloom, Assistant Treasurer  
**DATE:** January 29, 2015  
**SUBJECT:** Piney-Z CDD – December Financial Report

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Please find attached the December 2014 financial report. During your review, please keep in mind that the goals for revenue are to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to date budget. As of December, the General Fund did perform as expected. Collection of the assessments were the same as last year at the same time, which was 93%. The favorable spending variance is due mostly to maintenance which were not used in the first three months of the year. That is expected to change as the fiscal year progresses. To further assist with your review, an overview of each of the District's funds is provided below. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

### General Fund

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

- The YTD Non-Ad Valorem assessments collections are at 93% which is the same as last year at the same time.

Total Expenditures through December 2014 were 18% of the annual budget and 72% of the YTD budget (prorated) with the following notes for the fiscal year:

- Field Department - Contracts Landscape - Contract has been executed.
- Park and Recreation Department - Pension Benefits and Life and Health Insurance were budgeted for the property manager which resigned. These benefits are not being provided currently. Utility - General electric service is lower by 8% compared to last year at the same time.
- Swimming Pool Department - Payroll Salaries has some maintenance hours to keep up the pool area until it will open.
- Fitness Center Department - Capital Outlay represents a purchase of new fitness equipment.

### Debt Service Funds

On December 1, 2014, the semi-annual interest payments were made and a principal prepayment was made from the prepaid 85 units, owned by Piney-Z Land Co. that were extracted from the District.

Accounts receivable represents collected assessments for debt service funds. Balances were transferred in February.

**PINEY-Z**  
**Community Development District**

*Financial Report*  
*December 31, 2014*

**Prepared by**



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**Piney-Z**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**December 31, 2014**

**Balance Sheet**  
December 31, 2014

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 624,011	\$ -	\$ -	\$ 624,011
Cash On Hand/Petty Cash	750	-	-	750
Accounts Receivable	-	404	566	970
Due From Other Funds	-	51,240	185,600	236,840
Investments:				
Money Market Account	158,965	-	-	158,965
Prepayment Account	-	-	1	1
Redemption Fund	-	645	-	645
Reserve Fund	-	15,750	-	15,750
Revenue Fund	-	87,739	137,397	225,136
Prepaid Items	195	-	-	195
<b>TOTAL ASSETS</b>	<b>\$ 783,921</b>	<b>\$ 155,778</b>	<b>\$ 323,564</b>	<b>\$ 1,263,263</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 22,708	\$ -	\$ -	\$ 22,708
Accrued Taxes Payable	253	-	-	253
Due To Other Funds	236,840	-	-	236,840
<b>TOTAL LIABILITIES</b>	<b>259,801</b>	<b>-</b>	<b>-</b>	<b>259,801</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	195	-	-	195
<b>Restricted for:</b>				
Debt Service	-	155,778	323,564	479,342
<b>Assigned to:</b>				
Operating Reserves	63,155	-	-	63,155
Reserves - CDD Amenity	62,805	-	-	62,805
Reserves - Other	84,810	-	-	84,810
<b>Unassigned:</b>	<b>313,155</b>	<b>-</b>	<b>-</b>	<b>313,155</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 524,120</b>	<b>\$ 155,778</b>	<b>\$ 323,564</b>	<b>\$ 1,003,462</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 783,921</b>	<b>\$ 155,778</b>	<b>\$ 323,564</b>	<b>\$ 1,263,263</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 300	\$ 75	\$ 175	\$ 100	58.33%
S/F Swimming Program Fees	1,000	-	-	-	0.00%
Special Assmnts- Tax Collector	354,503	118,168	330,857	212,689	93.33%
Special Assmnts- Discounts	(14,180)	(4,726)	(14,084)	(9,358)	99.32%
Access Cards	-	-	70	70	0.00%
Pavilion Rental	900	225	-	(225)	0.00%
Lodge Rental	9,500	2,374	3,410	1,036	35.89%
Pool Rental	600	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>352,623</b>	<b>116,116</b>	<b>320,428</b>	<b>204,312</b>	<b>90.87%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	11,000	2,000	2,000	-	18.18%
FICA Taxes	842	153	153	-	18.17%
ProfServ-Engineering	500	125	-	125	0.00%
ProfServ-Legal Services	35,000	8,751	9,488	(737)	27.11%
ProfServ-Mgmt Consulting Serv	54,275	13,569	13,569	-	25.00%
ProfServ-Special Assessment	4,637	4,637	4,637	-	100.00%
Auditing Services	3,000	-	-	-	0.00%
Communication - Telephone	100	24	-	24	0.00%
Postage and Freight	2,000	501	340	161	17.00%
Insurance - General Liability	10,591	5,296	3,914	1,382	36.96%
Printing and Binding	2,500	624	978	(354)	39.12%
Legal Advertising	1,500	500	124	376	8.27%
Miscellaneous Services	500	126	105	21	21.00%
Misc-Assessmnt Collection Cost	10,635	3,546	9,503	(5,957)	89.36%
Misc-Contingency	500	126	-	126	0.00%
Office Supplies	500	126	182	(56)	36.40%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>138,255</b>	<b>40,279</b>	<b>45,168</b>	<b>(4,889)</b>	<b>32.67%</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>Field</b>					
Contr-Landscape-Amenities Area	12,040	3,010	-	3,010	0.00%
Misc-Contingency	5,500	1,374	300	1,074	5.45%
<b>Total Field</b>	<b>17,540</b>	<b>4,384</b>	<b>300</b>	<b>4,084</b>	<b>1.71%</b>
<b>Parks and Recreation - General</b>					
Payroll-Salaries	68,775	17,193	6,990	10,203	10.16%
Payroll - Overtime	250	-	-	-	0.00%
FICA Taxes	5,280	1,320	566	754	10.72%
Pension Benefits	2,250	2,250	-	2,250	0.00%
Life and Health Insurance	12,200	3,051	-	3,051	0.00%
Workers' Compensation	5,412	2,706	2,464	242	45.53%
Contracts-Security Services	4,000	1,000	726	274	18.15%
Communication - Teleph - Field	1,620	405	405	-	25.00%
Postage and Freight	900	225	-	225	0.00%
Utility - General	21,777	5,445	2,598	2,847	11.93%
Utility - Other	2,293	573	584	(11)	25.47%
Electricity - Streetlighting	1,300	324	448	(124)	34.46%
Utility - Irrigation	3,850	961	273	688	7.09%
Utility - Refuse Removal	1,802	450	351	99	19.48%
R&M-General	8,945	2,235	1,925	310	21.52%
R&M-Pest Control	790	132	145	(13)	18.35%
Misc-Contingency	2,400	600	275	325	11.46%
Misc-Information Technology	1,000	249	248	1	24.80%
Office Supplies	2,750	687	48	639	1.75%
Subscriptions and Memberships	500	500	-	500	0.00%
Capital Outlay	31,900	7,974	350	7,624	1.10%
<b>Total Parks and Recreation - General</b>	<b>179,994</b>	<b>48,280</b>	<b>18,396</b>	<b>29,884</b>	<b>10.22%</b>
<b>Swimming Pool</b>					
Payroll-Salaries	32,365	-	963	(963)	2.98%
Payroll - Overtime	750	-	-	-	0.00%
FICA Taxes	2,533	-	74	(74)	2.92%
ProfServ-Pool Maintenance	4,800	1,200	1,200	-	25.00%
Communication - Teleph - Field	660	165	205	(40)	31.06%
R&M-General	1,170	293	199	94	17.01%
R&M-Pools	5,500	1,374	1,177	197	21.40%
Misc-Licenses & Permits	250	-	-	-	0.00%
Misc-Contingency	1,800	450	-	450	0.00%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Op Supplies - Pool Chemicals	5,000	1,251	57	1,194	1.14%
Capital Outlay	2,400	600	-	600	0.00%
<b>Total Swimming Pool</b>	<b>57,228</b>	<b>5,333</b>	<b>3,875</b>	<b>1,458</b>	<b>6.77%</b>
<b>Fitness Center</b>					
Payroll-Salaries	4,680	1,170	423	747	9.04%
FICA Taxes	358	90	32	58	8.94%
R&M-General	2,785	696	93	603	3.34%
R&M-Equipment	2,300	576	490	86	21.30%
Misc-Contingency	1,200	300	-	300	0.00%
Capital Outlay	14,500	3,624	7,844	(4,220)	54.10%
<b>Total Fitness Center</b>	<b>25,823</b>	<b>6,456</b>	<b>8,882</b>	<b>(2,426)</b>	<b>34.40%</b>
<b>Park &amp; Grounds</b>					
Payroll-Salaries	4,180	1,044	463	581	11.08%
FICA Taxes	320	78	35	43	10.94%
R&M-General	1,370	342	76	266	5.55%
Misc-Contingency	3,100	774	-	774	0.00%
Capital Outlay	1,200	300	-	300	0.00%
<b>Total Park &amp; Grounds</b>	<b>10,170</b>	<b>2,538</b>	<b>574</b>	<b>1,964</b>	<b>5.64%</b>
<b>Reserves</b>					
Reserve - CDD Amenity	10,000	-	-	-	0.00%
<b>Total Reserves</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>439,010</b>	<b>107,270</b>	<b>77,195</b>	<b>30,075</b>	<b>17.58%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(86,387)	8,846	243,233	234,387	-281.56%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	(86,387)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(86,387)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (86,387)	\$ 8,846	\$ 243,233	\$ 234,387	-281.56%
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>280,887</b>	<b>280,887</b>	<b>280,887</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 194,500</b>	<b>\$ 289,733</b>	<b>\$ 524,120</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 50	\$ 12	\$ 13	\$ 1	26.00%
Special Assmnts- Tax Collector	79,355	26,452	74,062	47,610	93.33%
Special Assmnts- Discounts	(3,174)	(1,058)	(3,153)	(2,095)	99.34%
<b>TOTAL REVENUES</b>	<b>76,231</b>	<b>25,406</b>	<b>70,922</b>	<b>45,516</b>	<b>93.04%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
ProfServ-Trustee Fees	3,100	-	-	-	0.00%
Misc-Assessmnt Collection Cost	2,381	794	2,127	(1,333)	89.33%
<b>Total Administration</b>	<b>5,481</b>	<b>794</b>	<b>2,127</b>	<b>(1,333)</b>	<b>38.81%</b>
<b>Debt Service</b>					
Principal Debt Retirement	55,000	-	-	-	0.00%
Principal Prepayments	-	-	5,000	(5,000)	0.00%
Interest Expense	15,750	7,875	7,875	-	50.00%
<b>Total Debt Service</b>	<b>70,750</b>	<b>7,875</b>	<b>12,875</b>	<b>(5,000)</b>	<b>18.20%</b>
<b>TOTAL EXPENDITURES</b>	<b>76,231</b>	<b>8,669</b>	<b>15,002</b>	<b>(6,333)</b>	<b>19.68%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	16,737	55,920	39,183	0.00%
Net change in fund balance	\$ -	\$ 16,737	\$ 55,920	\$ 39,183	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>99,858</b>	<b>99,858</b>	<b>99,858</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 99,858</b>	<b>\$ 116,595</b>	<b>\$ 155,778</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 50	\$ 12	\$ 20	\$ 8	40.00%
Special Assmnts- Tax Collector	214,348	71,450	199,847	128,397	93.23%
Special Assmnts- Discounts	(8,574)	(2,858)	(8,507)	(5,649)	99.22%
<b>TOTAL REVENUES</b>	<b>205,824</b>	<b>68,604</b>	<b>191,360</b>	<b>122,756</b>	<b>92.97%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
ProfServ-Dissemination Agent	1,000	-	-	-	0.00%
ProfServ-Trustee Fees	4,400	-	-	-	0.00%
Misc-Assessmnt Collection Cost	6,430	2,144	5,740	(3,596)	89.27%
<b>Total Administration</b>	<b>11,830</b>	<b>2,144</b>	<b>5,740</b>	<b>(3,596)</b>	<b>48.52%</b>
<b>Debt Service</b>					
Principal Debt Retirement	170,000	-	-	-	0.00%
Principal Prepayments	-	-	55,000	(55,000)	0.00%
Interest Expense	39,950	19,975	19,975	-	50.00%
<b>Total Debt Service</b>	<b>209,950</b>	<b>19,975</b>	<b>74,975</b>	<b>(55,000)</b>	<b>35.71%</b>
<b>TOTAL EXPENDITURES</b>	<b>221,780</b>	<b>22,119</b>	<b>80,715</b>	<b>(58,596)</b>	<b>36.39%</b>
Excess (deficiency) of revenues Over (under) expenditures	(15,956)	46,485	110,645	64,160	-693.44%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	(15,956)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(15,956)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (15,956)	\$ 46,485	\$ 110,645	\$ 64,160	-693.44%
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>212,919</b>	<b>212,919</b>	<b>212,919</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 196,963</b>	<b>\$ 259,404</b>	<b>\$ 323,564</b>		

**PINEY-Z**  
**Community Development District**

Supporting Schedules

December 31, 2014

**Non-Ad Valorem Special Assessments - Leon County Tax Collector  
(Monthly Assessment Collection Distributions)  
For the Fiscal Year Ending September 30, 2015**

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount Received	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2015				\$ 647,988	\$ 354,503	\$ 79,355	\$ 214,130
Allocation %				100%	55%	12%	33%
11/06/14	\$ 6,687	\$ 363	\$ 207	\$ 7,257	\$ 3,970	\$ 889	\$ 2,398
11/25/14	136,468	7,405	4,221	148,093	81,019	18,136	48,938
12/09/14	360,946	15,505	11,163	387,614	212,057	47,469	128,089
12/26/14	57,551	2,472	1,780	61,803	33,811	7,569	20,423
<b>TOTAL</b>	<b>\$ 561,651</b>	<b>\$ 25,744</b>	<b>\$ 17,371</b>	<b>\$ 604,766</b>	<b>\$ 330,857</b>	<b>\$ 74,062</b>	<b>\$ 199,847</b>
% COLLECTED					93%	93%	93%
<b>TOTAL OUTSTANDING</b>					<b>\$ 43,221</b>	<b>\$ 23,646</b>	<b>\$ 5,293</b>
						<b>\$ 14,283</b>	

**Cash and Investment Report**

***December 31, 2014***

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Operating Checking Account	BB&T	Business checking	0.00%	\$624,011
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$158,965
			<b>Subtotal</b>	<u>\$782,976</u>
<b>DEBT SERVICE FUNDS</b>				
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$645
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$15,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$87,739
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$137,397
			<b>Total</b>	<u><u>\$1,024,508</u></u>

Note (1) Reserve requirement is 5% of the remaining bond balance - (\$315,000). The District opened a US Bank Money Market account to maintain the reserve requirement.

**Piney-Z CDD**  
**Bank Reconciliation**

**Bank Account No.** 2471  
**Statement No.** 12/31/14  
**Statement Date** 12/31/14

<b>G/L Balance (\$)</b>	624,011.04	<b>Statement Balance</b>	628,804.18
<b>G/L Balance</b>	624,011.04	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	628,804.18
<b>Subtotal</b>	624,011.04	<b>Outstanding Checks</b>	4,793.14
<b>Negative Adjustments</b>	0.00	<b>Total Differences</b>	0.00
<b>Ending G/L Balance</b>	624,011.04	<b>Ending Balance</b>	624,011.04
<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>						
08/27/14	Payment	55634	CHRISTIAN C. KOBES	129.40	0.00	129.40
12/23/14	Payment	55830	FLORIDA MUNICIPAL INSURANCE TR	3,626.00	0.00	3,626.00
12/31/14	Payment	55832	MARIA E. ZEA	115.44	0.00	115.44
12/31/14	Payment	55833	DAVID C. BAILEY	300.14	0.00	300.14
12/31/14	Payment	55834	COMCAST	194.77	0.00	194.77
12/31/14	Payment	55835	FEDEX	10.07	0.00	10.07
12/31/14	Payment	55836	KEITH MCNEILL PLUMBING	350.00	0.00	350.00
12/31/14	Payment	55837	VERIZON WIRELESS	67.32	0.00	67.32
Total Outstanding Checks . . . . .				4,793.14		



Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 12/1/14 to 12/31/14  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	55808	12/05/14	CITY OF TALLAHASSEE	5610 112614	8234385610 10/26/14-11/24/14	Utility - General	543001-57201	\$844.77
001	55808	12/05/14	CITY OF TALLAHASSEE	5610 112614	8234385610 10/26/14-11/24/14	Utility - Refuse Removal	543020-57201	\$91.00
001	55808	12/05/14	CITY OF TALLAHASSEE	5610 112614	5460485610 10/25/14-11/24/14	Utility - Irrigation	543014-57201	\$92.42
001	55809	12/05/14	COMCAST	5015 111414	Cable Service 11/25/14-12/24/14	Utility - Other	543004-57201	\$194.77
001	55810	12/05/14	FEDEX	2-855-93483	Services thru 11/25/14	Postage and Freight	541006-51301	\$19.71
001	55811	12/05/14	MARPAN SUPPLY CO., INC.	1328169	Container Rental 12/01/14	Utility - Refuse Removal	543020-57201	\$26.00
001	55812	12/05/14	PATRICIA LYTLE	092414	REIMBURSEMENT 9/5/14-9/24/14	Accrued Expenses	202100	\$30.28
001	55813	12/05/14	PETTY CASH	120114	10/6/14-11/26/14	Accrued Expenses	202100	\$442.96
001	55814	12/05/14	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2076452	Management Fees November 2014	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55814	12/05/14	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2076452	Management Fees November 2014	Postage and Freight	541006-51301	\$62.49
001	55814	12/05/14	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2076452	Management Fees November 2014	Printing and Binding	547001-51301	\$622.50
001	55814	12/05/14	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2076452	Management Fees November 2014	Office Supplies	551002-51301	\$60.50
001	55815	12/05/14	SMITH & SPELLMAN, P.A.	13202	Legal Services thru 11/30/14	ProfServ-Legal Services	531023-51401	\$3,548.28
001	55816	12/05/14	SWAIN POOLS AND SPAS	9453861	Replaced Chlorinator Flowmeter	R&M-Pools	546074-57201	\$394.24
001	55827	12/23/14	ALAN COX AQUATICS, INC.	DECEMBER 2014	Pool Management December 2014	ProfServ-Pool Maintenance	531034-57205	\$400.00
001	55828	12/23/14	CITY OF TALLAHASSEE	5610 121214	5501485610 11/14/14-12/12/14	Electricity - Streetlighting	543013-57201	\$110.02
001	55829	12/23/14	FEDEX	2-869-80126	Services thru 12/09/14	Postage and Freight	541006-51301	\$10.07
001	55830	12/23/14	FLORIDA MUNICIPAL INSURANCE TR	0827 120114	2nd Installment Gen Liab/Prop/Work Comp FY 14/15	Insurance - Property	545001-51301	\$2,394.00
001	55830	12/23/14	FLORIDA MUNICIPAL INSURANCE TR	0827 120114	2nd Installment Gen Liab/Prop/Work Comp FY 14/15	Workers' Compensation	524001-57201	\$1,232.00
001	55834	12/31/14	COMCAST	5015 121414	Cable Service 12/25/14-01/24/15	Utility - Other	543004-57201	\$194.77
001	55835	12/31/14	FEDEX	2-885-09346	Service thru 12/23/14	Postage and Freight	541006-51301	\$10.07
001	55836	12/31/14	KEITH MCNEILL PLUMBING	9995414505	Abandoned Septic Tank Locator/Jettied Storm Drains	R&M-Lake Bank Reserve	546043-57201	\$350.00
001	55837	12/31/14	VERIZON WIRELESS	973047516	321347673-00001 11/13/14-12/12/14	Communication - Teleph - Field	541005-57201	\$67.32
001	55805	12/03/14	RICHARD B. STOWERS	PAYROLL	December 03, 2014 Payroll Posting			\$159.30
001	55806	12/03/14	MARIA E. ZEA	PAYROLL	December 03, 2014 Payroll Posting			\$177.77
001	55807	12/03/14	DAVID C. BAILEY	PAYROLL	December 03, 2014 Payroll Posting			\$277.05
001	DD000036	12/02/14	PATRICIA S. LYTLE	PAYROLL	December 02, 2014 Payroll Posting			\$564.14
001	55820	12/17/14	RICHARD B. STOWERS	PAYROLL	December 17, 2014 Payroll Posting			\$96.97
001	55821	12/17/14	MARIA E. ZEA	PAYROLL	December 17, 2014 Payroll Posting			\$198.55
001	55822	12/17/14	DAVID C. BAILEY	PAYROLL	December 17, 2014 Payroll Posting			\$277.05
001	DD000038	12/16/14	PATRICIA S. LYTLE	PAYROLL	December 16, 2014 Payroll Posting			\$722.71
001	55831	12/31/14	RICHARD B. STOWERS	PAYROLL	December 31, 2014 Payroll Posting			\$64.64
001	55832	12/31/14	MARIA E. ZEA	PAYROLL	December 31, 2014 Payroll Posting			\$115.44
001	55833	12/31/14	DAVID C. BAILEY	PAYROLL	December 31, 2014 Payroll Posting			\$300.14
001	DD000039	12/30/14	PATRICIA S. LYTLE	PAYROLL	December 30, 2014 Payroll Posting			\$333.93
Fund Total								\$19,008.78
Total Checks Paid							\$19,008.78	

## **Seventh Order of Business**

# Amenities Managers Report February 2015

Updated: 1/30/15

## 1. Fitness Center

- New equipment Physiostep and True CS 400 Treadmill being used and enjoyed especially the Physiostep

## 2. Lodge

- A/C work completed, two additional zones and new thermostats installed in lodge, all three hvac units serviced at lodge
- New annual service agreement made with Benson's Heating and Air

## 3. Pavilion

- Work done on the gutters has helped, but there is still a large amount of runoff between sidewalk and pavilion decking to be dealt with, I will continue to monitor and look for solutions

## 4. Playground

- Mulch leveled under swing sets

## 5. Pool

- Numerous leaks repaired around scuppers (drains on ledge) and tiles
- New auto fill installed to monitor water levels
- Broken tiles around ledge repaired
- Supervisor Kessler and I met with Alan Cox to discuss pool agreement and life guards. Discussions to continue next week.
- Deck repaired by Alpha solutions, foam filler injected under cement to even out gaps between pool deck surfaces see below before and after pictures, removed temporary metal plate from south east corner



## **6. Grounds**

- I have walked the property with several tree companies and identified areas of liability where trees and limbs need to be removed. Trying to schedule work in the next couple of weeks.
- Gary Allen did spot survey on back parking lot and grounds
- Working with residential engineer to determine drainage requirements
- Sewer hookup will be scheduled with Keith McNeil Plumbing

## **7. Staffing**

- One staff member who primarily did cleaning gave notice
- As of 2/10/15 besides myself the only other staff members would be Brad Stowers and Pati Lytle
- An email was sent out 1/26/15 advertising for part time position
- Have also gotten several quotes from janitorial services to compare cost between hourly employee and professional service

## **8. Administrative**

- Because of the large amount of paper work and current projects I would Like Pati L. to stay on as our Office Manager
- Pati met with Supervisor Hudson to discuss rule changes and hope to have draft for board meeting

## **Ninth Order of Business**

# SNIFFEN & SPELLMAN, P.A.

123 NORTH MONROE STREET • TALLAHASSEE, FL • 32301  
PHONE: 850.205.1996 • FAX: 850.205.3004  
WWW.SNIFFENLAW.COM

January 28, 2015

**VIA ELECTRONIC MAIL**

Joseph Didier  
Chairman  
Piney-Z Community Development District  
950 Piney-Z Plantation Road  
Tallahassee, Florida

**Re: Legal Representation for Piney- Z Community Development District**

Dear Chairman Didier:

On February 3, 2015 Maureen McCarthy Daughton is leaving our firm to commence practice as a sole practitioner.

Inasmuch, as Maureen McCarthy Daughton was your designated lawyer on the above matter, we are required by the Rules Regulating the Florida Bar to inform you that you have the right to choose to have Maureen McCarthy Daughton continue in her new capacity to represent you in this matter, or you may have our firm continue to represent you, or you can choose to retain an entirely new lawyer.

If you wish to have Maureen McCarthy Daughton or a new lawyer continue to represent you, arrangements to secure your account with us for fees and costs already provided will have to be made before the file can be released to Maureen McCarthy Daughton or a new lawyer.

Please advise Maureen McCarthy Daughton and us, as quickly as possible, of your decision so that continuity in your representation is assured. You may do so by indicating your choice below and returning a signed and dated copy of this to us. Please retain the additional copy of this designation letter for your records.

Very truly yours,



Robert A. Sniffen

RJS/ah

**Instructions:**

\_\_\_ I wish my file to stay with Sniffen & Spellman, P.A.

\_\_\_ I wish my file to be transferred to Maureen McCarthy Daughton, LLC

\_\_\_ I will retain new counsel and have them contact Sniffen & Spellman, P.A.

\_\_\_\_\_  
Piney – Z Community Development District

\_\_\_\_\_  
Date

cc: Maureen McCarthy Daughton  
Janice Davis, Severn Trent  
Board of Supervisors