

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

NOVEMBER 12, 2013

AGENDA PACKAGE

RA

Piney-Z Community Development District
Severn Trent Services, Management Services Division
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Telephone: (954) 753-5841 • Fax: (954) 345-1292

November 5, 2013

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Tuesday, **November 12, 2013** the Board of Supervisors of the Piney-Z Community Development District will hold a **workshop at 3:30 p.m.** and 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 agendas for the meetings:

Workshop: 3:30 p.m.

1. Roll Call
2. Pledge of Allegiance
3. Discussion of Continuation of CDD Beyond 2019 Bond Payoff
4. Unknown Policies
5. Audience Comments
6. Adjournment

Regular Meeting: 6:30 p.m.

1. Roll Call
2. Pledge of Allegiance
3. Approval of the Minutes of the October 14, 2013 Meeting
4. Acceptance of the September 2013 Financial Statements and Approval of the Check Register and Invoices
5. Audience Comments
6. Consideration of Audit Engagement with Berger, Toombs, Elam, Gaines and Frank
7. Discussion of Continuation of CDD Beyond 2019 Bond Payoff
8. Discussion of Piney-Z Plantation HOA Request for Exercise Classes at the Lodge
9. Attorney's Report
10. Manager's Report
 - A. Consideration of Motion Assigning Fund Balance
 - B. Review of Bank Fee Analysis and Authorization to Change Banks
 - C. Review of Workshop Policies
11. Property Manager's Report (including Access and Revenue Reports)
 - A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)
 - B. Key Fob Change Out
12. Supervisor Requests
13. Adjournment

Enclosed under the third order of business for your review are the minutes of the October 14, 2013 meeting.

Piney-Z CDD
November 5, 2013
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The fourth order of business is acceptance of the September 2013 financials statements and approval of the check register and invoices.

Under the sixth order of business is the Audit Engagement with Berger, Toombs, et al for your review and consideration.

Enclosed under the Manager's Report is consideration of a motion assigning Fund Balance and the bank fee analysis. Also, enclosed is a memorandum regarding agenda and advertisements for workshops.

The Property Manager's Report is included under tab 11 with supporting documents for his report.

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

Sincerely,



Janice Eggleton/Davis/ms
District Manager

cc: Maureen Daughton
Doug Sealy

Bob Reid
Claudia Vaccaro

Lance Rogers
Michael Eckert

MINUTES

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

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, October 14, 2013 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

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

Also present were:

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

The following is a summary of the discussions and actions taken at October 14, 2013 Piney-Z Community Development District Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

- Mr. Lee reported the mailed notices to the residents were not mailed.
- Options for changing the meeting date were discussed and having a workshop at 3:30 p.m. before the meeting on November 12th.
- It was suggested Ms. Linda Hudson be invited on the 12th.

On MOTION by Mr. Kessler seconded by Mr. Bridges, to hold a workshop on November 12, 2013 at 3:30 p.m. prior to the regular meeting was approved with votes as follows:

Jan Bridges - Aye

Richard Kessler – Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

- Ms. Daughton will invite Ms. Linda Hudson to attend either the workshop or the regular meeting on the 12th.
- Mr. Didier suggested adding time ranges of 3:30 pm. to 5:30 p.m. for the workshop and 6:30 p.m. to 8:30 p.m.

THIRD ORDER OF BUSINESS

Approval of Minutes of the September 9, 2013 Audit Committee and Regular Meeting

On MOTION by Mr. Kessler seconded by Ms. Davis, the September 9, 2013 Audit Committee minutes were approved as presented with votes as follows:

Richard Kessler - Aye

Janice Eggleton Davis - Aye

On MOTION by Mr. Didier seconded by Mr. Kessler, the September 9, 2013 regular meeting minutes were approved as presented with votes as follows:

Jan Bridges - Aye

Richard Kessler – Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

FOURTH ORDER OF BUSINESS

Acceptance of the August 2013 Financial Statements and Approval of the Check Register and Invoices

Mr. Didier MOVED to accept the August 2013 financial statements and approve the check register and invoices Mr. Lee seconded the motion.

- Mr. Kessler addressed an item for \$5,400 to John M. O'Neil. Is this the repairs for the fitness center damage?
 - Mr. Rogers responded yes.
- Mr. Didier inquired to time between receipt and payment of invoices.
 - Ms. Davis responded generally within two weeks. We do check runs every week.
 - Mr. Didier noted the last statement for legal fees included an outstanding invoice.
 - Ms. Davis noted their invoices usually show the previous balance and an offsetting credit for payment received.

The prior motion was approved with votes as follows:

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

- Ms. Davis noted according to the check register included, the check to Sniffen & Spellman was dated August 13th and the invoice was probably received in the first week of August.

FIFTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Attorney's Report

Ms. Daughton addressed the following:

- Florida Statutes requires that the contract maybe renewed without the use of the Auditor Selection Process. The process guideline recommends a one year term with four renewals for a total of five years.
 - The proposed audit engagement letter was received today and she has not had a chance to review it but will be doing so.

- There was a change to Public Records Law during the last legislative session.
 - Section 119.0701 now requires that every public agency, which specifically includes special districts, must include a provision that requires a contractor to comply with public records law within their contract.
- With the Affordable Care Act there is a posting requirement and the District will need to post for their employees.
 - Ms. Daughton has and will provide the form to Ms. Davis and Mr. Rogers so the District is in compliance with the law.
 - Mr. Lee inquired if it also needs to be posted on the website?
 - Ms. Daughton responded no, it has to be provided to the employees.
 - Ms. Davis noted she believes they need to distribute to the Supervisors as well as they are considered employees under the IRS law.
- Mr. Kessler addressed the audit engagement letter and inquired if the renewals will be annually.
 - Ms. Daughton responded yes.
 - Mr. Kessler asked do we need a motion.
 - Ms. Daughton responded we will review the engagement letter and bring it back at the next meeting for approval.
- Mr. Didier suggested they include five renewals rather than four given their current situation.
 - There were no objections from the Board.
- It was noted the auditor provided a price for three years per the RFP. The other years will need to be negotiated at renewal.

SEVENTH ORDER OF BUSINESS

Manager's Report

- Ms. Davis reported the November meeting is on the second Tuesday, November 12 not the second Monday, due to the Veteran's Day Holiday.
- Ms. Davis reported the addition of the workshop will need to be advertised

as the annual meeting notice as already been advertised.

- STS Finance staff has been looking at other options for the checking account. Currently, the account is with Wells Fargo and they are charging an average of \$100 monthly in fees.
 - Two options have been identified - BB&T which will cancel out the fees because the District meets the minimum balance discount and another option where there are no fees.
 - This will be placed on the next agenda for the Board's consideration.
- Mr. Lee commended Ms. Davis noting this is the kind of thing he likes to see from anyone - Supervisors, District Manager, and Property Manager.
- Mr. Didier inquired if other banks were looked at?
 - Ms. Davis responded she believes they looked at banks they work with on other Districts which they know are Qualified Public Depositories [QPD] and understand what that means to them in that they are agreeing to be a QPD and provide collateral if any bank were to fail within the system.
 - Discussion continued on banking.

EIGHTH ORDER OF BUSINESS

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

- A. **Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)**
 - Mr. Rogers reviewed the Property Manager's Report.
 - Mr. Rogers reported on the insurance claims for the fitness center and pavilion.
 - Discussion followed on the pavilion.
 - Mr. Rogers was directed to wait for an insurance determination before repairing the pavilion.
 - Discussion followed on leaving the meeting room to walk the property at a meeting with Ms. Daughton noting it is problematic and she does not recommend it.

- Discussion returned to the insurance claims for the fitness center and pavilion.
- Discussion followed on the Alan Cox Aquatics report.
- Mr. Rogers addressed the key fob change out noting he will probably do it mid-January through March. This item to be placed on the next agenda.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Didier requested the draft agenda for the workshop be circulated for comment.
 - Ms. Davis noted at this time the only item stated for the agenda is the discussion of the CDD beyond 2019.
 - Discussion followed on the policy of the Board to set workshop agendas at the meeting prior.
 - Mr. Didier noted if there is actually a rule/policy he would like to see the motion.
 - Discussion followed on policies with it being noted the Board can vote to change a policy at any time.
 - Mr. Didier requested the topic "Unknown Policies" be added to the workshop agenda.

The record will reflect the Board took a brief recess.

- Mr. Lee addressed the continuation of the CDD beyond 2019 noting District Counsel has spoken with HOA Counsel to try to work out a couple of different things.
 - (1) The HOA has requested the CDD recommend to the City of Tallahassee that upon dissolution the property of the CDD be transferred to Piney-Z HOA.
 - (2) Request a resolution from the Piney-Z HOA in support of the efforts of the CDD in amending the Interlocal Agreement to allow for the continued existence of the CDD.
 - (3) Board vote to request an amendment to the Interlocal

Agreement from the City of Tallahassee.

- Mr. Lee addressed timetables noting the thought is if they requested the amendment in November it would come up to the City Commission in March.
- Ms. Lytle noted the HOA would like the language in the recommendation to reflect the HOA have first right of refusal if the CDD disbanded or chose to dispose of any amenity.
- Ms. Daughton had a phone conference with Linda Hudson and Shaw Stiller on September 17th. The discussion centered on the CDD's desire to amend the Interlocal Agreement to permit the CDD to continue after repayment of the bonds.
 - Ms. Linda Hudson expressed her desire to have a statement or some indication of the HOA's position regarding the CDD's continued existence after the bonds are paid off.
 - Ms. Daughton let the city know the CDD was intending to have two meetings at which they were going to let residents know this was going to be discussed. Ms. Linda Hudson asked that she be contacted after the first meeting.
 - Ms. Linda Hudson would like to see a letter of support or resolution from the HOA. She feels it is important to have some indication of the HOA's support in moving forward.
- There was extensive discussion about the Interlocal Agreement with the City of Tallahassee and the Ordinance.
- Mr. Lee suggested a motion to recommend the property of the CDD be transferred to the Piney-Z HOA upon dissolution.
- Discussion followed on the motion and the concerns that it is premature and there is a need for resident input.

<p>Mr. Lee MOVED to recommend to the City of Tallahassee City Commission that upon dissolution of the CDD that the property of the CDD be transferred to the Piney-Z HOA or upon the disposal of CDD assets for the HOA to have first right of refusal.</p>

Mr. Bridges seconded the motion.

The prior motion was approved with votes as follows:

Jan Bridges - Aye

Richard Kessler – Nay

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

Mr. Lee MOVED for the CDD to request a resolution supporting the efforts of the CDD to amend Section 5 of the Amended and Restated Interlocal Agreement between the City of Tallahassee and the CDD and Section 8 of Ordinance 97-0-0033AA to allow for the continued existence of the CDD after repayment of the CDD bonds and Mr. Bridges seconded the motion.

- Discussion followed on the request for a resolution.

Mr. Lee withdrew the prior motion.

Mr. Lee MOVED to for the CDD Chair to continue working with the HOA President regarding the Piney-Z HOA providing a resolution to support the CDD and Mr. Bridges seconded the motion.

- Discussion followed on the HOA's within the Piney-Z CDD.

The prior motion was approved as amended to state the Piney-Z Plantation Homeowners Association, Inc. with votes as follows:

Jan Bridges - Aye

Richard Kessler – Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

- Mr. Kessler provided two handouts – the Interlocal Agreement and a CD of all CDD agreements and contracts with the caveat that there has

October 14, 2013

Piney-Z CDD

probably been some stuff in the last year that is not included.

- Mr. Lee thanked Mr. Kessler and Ms. Davis for the efforts as the Audit Committee.
- Mr. Rogers to work with Ms. Daughton to get the Interlocal Agreement on the website.
- Ms. Lytle addressed the HOA starting yoga, Pilates and/or exercise classes. The HOA would like the CDD's permission to hold the classes in the Lodge.
- Discussion followed with the outcome being to place the HOA's request on the next agenda.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

Janice Eggleton Davis
Secretary

Michael Lee
Chairman

FINANCIALS

PINEY-Z
Community Development District

Financial Report
September 30, 2013

Prepared by



PINEY-Z

Community Development District

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Piney-Z
Community Development District

Financial Statements

(Unaudited)

September 30, 2013

Balance Sheet
September 30, 2013

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 71,039	\$ -	\$ -	\$ 71,039
Accounts Receivable	1,093	-	-	1,093
Investments:				
Money Market Account	113,757	-	-	113,757
SBA Account	2,738	-	-	2,738
SBA Account - Restricted	634	-	-	634
Redemption Fund	-	645	-	645
Revenue Fund	-	98,034	161,998	260,032
Prepaid Items	5,816	-	-	5,816
TOTAL ASSETS	\$ 195,077	\$ 98,679	\$ 161,998	\$ 455,754
<u>LIABILITIES</u>				
Accounts Payable	\$ 7,699	\$ -	\$ -	\$ 7,699
Accrued Wages Payable	3,863	-	-	3,863
Accrued Taxes Payable	295	-	-	295
TOTAL LIABILITIES	11,857	-	-	11,857
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	5,816	-	-	5,816
Restricted for:				
Debt Service	18,500	98,679	161,998	279,177
Assigned to:				
Operating Reserves	97,361	-	-	97,361
Reserves - CDD Amenity	20,000	-	-	20,000
Unassigned:	41,543	-	-	41,543
TOTAL FUND BALANCES	\$ 183,220	\$ 98,679	\$ 161,998	\$ 443,897
TOTAL LIABILITIES & FUND BALANCES	\$ 195,077	\$ 98,679	\$ 161,998	\$ 455,754

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 1,080	\$ 1,080	\$ 1,047	\$ (33)
Interest - Tax Collector	-	-	32	32
Special Assmnts- Tax Collector	358,552	358,552	358,554	2
Special Assmnts- Discounts	(14,342)	(14,342)	(13,412)	930
Other Miscellaneous Revenues	-	-	400	400
Amenities Revenue	12,000	12,000	16,563	4,563
TOTAL REVENUES	357,290	357,290	363,184	5,894
EXPENDITURES				
Administration				
P/R-Board of Supervisors	6,000	6,000	7,800	(1,800)
FICA Taxes	459	459	597	(138)
ProfServ-Engineering	500	500	-	500
ProfServ-Legal Services	30,000	30,000	30,521	(521)
ProfServ-Mgmt Consulting Serv	49,275	49,275	49,275	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,400	3,400	3,400	-
Communication - Telephone	240	240	3	237
Postage and Freight	2,000	2,000	1,193	807
Insurance - General Liability	10,655	10,655	8,136	2,519
Printing and Binding	2,500	2,500	2,671	(171)
Legal Advertising	1,500	1,500	2,879	(1,379)
Miscellaneous Services	500	500	1,239	(739)
Misc-Assessmnt Collection Cost	10,757	10,757	10,360	397
Misc-Contingency	2,000	2,000	1,175	825
Office Supplies	500	500	410	90
Annual District Filing Fee	175	175	175	-
Total Administration	125,098	125,098	124,471	627
Field				
Contr-Landscape-Amenities Area	12,040	12,040	12,040	-
Misc-Contingency	8,204	8,204	8,892	(688)
Total Field	20,244	20,244	20,932	(688)

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Parks and Recreation - General				
Payroll-Salaries	118,000	118,000	100,636	17,364
FICA Taxes	9,027	9,027	7,792	1,235
Pension Benefits	2,250	2,250	2,250	-
Life and Health Insurance	8,700	8,700	8,592	108
Workers' Compensation	3,791	3,791	4,247	(456)
ProfServ-Pool Maintenance	4,800	4,800	4,800	-
Contracts-Security Services	2,224	2,224	2,813	(589)
Communication - Teleph - Field	1,620	1,620	1,821	(201)
Postage and Freight	900	900	494	406
Utility - General	28,000	28,000	24,792	3,208
Utility - Other	3,000	3,000	2,239	761
R&M-General	14,100	14,100	24,643	(10,543)
R&M-Equipment	2,300	2,300	1,336	964
R&M-Pest Control	790	790	2,948	(2,158)
R&M-Pools	4,000	4,000	9,679	(5,679)
Misc-Contingency	6,000	6,000	6,610	(610)
Office Supplies	3,000	3,000	4,482	(1,482)
Op Supplies - Pool Chemicals	5,000	5,000	3,294	1,706
Capital Outlay	16,600	16,600	23,799	(7,199)
Total Parks and Recreation - General	234,102	234,102	237,267	(3,165)
Reserves				
Reserve - CDD Amenity	10,000	10,000	-	10,000
Total Reserves	10,000	10,000	-	10,000
TOTAL EXPENDITURES & RESERVES	389,444	389,444	382,670	6,774
Excess (deficiency) of revenues				
Over (under) expenditures	(32,154)	(32,154)	(19,486)	12,668
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(32,154)	-	-	-
TOTAL FINANCING SOURCES (USES)	(32,154)	-	-	-
Net change in fund balance	\$ (32,154)	\$ (32,154)	\$ (19,486)	\$ 12,668
FUND BALANCE, BEGINNING (OCT 1, 2012)	202,706	202,706	202,706	
FUND BALANCE, ENDING	\$ 170,552	\$ 170,552	\$ 183,220	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 50	\$ 50	\$ 59	\$ 9
Special Assmnts- Tax Collector	79,194	79,194	79,195	1
Special Assmnts- Discounts	(3,168)	(3,168)	(2,962)	206
TOTAL REVENUES	76,076	76,076	76,292	216
EXPENDITURES				
Administration				
ProfServ-Trustee	2,700	2,700	2,694	6
Misc-Assessmnt Collection Cost	2,376	2,376	2,288	88
Total Administration	5,076	5,076	4,982	94
Debt Service				
Principal Debt Retirement	50,000	50,000	50,000	-
Interest Expense	21,000	21,000	21,000	-
Total Debt Service	71,000	71,000	71,000	-
TOTAL EXPENDITURES	76,076	76,076	75,982	94
Excess (deficiency) of revenues Over (under) expenditures	-	-	310	310
Net change in fund balance	\$ -	\$ -	\$ 310	\$ 310
FUND BALANCE, BEGINNING (OCT 1, 2012)	98,369	98,369	98,369	
FUND BALANCE, ENDING	\$ 98,369	\$ 98,369	\$ 98,679	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 100	\$ 100	\$ 110	\$ 10
Special Assmnts- Tax Collector	227,306	227,306	227,306	-
Special Assmnts- Discounts	(9,092)	(9,092)	(8,503)	589
TOTAL REVENUES	218,314	218,314	218,913	599
EXPENDITURES				
Administration				
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Trustee	3,800	3,800	3,763	37
Misc-Assessmnt Collection Cost	6,819	6,819	6,567	252
Total Administration	11,619	11,619	11,330	289
Debt Service				
Principal Debt Retirement	160,000	160,000	160,000	-
Interest Expense	52,138	52,138	52,138	-
Total Debt Service	212,138	212,138	212,138	-
TOTAL EXPENDITURES	223,757	223,757	223,468	289
Excess (deficiency) of revenues				
Over (under) expenditures	(5,443)	(5,443)	(4,555)	888
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(5,443)	-	-	-
TOTAL FINANCING SOURCES (USES)	(5,443)	-	-	-
Net change in fund balance	\$ (5,443)	\$ (5,443)	\$ (4,555)	\$ 888
FUND BALANCE, BEGINNING (OCT 1, 2012)	166,553	166,553	166,553	
FUND BALANCE, ENDING	\$ 161,110	\$ 161,110	\$ 161,998	

**Notes to the Financial Statements
September 30, 2013**

All Funds

► **Assets**

- **Cash and Investments** - See Cash and Investment Report on page 10 for further details. The General Fund checking account has a restricted amount of \$18,500 to satisfy the Debt Service reserve requirement.
- **Accounts Receivable** - Amenities rentals for September.
- **Prepaid Items** - Paid expenses for October and November 2013.

► **Liabilities**

- **Accounts Payable** - Invoices paid in October 2013.
- **Accrued Wages payable** - Accrued payroll as of 9/30/13.
- **Accrued Taxes Payable** - Accrued payroll taxes as of 9/30/13.

Notes to the Financial Statements
September 30, 2013

Financial Overview / Highlights

- ▶ The total YTD collected Non-Ad Valorem assessments are at 100%.
- ▶ Miscellaneous Revenue represents the insurance claim of the damaged fitness center.
- ▶ The total General Fund expenditures are at 98% of the annual budget. Significant variances are explained below.
 - The Administrative expenditures are at 99.5% of the annual budget.
 - The Parks and Recreation expenditures are at 101% of the annual budget.

Variance Analysis

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
P/R-Board of Supervisors	\$6,000	\$7,800	130%	Unfavorable variance due to additional board meetings.
ProfServ - Legal Services	\$30,000	\$20,521	68%	Sniffen & Spellman, P.A. for general counsel fees are through September 2013.
Insurance - General Liability	\$10,655	\$8,136	76%	Florida Municipal Insurance- Annual premium amounts are \$5,028 for General Liability and \$4,497 for Property Insurance. Paid in full. This balance includes a premium refund from FY10-11 of \$1,152. and for FY11-12 \$237.
Legal Advertising	\$1,500	\$2,879	192%	Unfavorable variance due to additional meetings, audit committee meetings and advertising the RFP for audit services.
Miscellaneous Services	\$500	\$1,239	248%	Bank service charges as of September 2013.
<u>Field</u>				
Misc-Contingency	\$8,204	\$8,892	108%	Unfavorable variance due to tree removal, clean up of playground and roof and gutter cleaning.
<u>Parks and Recreation - General</u>				
Payroll-Salaries	\$118,000	\$100,636	85%	Salaries as of 9/30/13.
Workers' Compensation	\$3,791	\$4,247	112%	Florida Municipal Insurance - Annual amount is \$4,247. Paid in full.
Contracts-Security Services	\$2,224	\$2,813	126%	Quarterly monitoring security services from Sonitrol as of 9/30/13. Unfavorable variance due to gate sensor issue expense.

Notes to the Financial Statements
September 30, 2013

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Parks and Recreation - General (continued)</u>				
Communication - Teleph-Field	\$1,620	\$1,821	112%	Unfavorable variance due to continuing the wireless phone at the pool. This item includes that phone and the employee cell phone stipends.
R&M-General	\$14,100	\$24,643	175%	Unfavorable variance is due to repairs to various lighting items. This balance includes a replacement of a low slope roof, cleaning and staining the playground equipment and gate repairs.
R&M-Pest Control	\$790	\$2,948	373%	Unfavorable variance due to an additional termite treatment and moisture barrier service.
R&M-Pools	\$4,000	\$9,679	242%	Unfavorable variance due to the purchase of a new pool pump, leak repair and replacing of pool lights.
Misc-Contingency	\$6,000	\$6,610	110%	Unfavorable variance due to excavation along the exterior edge wall of the fitness center.
Office Supplies	\$3,000	\$4,482	149%	Unfavorable variance due to the purchase of a first aid supply kit and a microwave oven.
Capital Outlay	\$16,600	\$23,799	143%	Purchase and installation of a lift chair and new playground equipment. This balance also includes a new copier.

Other Miscellaneous Notes

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

PINEY-Z
Community Development District

Supporting Schedules

September 30, 2013

PINEY-Z**All Funds****Community Development District**

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

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

Cash and Investment Report

September 30, 2013

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND					
Operating Checking Account	Wachovia Bank	Government Advantage Interest	n/a	0.10%	\$52,539
- Restricted for DS Reserve requirement (1)	Wachovia Bank	Government Advantage Interest	n/a	0.10%	\$18,500
				Subtotal	\$71,039
Public Funds Money Market Account	Florida Shores Bank SW	Money Market Account	n/a	0.45%	\$113,757
Operating Account - FUND A	SBA	Investment Pool	n/a	0.18%	\$2,738
Operating Account - FUND B (Restricted)	SBA	Investment Pool	n/a	0.00%	\$634
				Subtotal	\$3,373
DEBT SERVICE FUNDS					
Series 2002 Redemption Account	US Bank	Government Obligation Fund	n/a	0.00%	\$645
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.05%	\$98,034
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.05%	\$161,998
				Total	\$448,845

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

Piney-Z CDD
Bank Reconciliation

Bank Account No. 6166
Statement No. 09-13
Statement Date 09/30/13

G/L Balance (\$)	71,038.78
G/L Balance	71,038.78
Positive Adjustments	0.00
Subtotal	71,038.78
Negative Adjustments	0.00
Ending G/L Balance	71,038.78
Difference	0.00

Statement Balance	77,403.91
Outstanding Deposits	0.00
Subtotal	77,403.91
Outstanding Checks	6,365.13
Total Differences	0.00
Ending Balance	71,038.78

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
Outstanding Checks						
08/26/13	Payment	55004	CHERYL M. HUDSON	173.87	0.00	173.87
08/28/13	Payment	55009	EVAN V. FRANCIS	174.92	0.00	174.92
08/28/13	Payment	55010	EMMA K. FRANCIS	137.55	0.00	137.55
09/25/13	Payment	55057	LEE T. COX	26.67	0.00	26.67
09/25/13	Payment	55059	TAWNI S. O'NEILL	326.92	0.00	326.92
09/25/13	Payment	55060	PEYTON M. SWARTZ	198.69	0.00	198.69
09/26/13	Payment	55061	CAPITAL HEALTH PLAN	980.97	0.00	980.97
09/26/13	Payment	55064	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
09/26/13	Payment	55065	SEVERN TRENT ENVIRONMENTAL SER	4,319.54	0.00	4,319.54
Total Outstanding Checks				6,365.13		

Piney-Z
Community Development District

Check Register by Fund
For the Period from 9/1/13 to 9/30/13
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	55026	09/05/13	CITY OF TALLAHASSEE	082713-485610	Water Service 7/26-8/23/13	Utility - General	543001-57201	\$85.35
001	55026	09/05/13	CITY OF TALLAHASSEE	082713-385610	Water Services 7/26/13-8/23/13	Utility - General	543001-57201	\$1,440.41
001	55027	09/05/13	FITNESS PRO	4448	Fitness Center Preventive Maintenance 7/2013	R&M-Equipment	546022-57201	\$100.00
001	55028	09/05/13	FLORIDA MUNICIPAL INSURANCE TR	081513-0827	First Installment Billing 13/14 Fund Year	Prepaid Items	155000	\$3,637.00
001	55029	09/05/13	PICKINWEE CORP	8072	Hoses, Tape	R&M-General	546001-57201	\$130.96
001	55030	09/05/13	SAM'S CLUB	004949	Refreshments, Cleaning supplies	Office Supplies	551002-57201	\$49.27
001	55030	09/05/13	SAM'S CLUB	000678	Toilet paper holder/replacement	R&M-General	546001-57201	\$16.94
001	55031	09/05/13	SEVERN TRENT ENVIRONMENTAL SER	2068702	Public Hearing Notice	Printing and Binding	547001-51301	\$954.88
001	55032	09/05/13	SWAIN POOLS AND SPAS	9450201	Replace Pool Pump	R&M-Pools	546074-57201	\$1,913.10
001	55045	09/12/13	ALAN COX AQUATICS, INC.	090113	Pool Mgmt/Maintenance Sept 2013	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	55046	09/12/13	CRICKET'S TREE SERVICE, INC.	3709	Tree removal/hauling debris/clean up	Misc-Contingency	549900-53901	\$3,450.00
001	55047	09/12/13	JOHN HURST OUTDOOR SERVICES	2154	Mowing of Amenities Sept 2013/roof&gutter clean	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	55047	09/12/13	JOHN HURST OUTDOOR SERVICES	2154	Mowing of Amenities Sept 2013/roof&gutter clean	Rinse and Blow Roof	549900-53901	\$100.00
001	55047	09/12/13	JOHN HURST OUTDOOR SERVICES	2154	Mowing of Amenities Sept 2013/roof&gutter clean	Blow Roof & Clean Gutters	549900-53901	\$150.00
001	55048	09/12/13	PAK MAIL 450	259838	UPS Ground Shipping June 2013	Postage and Freight	541006-57201	\$12.68
001	55048	09/12/13	PAK MAIL 450	073113	UPS Ground Shipping July 2013	Postage and Freight	541006-57201	\$37.86
001	55048	09/12/13	PAK MAIL 450	083113	USPS/UPS Ground Shipping August 2013	Postage and Freight	541006-57201	\$34.44
001	55049	09/12/13	SNIFFEN & SPELLMAN, P.A.	11040	Legal Services through August 31, 2013	ProfServ-Legal Services	531023-51401	\$3,149.96
001	55050	09/12/13	TALLAHASSEE DEMOCRAT	0000656539	Legal Ads 8/5, 8/30/13	Legal Advertising-Workshop Run 8/5	548002-51301	\$227.62
001	55050	09/12/13	TALLAHASSEE DEMOCRAT	0000656539	Legal Ads 8/5, 8/30/13	Legal Advertising-Audit Committee/Regular Run 8/30	548002-51301	\$244.36
001	55051	09/20/13	CITY OF TALLAHASSEE	9/11/13-485610	Electric Service 8/10-9/11/13	Utility - General	543001-57201	\$103.97
001	55052	09/20/13	FEDEX	2-388-96703	Services through 9/3/13	Postage and Freight	541006-51301	\$34.36
001	55052	09/20/13	FEDEX	2-395-76933	Services through 9/10/13	Postage and Freight	541006-51301	\$36.73
001	55061	09/26/13	CAPITAL HEALTH PLAN	110113	ARAC00014724 Daryl L Rogers 11/2013	Prepaid Items	155000	\$980.97
001	55062	09/26/13	COMCAST	091413-4005-01-5	Cable 9/25/13-10/24/13	Prepaid Items	155000	\$190.80
001	55063	09/26/13	FEDEX	2-403-21915	Services through 9/17/13	Postage and Freight	541006-51301	\$18.45
001	55064	09/26/13	MARPAN SUPPLY CO., INC.	1274128	Container Rental 10/13	Prepaid Items	155000	\$26.00
001	55065	09/26/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2069607	Mgmt Fees/Reimbursements Sept. 2013	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,106.25
001	55065	09/26/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2069607	Mgmt Fees/Reimbursements Sept. 2013	Postage and Freight	541006-51301	\$16.98
001	55065	09/26/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2069607	Mgmt Fees/Reimbursements Sept. 2013	Printing and Binding	547001-51301	\$146.81
001	55065	09/26/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2069607	Mgmt Fees/Reimbursements Sept. 2013	Office Supplies	551002-51301	\$49.50
001	55066	09/26/13	VERIZON WIRELESS	9711434843	Services 9/13-10/12/13	Communication - Teleph - Field	541005-57201	\$54.72
001	55033	09/11/13	D. LANCE ROGERS	PAYROLL	September 11, 2013 Payroll Posting			\$1,642.02
001	55034	09/11/13	DANIEL J. ROZOFISKY	PAYROLL	September 11, 2013 Payroll Posting			\$578.24
001	55035	09/11/13	RICHARD B. STOWERS	PAYROLL	September 11, 2013 Payroll Posting			\$837.55
001	55036	09/11/13	LUKE J. LILES	PAYROLL	September 11, 2013 Payroll Posting			\$253.45
001	55037	09/11/13	LEE T. COX	PAYROLL	September 11, 2013 Payroll Posting			\$108.98
001	55038	09/11/13	MARIA E. ZEA	PAYROLL	September 11, 2013 Payroll Posting			\$177.77
001	55039	09/11/13	TAWNI S. O'NEILL	PAYROLL	September 11, 2013 Payroll Posting			\$232.73
001	55040	09/11/13	PEYTON M. SWARTZ	PAYROLL	September 11, 2013 Payroll Posting			\$45.71
001	55041	09/12/13	JAN M. BRIDGES	PAYROLL	September 12, 2013 Payroll Posting			\$184.70

Prepared by:
Severn Trent Management Services

Report Date 10/18/2013

Piney-Z
Community Development District

Check Register by Fund
For the Period from 9/1/13 to 9/30/13
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	55042	09/12/13	RICHARD A. KESSLER, JR.	PAYROLL	September 12, 2013 Payroll Posting			\$184.70
001	55043	09/12/13	MICHAEL D. LEE	PAYROLL	September 12, 2013 Payroll Posting			\$184.70
001	55044	09/12/13	CHERYL M. HUDSON	PAYROLL	September 12, 2013 Payroll Posting			\$173.87
001	55053	09/25/13	D. LANCE ROGERS	PAYROLL	September 25, 2013 Payroll Posting			\$1,611.71
001	55054	09/25/13	DANIEL J. ROZOFKY	PAYROLL	September 25, 2013 Payroll Posting			\$807.26
001	55055	09/25/13	RICHARD B. STOWERS	PAYROLL	September 25, 2013 Payroll Posting			\$546.43
001	55056	09/25/13	LUKE J. LILES	PAYROLL	September 25, 2013 Payroll Posting			\$127.36
001	55057	09/25/13	LEE T. COX	PAYROLL	September 25, 2013 Payroll Posting			\$26.67
001	55058	09/25/13	MARIA E. ZEA	PAYROLL	September 25, 2013 Payroll Posting			\$189.90
001	55059	09/25/13	TAWNIE S. O'NEILL	PAYROLL	September 25, 2013 Payroll Posting			\$326.92
001	55060	09/25/13	PEYTON M. SWARTZ	PAYROLL	September 25, 2013 Payroll Posting			\$198.69
Fund Total								\$31,341.07
Total Checks Paid								\$31,341.07

Sixth Order of Business



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

October 8, 2013

Board of Supervisors
Piney-Z Community Development District
210 North University Drive, Suite 702
Coral Springs, FL 33071

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Piney-Z Community Development District, which comprise governmental activities, each major fund and the budgetary comparison for the General Fund as of and for the years ended September 30, 2013, 2014 and 2015 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the years ending September 30, 2013, 2014 and 2015.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

The Responsibilities of the Auditor

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Fort Pierce / Stuart

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Private Companies Practice Section

Member FICPA



Piney-Z Community Development District
October 8, 2013
Page 2

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to Piney-Z Community Development District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by Piney-Z Community Development District and that are to be included as part of our audit are listed below:

1. General Fund
2. Two Debt Service Funds

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit including among other items:

- a) That management has fulfilled its responsibilities as set out in the terms of this letter; and;
- b) That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



Piney-Z Community Development District
October 8, 2013
Page 3

Management is responsible for identifying and ensuring that Piney-Z Community Development District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.

The Board is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

Piney-Z Community Development District agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, Piney-Z Community Development District agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Piney-Z Community Development District's Records and Assistance

If circumstances arise relating to the condition of the Piney-Z Community Development District's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issuing a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Piney-Z Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Berger, Toombs, Elam, Gaines & Frank is required to comply with the Public Records Law.

Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.



Piney-Z Community Development District
October 8, 2013
Page 4

Fees, Costs and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the years ending September 30, 2013 will not exceed \$3,000, September 30, 2014 will not exceed \$3,000 and September 30, 2015 will not exceed \$3,150 unless the scope of the engagement is changed, the assistance which Piney-Z Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The two annual renewals must be mutually agreed and approved by the Board of Supervisors.

The fiscal year 2013 audit will be completed by June 30, 2014. In addition, the same deadline, June 30 will apply for each subsequent years audit.

In the event we are requested or authorized by Piney-Z Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Piney-Z Community Development District, Piney-Z Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.

The Piney-Z Community Development District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Berger, Toombs, Elam, Gaines & Frank. The Piney-Z Community Development District will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.



Piney-Z Community Development District
October 8, 2013
Page 5

Reporting

We will issue a written report upon completion of our audit of Piney-Z Community Development District's financial statements. Our report will be addressed to the Board of Piney-Z Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Piney-Z Community Development District's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements.
- Management letter required by Chapter 10.500, Rule of the State of Florida Auditor General.

After issuance of the audit report, a representative Berger, Toombs, Elam, Gaines & Frank will be present via teleconference at the first appointed Board Meeting to present the audit report and answer any and all questions.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Piney-Z Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger, Toombs, Elam,
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

Baggett, Reutimann & Associates, CPAs PA

Certified Public Accountants

Judson B. Baggett, MBA, CPA, CVA, Partner

Marci Reutimann, CPA, Partner

Brian M. Williams, CPA, Partner

6815 Dairy Road

Zephyrhills, FL 33542

Phone: (813) 788-2155

Fax: (813) 782-8606

Email: baggettcpa@aol.com

System Review Report

To the Directors

October 20, 2010


Berger, Toombs, Elam, Gaines & Frank, PL

and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, PL (the firm), in effect for the year ended May 31, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by standards, engagements selected for review included engagements performed under the *Government Auditing Standards*, OMB Circular A-133, and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, PL in effect for the year ended May 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiencies*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, PL, has received a peer review rating of *pass*.


Baggett, Reutimann & Associates, CPAs PA

(BERGER_REPORT)

Tenth Order of Business

10A.

**PINEY-Z
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 9/30/13

The Board hereby assigns the FY 2013 Reserves per September 30, 2013 Balance sheet as follows:

Operating Reserve	\$97,361
Reserves – CDD Amenity	\$20,200

10B.

Piney-Z Community Development District
Bank Fee Analysis

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

Notes

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

10C.

MEMORANDUM

TO: Supervisors – Piney Z Plantation Community
Development District
FROM: Bob Koncar – General Manager – Management Services -
Southeast
DATE: January 21, 2009
RE: Follow Up items – Agenda and Advertisement for Workshop
Meetings
CC: Janice Eggleton Davis/Lance Rogers

As per the Board's Direction we have advertised a Board workshop every other month beginning in February. In discussions with Nancy Linnan [District Counsel] we will need to post an agenda for each meeting. Since we have not received an agenda for the upcoming meeting in February, the only items that can be discussed will be the topics to be discussed at future workshops, a prioritization of those items and which items will be discussed at which workshop.

In order to meet the "spirit" and intent of the Sunshine Law the Board will need to discuss the upcoming workshop agenda at the intervening regular meeting and post an agenda of the upcoming workshop at least a week prior to the meeting. The discussions at the workshop must be limited to those items on the agenda. If residents or supervisors bring up other issues, they should be referred to regular meetings for discussion of whether and when they will become the subject of workshop discussion. They may not be discussed if not on the posted agenda which was determined in a regular meeting.

In order to facilitate this process the Board can set the agenda for the next workshop at each Board meeting. This way the staff can post an agenda well in advance of the meeting so the public will know what topics will be covered at the upcoming workshop and be prepared to attend and contribute.

Eleventh Order of Business

Piney-Z Community Development District
Property Manager's Report
Tuesday, November 12, 2013

Events / Facility Use:

As of this writing the events, activities and meetings that took place at the CDD Amenities between October 14, 2013 (last regular meeting) and November 12, 2013 are as follows:

Four Resident Sponsored Parties (All in the Lodge)
One HOA "Pay Your Dues" Social
Two HOA sponsored Jewelry Classes

Piney-Z CDD Amenities

(Fitness Center, Lodge, Pavilion, Playground, and Grounds)

General Comments Concerning the Amenities Areas:

Fitness Center: Regular weekly maintenance was performed by staff. Fitness Pro performed the regular monthly preventive maintenance on the machines.

Lodge: Regular weekly maintenance was performed by staff in the Lodge, Kitchen, Restrooms and Garage. Parties, functions and meetings were properly accommodated.

Pavilion: Regular weekly maintenance was performed by staff at the pavilion and pavilion restrooms.

Playground: Regular weekly maintenance was performed at the playground and gazebo area. The area was checked for hazards, trash bags changed in the cans regularly.

Pool / Aquatics: The pool closed for the season on October 13. Off-season maintenance has begun and will continue.

Grounds: Regular maintenance took place. Outdoor trash cans were maintained and bags replaced as needed. Pressure washing projects were performed by part-time staff. Attention was needed to treat several ant beds and that was done.

John Hurst Outdoor Services performed regular landscaping services per contract.

Insurance Claim

The two repairs that were submitted to the insurance carrier are:

1. Repair to Fitness Center Wall due to water damage: \$5,400.00
John O'Neil, 10 Point Construction, work completed.
2. Repair to Pavilion Metal Roof from damage due to being struck by a tree that split in a storm: \$4,121.56 / Work to be completed by Metal Building Services, Inc.

As of this writing (several days before the CDD Meeting) I have not heard a response from the Insurance Company. Also, an adjuster has not come out. I have been in touch more than once with the District Office in Coral Springs who has been striving to get the insurance company to act on our two claims. As of this writing, staff at the District Office and I are waiting to hear of any decisions / action from Insurance Carrier.

Access Reports for Fitness Center and Pool

Fitness Center Key Fob Entries

Month / Year: September 2013

Fob Entries: **449**

Households Represented: **92**

Swimming Pool Main Gate:

Month / Year: September 2013 (Note: During the 30 days of September the pool was open from 2pm until dusk on weekdays. It was also open from 9am until 10am on Monday, Wednesday, and Friday for Adult Swim. The pool was also open from 10am until dusk on Saturdays and Sundays.

Fob Entries: **401**

Households Represented: **105**

September 2013 Swimming Pool Sign-In Sheets:

569 / 30 days (Refer to schedule of days / hours above).

The number could be higher since some residents are not diligent about signing in. During the 30 days the pool was open in September the pool was used at least 569 times when residents, property owners and guests visited the pools. Note:

Of the 569 pool users some of these are repeat customers / users. Meaning, the same names in the sign-in notebook may repeat several times or numerous times since they come to the pool more than once per month.

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

Date sent to CDD Accounting	Piney-Z Resident and / or Name on Check	Check #	Amenity Area	Date of Event	Amount
10/23/13	Amruth Kodela	#629	Lodge: Base/Rental Fees	10/19/13	\$400.00
10/23/13	Sharon Solis (Maria Espino)	#753	Lodge: Base/Rental Fees	10/31/13	\$400.00
10/23/13	Dedre Mitchell (Hervonica Collins)	#217	Lodge: Rental Fee	11/09/13	\$100.00
10/23/13	Mindi (Melinda) Long	#5431	Lodge: Base Fee	11/16/13	\$150.00
10/23/13	Maryanne Marchese (Candy Tyre)	#960	Lodge: Base Fee	12/13/13	\$150.00
					Total \$1,200.00

Fiscal Year 2014: Year to Date Total sent to Severn Trent Accounting: \$1,200.00

Amenities Key Fob Project

Basic Suggested Proposed Plan:

My office will implement informing residents and property owners about the fob de-activation, the new form and how to go about re-registering.

In addition to web site notices and emails, etc., we will make a special emphasis on informing the regular users of the Fitness Center about the fobs re-registration plan early in the process. This will be done through placement of notices on the wall in the Center about re-registering the week of February 3 so that their use of the Fitness Center is not interrupted. Since re-registration will start during the pool off season it won't be as critical, for residents who are primarily interested in the pool, to rush in to re-register.

De-activation of all current Key Fobs would occur Sunday night February 2, 2014. Meaning all fobs are deactivated Monday, February 3, 2014.

Beginning Monday, February 3, 2014 all eligible fob holders must re-register for a fob. The new Registration Form will be used beginning that day.

Residents must bring Proof of Residency and Driver's License or Photo ID.

The driver's license will be copied and attached to the form.

Residents must bring with them any fobs in their possession.

Sonitrol has agreed to give us a \$2.00 credit for every old key fob returned regardless of condition and regardless of whether the numbers have rubbed off, etc.

New fobs are \$8.50. New fobs ordered as replacements when an old fob is returned will be \$6.50.