

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

OCTOBER 19, 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

October 12, 2015

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, October 19, 2015 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop at 3:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

Workshop: 3:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Amenities Projects Update**
- 5. Pool Season**
- 6. Playground & Insurance**
- 7. Communications**
- 8. Office Copier / HOA**
- 9. FY 2016 Board Goals & Objectives**
- 10. Adjournment**

Regular Meeting: 6:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Organizational Matters**
 - A. Alan Cox Aquatics – End of Pool Season
- 5. Approval of the Minutes of the September 14, 2015 Workshop and Regular Meeting**
- 6. Acceptance of the August / September 2015 Financial Statements and Approval of the Check Register and Invoices**
- 7. District Manager's Report**
 - A. Resolution 2016-1 - Election of Officers
 - B. Consideration of Motion Assigning Fund Balance
- 8. District Attorney's Report**
 - A. Amenities Rule Development
- 9. CDD Manager's Report**

Piney-Z CDD
October 12, 2015

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

10. Business Matters

- A. Playground & Insurance
- B. Office Copier / HOA
- C. FY 2016 Board Goals & Objectives

11. Supervisor Requests

12. Adjournment

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

Sincerely,

Bob Nanni/ms
District Manager

cc:	Christopher Lyon	Bob Reid	Melinda Parker
	Brett Sealy	Claudia Vaccaro	

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 Monday, September 14, 2015 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present were:

Joseph Didier	Chairman
Michael Lee	Assistant Secretary
Cheryl Hudson	Assistant Secretary
Ann Pincus	Assistant Secretary
Janice Davis	District Manager / Secretary
Bob Koncar	STS / General Manager
Bob Nanni	STS
Paula Davis	STS (via phone)
M. Melinda Parker	CDD Manager
Residents	

The following is a summary of the discussions at the September 14, 2015 Piney-Z Community Development District's Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was led by Ms. Pincus.

THIRD ORDER OF BUSINESS

Audience Comments

Hearing none, the next item followed.

FOURTH ORDER OF BUSINESS

FY 2016 Budget

- Mr. Didier addressed Workers' Compensation being reduced this year with the electronic timekeeping.
 - Add admin line

- Add parks and rec line
 - Add parks and grounds line
- Discussion followed on purchasing a second defibrillator.
- Pool refurbishments were discussed.
- Mr. Lee addressed FY 2019, 2020 and 2021.
- Mr. Ron Feuerstein noted his confusion with the CDD and his thoughts that there is no need for the CDD after 2019.

FIFTH ORDER OF BUSINESS

Communication

- Mr. Didier requested the Board members not call on audience members but to direct through him.
- Mr. Didier addressed the email from Mr. Koncar of STS regarding replacing Ms. Davis with Mr. Bob Nanni as the District Manager.
- Discussion followed on calendar days versus business days with it being noted this needs to be clarified.
- The agenda process needs to be defined.
- Discussion followed on the CDD being the client.
 - Ms. Hudson stated we need to tell them what we want - email the agenda to us 14 days prior to the next meeting or whatever, give us seven days and if we do not reply go with what we have.
- Discussion followed on agendas, agenda packages, records retention, financials and the DM providing guidance, support and training.

The record will reflect the Board took a brief recess.

SIXTH ORDER OF BUSINESS

Lodge Electrical Study

- Ms. Parker reviewed the electrical memorandum.
 - With the Board's approval they would like to speak with an electrician or two and ask them to bid the work.
 - There is \$4,200 set aside for the study which could be use to do the work on the FY 2015 budget.

- Mr. Lee recommended Lawson & Lawson and Hartsfield for electricians.
- Mr. Didier suggested they obtain three quotes.
- Ms. Parker reported they have plans for the pool from 2000 and plans for the Lodge from 1990.
 - Mr. Didier inquired if they include costs?
 - Ms. Parker responded no. The plans need to go to a printer so they can be enlarged.

SEVENTH ORDER OF BUSINESS

Exterior Painting

- Ms. Parker addressed exterior painting noting as soon as the roof is completed they want to paint the exterior including all the iron.
 - There are three proposals and they are recommending they go with River King Custom Painting for \$5,500.
 - There is \$5,000 in the budget and \$1,000 has been added to the projections.

EIGHTH ORDER OF BUSINESS

HOA Meeting Schedule and Community Events

- The HOA meeting schedule and community events were reviewed.

ELEVENTH ORDER OF BUSINESS

General Liability, Property, Director & Officers and Workers' Compensation Insurance - Paula Davis

- STS staff was introduced.
- Mr. Didier reported there are three quotes - two obtained by Ms. Paula Davis and one obtained by Ms. Parker.
- Ms. Paula Davis noted FMIT and PGIT are insurance trusts.
- Ms. Paula Davis provided an overview of the renewal and proposal.
 - FMIT will give the District a \$713 check on 12/31/15 for renewing.
 - There are free programs offered by the insurance provider the District can utilize such as safety training for employees.
- Deductibles, named storm percentages and flood insurance were addressed.
- There is currently no property insurance for the playground. To add property insurance for the playground equipment the carrier will need to know the value of the equipment.

- The playground lease has to be amended to include the HOA asking the CDD to insure the property.
 - Discussion followed on obtaining a value / replacement value for the playground equipment.
- Mr. Lee inquired what the savings would be if the adjusted the FMIT deductible to \$5,000.
 - Ms. Paula Davis responded when asked this question for other districts the savings has always been minimal but I can ask them.
- Mr. Didier noted if they renew with FMIT they will be grandfathered in at the lower rates.
- Discussion followed on claims filed with FMIT for the CDD - tree falling on pavilion, lighting strike to cameras and the fitness center. It was noted the fitness center was denied as a maintenance issue.
- Ms. Paula Davis will contact FMIT with regard to a \$5,000 deductible after the property schedule is completed.
- Ms. Paula Davis will call back in for the regular meeting discussion of insurance.

NINTH ORDER OF BUSINESS

HOA Playground Lease Addendum

- Mr. Didier addressed the addendum noting this needs to be done to make sure they have the proper documentation to insure the playground.
- Mr. Didier addressed the joint use of storage at the Lodge between the CDD and HOA.
- Ms. Parker noted the floor is being refinished and furniture and filing cabinets need to be moved.

TENTH ORDER OF BUSINESS

Amenities Project Updates

- Ms. Parker reviewed the Property Manager's Report noting a voted is needed for the painting and electrical work.
- Mr. Lee addressed a resident complaint regarding the swimming pool being closed noting he does not know when the proper time is to get it on the agenda to discuss.
- Mr. Didier addressed the website and noted next month they will look at Board priorities at the workshop. Alan Cox Aquatics has been invited to attend the October meeting to

address the pool season. Mr. Lyons is reviewing where they have to start from with the rules to get it back on track.

TWELFTH ORDER OF BUSINESS

Adjournment

There being nothing further, the workshop was adjourned.

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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, September 14, 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:

Joseph Didier	Chairman
Michael Lee	Assistant Secretary
Cheryl Hudson	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Christopher Lyon, Esq.	District Counsel
M. Melinda Parker	CDD Manager
Bob Koncar	STS - General Manager
Bob Nanni	STS
Paula Davis	STS (via phone)
Terry Lewis	Lewis, Longman & Walker
Residents	

The following is a summary of the discussions and actions taken at the September 14, 2015 Piney-Z Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

General Liability, Property, Directors & Officers and Workers' Compensation Insurance - Paula Davis

- Ms. Paula Davis provided an overview of the insurance renewal and proposal.
 - There is a savings to stay with the existing carrier and if renewed they will give the CDD a return of premium in the amount of \$713.

Mr. Lee MOVED to renew with FMIT as the insurance carrier and Ms. Hudson seconded the motion.

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

- Mr. Didier thanked Ms. Paula Davis, her team and Ms. Parker for pulling this together.

FIFTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of the Budget for Fiscal Year 2016 and Levy of Non-Ad Valorem Maintenance Assessments

- Mr. Didier outlined a handout provided by Ms. Parker addressing changes to payroll line item categories.
- Ms. Parker outlined the changes.
 - Parks and Recreation Salaries - \$72,134 - add Payroll - Administrative \$48,960 and Payroll - Maintenance \$10,934
 - Swimming Pool Salaries - \$30,996 - add Payroll - Maintenance \$6,833 and Payroll - Administrative \$9,180 and leaving Lifeguard salaries in the category of Swimming Pool Salaries - \$24,163
 - Fitness Center Salaries - \$2,734 - add Payroll - Maintenance \$2,734 and Payroll - Administrative \$1,530 Parks and Grounds Salaries - old \$6,833 - add Payroll - Maintenance \$6,833 and Payroll - Administrative \$1,530

- Ms. Davis cautioned this will depend on them tracking their time. She noted it will generate variances they will need PZCDD staff to provide explanations for on the financials monthly.
- Mr. Didier opened the public hearing on the FY 2016 budget.
- Ms. Diana Orgaz inquired why there is an administrative section being adding to each item?
 - Mr. Didier responded we learned from the insurance process we are paying about 16 times the rate for maintenance and other services around the property versus when a clerical role is being performed and by breaking out the clerical / admin role separately we are able to reduce our Workers' Compensation expense.
 - Ms. Orgaz stated that would be the manager's salary in each of those categories.
 - Mr. Didier stated yes.
 - Ms. Orgaz asked what is that total?
 - Mr. Didier responded I believe around \$60,000.
- Mr. Lewis noted they need to close the public hearing.
- Ms. Orgaz asked if you take public comment on the budget why are you closing the public hearing.
 - Mr. Lewis responded you open the public hearing, take public comment, after public comment you close the hearing and the only people to speak at that point are the governing Board of members who will make the formal vote on the two resolutions.
- Mr. Didier closed the public hearing.

A. Consideration of Resolution 2015-5 - Annual Appropriation and Adoption of the Budget

On MOTION by Mr. Lee seconded by Ms. Hudson, Resolution 2015-5 the annual appropriation resolution of the Piney-Z Community Development District (the "District") relating to the annual appropriations and adopting the budget, as

amended, for the fiscal year beginning October 1, 2015, and ending September 30, 2016 was adopted with votes as follows:

Ann Pincus- Aye
Cheryl Hudson - Aye
Michael Lee - Aye
Joe Didier - Aye

B. Consideration of Resolution 2015-6 - Levy of Non-Ad Valorem Maintenance Assessments

On MOTION by Mr. Lee seconded by Ms. Hudson, Resolution 2015-6 a resolution of the Board of Supervisors of the Piney-Z Community Development District imposing special assessments and certifying an assessment roll; providing a severability clause; and providing an effective date was adopted with votes as follows:

Ann Pincus- Aye
Cheryl Hudson - Aye
Michael Lee - Aye
Joe Didier - Aye

- Mr. Didier thanked everyone for their work on the budget noting they strive to be better and learn from each year.

SIXTH ORDER OF BUSINESS

Business Matters

A. HOA Meeting Schedule and Community Events

- The HOA meeting schedule and community events were reviewed.

On MOTION by Mr. Lee seconded by Ms. Hudson, the HOA meeting schedule and community events for the Lodge was approved with votes as follows:

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

B. Ratification of Agreement with Leon County Tax Collector

- Mr. Didier noted this is something they enter into annually. He has signed the agreement and it just needs ratification.

Mr. Lee MOVED to ratify the Agreement with Leon County Tax Collector and Ms. Hudson seconded the motion.

- Ms. Orgaz asked what is the agreement you made with the tax collector?
 - Mr. Didier responded it states we are going to pay them a compensation of 3% for collection of our non-ad valorem assessments.
 - Ms. Orgaz asked is it the same as it was last year?
 - Mr. Didier responded yes.
 - Mr. Lewis stated it is a statutory requirement.

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

SEVENTH ORDER OF BUSINESS

Approval of the Minutes of the August 10, 2015 Workshop and Regular Meeting

On MOTION by Ms. Hudson seconded by Mr. Lee, the minutes of the August 10, 2015 workshop and regular meeting, were approved with votes as follows:
Ann Pincus - Aye
Cheryl Hudson - Aye
Michael Lee - Aye
Joseph Didier - Aye

EIGHTH ORDER OF BUSINESS

Acceptance of the July 2015 Financial and Approval of the Check Register and Invoices

- Ms. Hudson stated on the explanations it states five areas of pool decking were repaired by Premier Pools and supplies provided by Alpha Foundation Specialists. We got supplies from Alpha Foundation?
 - Mr. Didier stated they provided the materials in order to level the decking.

On MOTION by Ms. Hudson seconded by Ms. Pincus, to accept the July 2015 Financial statements and approve the check register and invoices, were approved with votes as follows:

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

TENTH ORDER OF BUSINESS

CDD Manager's Report

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

- Ms. Parker reviewed the report provided in the agenda package.

B. Lodge Electrical Study

- Ms. Parker addressed the Lodge electrical study noting Pinnacle Engineering spent 2½ hours onsite and has provided an 11-point study for which he will take no money.
 - Mr. Didier requested Ms. Parker prepare a thank you letter for his signature.
- Ms. Parker noted they would like to proceed with some bids to do the work referenced and recommended in the study.

On MOTION by Mr. Lee seconded by Ms. Hudson, moving forward with the recommended electrical work at a not to exceed of \$4,500, was approved with votes as follows:

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

- Ms. Pincus noted they should thank Ms. Parker for all she has accomplished.

C. Exterior Painting

- Ms. Parker reviewed the exterior painting noting they have three bids and they are recommending the bid from River King at \$5,550. She would like to get it encumbered for this year but the work will probably not be done until next month.

On MOTION by Mr. Lee seconded by Ms. Hudson, to award River King the exterior painting in the amount of \$5,550, was approved with votes as follows:

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

- Ms. Orgaz asked is the gutter going to be running out into the yard and the water runs off creating an issue of soil erosion or will it be extended out so we will not have that issue?
 - Mr. Didier responded we are trying to put gutters on to see if we can control the water more.
 - Mr. Evans outlined the current issues they are having with the gutters.

D. Website

- Ms. Parker addressed the CDD website noting it will be done by the October 1 deadline.
 - A bid was received last week for \$2,700 plus the District would have to do their own updating.
 - In the last 24 hours they have found a local firm that is willing to do the website for \$1,250. They will be accepting this option with the Board's approval.
- Mr. Didier addressed the website noting the person who quoted the \$1,250 is a web designer he knows and is familiar with their work.
- Mr. Didier noted he has no financial ties to this company or the web designer.
- Mr. Lyon noted a vote is not needed as it was previously approved for \$2,500.

ELEVENTH ORDER OF BUSINESS

District Attorney's Report

- Mr. Lyon noted there are two items behind Tab 11.

A. HOA Playground Lease Addendum

- Mr. Lyon stated the first is addendum to the existing lease between the HOA and CDD regarding the playground property. This relates to the insurance coverage and trying to see if in the future we can find a way to further reduce the insurance premium by reducing the size of the District. In doing so one of the things we would need to ensure is we have the contractual duty to provide insurance to the playground since the CDD does not own it.
- This addendum to the existing lease requires the CDD to insure the playground.

<p>On MOTION by Mr. Lee seconded by Ms. Pincus, the addendum to the HOA Playground Lease, was ratified with votes as follows:</p>

<p>Ann Pincus - Aye</p>

<p>Cheryl Hudson - Aye</p>

<p>Michael Lee - Aye</p>

<p>Joseph Didier - Aye</p>

B. Discussion of Memorandum in Response to Supervisor Kessler Questions

- Mr. Lyon stated the second item is a short memo I prepared for the Board relating to a question raised at the last meeting by Mr. Kessler. He had a question about the agendas from the previous month's workshop that did not have any specific items. He asked if we could do research on that and is it permissible and the simple answer is specific items are not required on an agenda for it to be discussed. The purpose of the agenda and public notice is to make the public aware of the meeting so they know when and where it is. It is best practice to identify the items if you know what you are going to discuss; particularly if it is a controversial topic you do not want to spring that as a surprise and want to have it as a publicly noticed agenda item. You should strive when possible to put specific agenda items on the agenda but you are not precluded from discussing something if it comes up.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

A. CDD Office Space - Supervisor Pincus

- Ms. Pincus addressed being to the point now where they need to clean out boxes and have no place to store them. She recommends they take the adjacent storage currently used for the HOA . She noted they can make provisions for the HOA to make copies somewhere else. They have to lock the files up and this is what I am suggesting.
- Mr. Lee stated there is no issue between the two organizations - it is just a matter of finding space for both.

The record will reflect the Board took a brief recess.

NINTH ORDER OF BUSINESS

District Manager's Report

- Mr. Koncar stated there are a couple of items we put on the agenda for discussion and clarification. One of my jobs as the General Manager is to look at meeting minutes and workshops to see how things are going with our clients. There have been some concerns in the workshops as well as the Board meetings about getting out the agendas and getting them on time.
- **A. Agenda Timetable**
- Mr. Koncar stated the Chairman and I had a chance to talk before the meeting and one of the things we want to do is meet the requirements in the rules that the District has for getting your agendas out. According to the rule you have to have an agenda published seven days before the meeting and the requirement to get the packages to the Board members. In order to do that we have to have a specific timeframe. One of the things the Chairman and I discussed was getting to each of the Board members a timeframe which would include review by the District Counsel. The timeframe would include how we are going to do that and follow the current rule the District has to get the agendas done and out.
- Ms. Hudson asked do we have to have hardcopies of everything or could it be done as email?
 - Mr. Koncar responded it can be done as email but you have to have an agenda posted where the public can have access to it seven days before the meeting.
- Mr. Didier stated what we are trying to get to is best practices. We need to decide if we can get it in another way or if we need to spend the time and money. I think we can work together and improve on this.
- Mr. Lee asked do you already have something you are going to send to us or can you say here is what we need.
 - Mr. Koncar responded just to make sure everybody is on the same page we will send you a timeframe for doing the agendas. For example if each of you would have something to put on the agenda you would know when we need that and if there is any backup with it so we can package it all together. It is not just about the agenda it is also getting the packages to you in time to review for your meeting.

- Mr. Didier stated next month we are moving from the second Monday to the third Monday of the month and will change the timeframe a little. We will work on it.

B. Level of Effort

- Mr. Koncar stated again this is just from me looking at the workshop minutes as well as Board meeting minutes. From time-to-time it appeared as if we were not being responsive as we should to the Board. I went back to talk to the team that provides service to you and looked at the level of activity we have. I wanted to provide just a 30-day slice of the kind of responses we are getting to you not just the emails we received but the responses. Most were just emails but some of them turned into research and required some extra work. I just wanted the Board to be aware there is a level of activity going on that is pretty exceptional for a District work and we wanted to make sure there wasn't anything missing.
 - One of the things I discussed with the Chairman earlier was putting together what I call an activity list of items or action items are on the list that came up at a meeting that lets say weren't complete. We would put that into the Manager's Report once a month that would show any pending projects, the status of them, where they are and what the expected timeframe is for completion. We will work with Ms. Parker to coordinate closely with what she is doing so we have a complete list for the Board. Our goal will be to work closer with Ms. Parker to put it together so we can give you a report once a month.
 - The other idea is to put together an objectives section. The Board identifies three to five goals they would want to see accomplished over the next year. The Board would provide it to me in an email individually and I will put those together in a report and it would be brought back to the Board for consideration. Once the Board was to vote on a set of objectives then we would turn it into an annual work plan and it would be a guideline for the service we provide to the District in terms of meeting those five objectives. It is a good way to track our performance and a good way to make sure we are following up on the objectives the Board wants us to accomplish.

- Mr. Didier stated we were talking about doing this in the workshop next month and they could lead that effort and communicate with the Board along with Ms. Parker so when we meet we are not starting that conversation then.
- Mr. Lee asked when do you want them.
- Mr. Koncar responded after the meeting I will make sure you all have a business card and if you can get them to me as soon as you can, then it will be my job to put them together in a concise list, and then from there we will build a work plan that addresses how we are going to meet that objective that will come back to the Board for approval. Once the Board approves it we will bring it back to you on a quarterly basis or every other month depending on what you want as a frequency to make sure we are accomplishing those goals.
- Mr. Didier stated it will be a joint thing and it will allow Ms. Parker and our attorney to understand what their role is and can help out.
- Mr. Didier stated we talked about planning the agenda months and a year in advance and looking at it to say we are missing something here, is something needed. It does not matter if it is a sliding it is a general idea of what we are trying to cover.
- Mr. Didier stated some of the other things we talked about was looking forward and making sure we are communicating.
- Mr. Koncar stated one of the other things we do that we find helpful is establishing protocols for response - as an example it would be we would respond to an email within 24 hours, with a response right away saying we got your email, and we will give you an answer right away or we will tell you how long it is going to take to get you the answer.
- Mr. Didier stated I think these are great ideas. We are looking for ways to improve. There has been a lot of change, things we know we can do different and this kind of feedback is great.

C. District Management Staffing

- Mr. Koncar stated based on my review I think it is the appropriate time to replace Ms. Davis as the District Manager. It is not that we have lost any confidence in her, but just with things that have happened over the last six months we think it is time for a fresh start and a fresh perspective so we are bringing Mr. Bob Nanni here to the meeting today. He is certainly well qualified in the District Management business and going forward we

would like him to be the DM. Ms. Davis will continue to assist in terms of helping with some of the background and historical things but in terms of the meetings Mr. Nanni will be at those meetings.

- Mr. Didier asked how long Ms. Davis has been with the District?
- Ms. Davis responded since October, 2007.
- Mr. Didier stated I would like to thank you on behalf of our Board, sincerely for everything you have done for us. You have done a lot for our community and represented us well. Thank you.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

Janice Eggleton Davis
Secretary

Joseph Didier
Chairman

Sixth Order of Business

MEMORANDUM



TO: Board of Supervisors
FROM: Tiziana Cessna, District Accountant
CC: Bob Nanni, District Manager / Stephen Bloom, Assistant Treasurer
DATE: October 5, 2015
SUBJECT: September Financial Report

Please find attached the September 2015 financial report. During your review, please keep in mind that the goals for revenues are to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. 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

Total Revenues for the General Fund were at a favorable 110% of the annual budget, due to the settlement portion for 2015.

- The YTD Non-Ad Valorem assessments collections are at 100%.
- Settlement - FY2015 portion of the O&M maintenance settlement with Piney-Z Land LLC.
- Other Miscellaneous Revenues - FMIT Premium refunds for FY 2013 and FY 2014.

Total Expenditures through September were at a favorable 91% of the annual budget. Below find notes for certain variances for the fiscal year:

- Administration Department - Payroll and FICA Taxes are over budget due to payments for workshops and extra meetings. Legal Services are billed through May 19 from Maureen M. Daughton LLC and Lewis Longman & Walker through September 2015. Printing and Binding are over budget due to larger agenda volume and additional agenda books.
- Field Department - Misc.-Contingency - Sod behind parking lot and installation of a drainage swale, purchase of blower, and irrigation repairs.
- Parks and Recreation Department - Salaries are lower due to reduced hours of the District's staff and reduced staff. Pension Benefits and Life and Health Insurance were budgeted for the Property Manager who resigned. These benefits are not being provided currently. Utility - General was split into 4 separate accounts, wherefore the actual is lower than the budget. A payment was made for a sewer connection to the City of Tallahassee. Misc.-Contingency includes lodge cleaning, HVAC work (Benson's), water heater replacement, and advertising for new CDD Manager. Misc.-Information Technology - Various support and set up fees and website design and training.
- Swimming Pool Department - For this pool season, the lifeguards attendance has been kept minimal. ProfServ-Pool Maintenance - Increase of the contract with Alan Cox Aquatics, Inc. Communication-Telephone-Field includes wireless phone services as of September. R&M-General includes lift chair batteries, pressure washing, gate maintenance and lifeguard swimsuits. R&M-Pool - Five areas of pool decking were repaired (Premier Pools), supplies from Alpha Foundation Specialists, fence and gate maintenance, and pool permit.
- Fitness Center Department - Capital Outlay represents a purchase of new fitness equipment. Two additional universal and elliptical machine was purchased in September.
- Park & Grounds Department- Salaries are over budget due to new ground and building managers hired. Misc.-Contingency - Removal of dead trees and trimming branches. Replacing old, broken and cracked signs; partial top survey; and painting of pool bathrooms.

Debt Service Funds

On November 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.

PINEY-Z
Community Development District

Financial Report
September 30, 2015

Prepared by



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet - All Funds	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	2 - 4
Debt Service Funds	5 - 6
 <u>SUPPORTING SCHEDULES</u>	
Non-Ad Valorem Special Assessments - Schedule	7
Cash and Investment Report	8
Bank Reconciliations	9
Check Register	10 - 18

Piney-Z
Community Development District

Financial Statements

(Unaudited)

September 30, 2015

Balance Sheet
September 30, 2015

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
ASSETS				
Cash - Checking Account	\$ 60,080	\$ -	\$ -	\$ 60,080
Cash On Hand/Petty Cash	335	-	-	335
Due From Other Funds	2,072	-	-	2,072
Investments:				
Money Market Account	209,843	-	-	209,843
Prepayment Account	-	250	1	251
Redemption Fund	-	646	-	646
Reserve Fund	-	15,500	-	15,500
Revenue Fund	-	80,548	143,232	223,780
Prepaid Items	3,258	-	-	3,258
TOTAL ASSETS	\$ 275,588	\$ 96,944	\$ 143,233	\$ 515,765
LIABILITIES				
Accounts Payable	\$ 7,274	\$ -	\$ -	\$ 7,274
Accrued Expenses	25,475	-	-	25,475
Unearned Revenue	84,810	-	-	84,810
Accrued Wages Payable	3,595	-	-	3,595
Accrued Taxes Payable	1,043	-	-	1,043
Due To Other Funds	-	2,072	-	2,072
TOTAL LIABILITIES	122,197	2,072	-	124,269
FUND BALANCES				
Nonspendable:				
Prepaid Items	3,258	-	-	3,258
Restricted for:				
Debt Service	-	94,872	143,233	238,105
Assigned to:				
Operating Reserves	-	-	-	-
Reserves - CDD Amenity	62,805	-	-	62,805
Reserves - Other	84,810	-	-	84,810
Unassigned:	2,626	-	-	2,626
TOTAL FUND BALANCES	\$ 153,499	\$ 94,872	\$ 143,233	\$ 391,604
TOTAL LIABILITIES & FUND BALANCES	\$ 275,696	\$ 96,944	\$ 143,233	\$ 515,873

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 300	\$ 300	\$ 1,202	\$ 902
S/F Swimming Program Fees	1,000	1,000	-	(1,000)
Interest - Tax Collector	-	-	28	28
Special Assmnts- Tax Collector	354,503	354,503	354,503	-
Special Assmnts- Discounts	(14,180)	(14,180)	(13,322)	858
Settlements	-	-	33,924	33,924
Other Miscellaneous Revenues	-	-	1,142	1,142
Access Cards	-	-	430	430
Pavilion Rental	900	900	400	(500)
Lodge Rental	9,500	9,500	11,222	1,722
Pool Rental	600	600	-	(600)
TOTAL REVENUES	352,623	352,623	389,529	36,906
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	11,000	11,000	15,400	(4,400)
FICA Taxes	842	842	1,178	(336)
ProfServ-Engineering	500	500	-	500
ProfServ-Legal Services	35,000	35,000	36,000	(1,000)
ProfServ-Mgmt Consulting Serv	54,275	54,275	54,275	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,000	3,000	3,000	-
Communication - Telephone	100	100	-	100
Postage and Freight	2,000	2,000	1,243	757
Insurance - General Liability	10,591	10,591	9,576	1,015
Printing and Binding	2,500	2,500	4,795	(2,295)
Legal Advertising	1,500	1,500	1,621	(121)
Miscellaneous Services	500	500	374	126
Misc-Assessmnt Collection Cost	10,635	10,635	10,235	400
Misc-Contingency	500	500	600	(100)
Office Supplies	500	500	554	(54)
Annual District Filing Fee	175	175	175	-
Total Administration	138,255	138,255	143,663	(5,408)
<u>Field</u>				
Contr-Landscape-Amenities Area	12,040	12,040	11,793	247
Misc-Contingency	5,500	5,500	10,634	(5,134)
Total Field	17,540	17,540	22,427	(4,887)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Salaries	68,775	68,775	48,204	20,571
Payroll - Overtime	250	250	-	250
FICA Taxes	5,280	5,280	3,760	1,520
Pension Benefits	2,250	2,250	-	2,250
Life and Health Insurance	12,200	12,200	-	12,200
Workers' Compensation	5,412	5,412	4,928	484
ProfServ-Consultants	-	-	7,320	(7,320)
Contracts-Security Services	4,000	4,000	4,903	(903)
Communication - Teleph - Field	1,620	1,620	1,031	589
Postage and Freight	900	900	104	796
Utility - General	21,777	21,777	13,375	8,402
Utility - Other	2,293	2,293	2,343	(50)
Electricity - Streetlighting	1,300	1,300	1,434	(134)
Utility - Irrigation	3,850	3,850	1,425	2,425
Utility - Refuse Removal	1,802	1,802	1,404	398
R&M-General	8,945	8,945	11,342	(2,397)
R&M-Pest Control	790	790	858	(68)
Misc-Contingency	2,400	2,400	8,617	(6,217)
Misc-Information Technology	1,000	1,000	3,223	(2,223)
Office Supplies	2,750	2,750	5,087	(2,337)
Subscriptions and Memberships	500	500	925	(425)
Impr. Sewer Connection	-	-	10,273	(10,273)
Capital Outlay	31,900	31,900	18,605	13,295
Total Parks and Recreation - General	179,994	179,994	149,161	30,833
<u>Swimming Pool</u>				
Payroll-Salaries	32,365	32,365	23,429	8,936
Payroll - Overtime	750	750	319	431
FICA Taxes	2,533	2,533	1,817	716
ProfServ-Pool Maintenance	4,800	4,800	5,500	(700)
Communication - Teleph - Field	660	660	921	(261)
R&M-General	1,170	1,170	2,056	(886)
R&M-Pools	5,500	5,500	4,954	546
Misc-Licenses & Permits	250	250	-	250
Misc-Contingency	1,800	1,800	1,660	140
Op Supplies - Pool Chemicals	5,000	5,000	4,900	100
Capital Outlay	2,400	2,400	-	2,400
Total Swimming Pool	57,228	57,228	45,556	11,672

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Fitness Center</u>				
Payroll-Salaries	4,680	4,680	1,096	3,584
FICA Taxes	358	358	84	274
R&M-General	2,785	2,785	931	1,854
R&M-Equipment	2,300	2,300	1,075	1,225
Misc-Contingency	1,200	1,200	-	1,200
Capital Outlay	14,500	14,500	19,131	(4,631)
Total Fitness Center	25,823	25,823	22,317	3,506
<u>Park & Grounds</u>				
Payroll-Salaries	4,180	4,180	5,794	(1,614)
FICA Taxes	320	320	443	(123)
R&M-General	1,370	1,370	2,697	(1,327)
Misc-Contingency	3,100	3,100	4,953	(1,853)
Capital Outlay	1,200	1,200	1,280	(80)
Total Park & Grounds	10,170	10,170	15,167	(4,997)
<u>Reserves</u>				
Reserve - CDD Amenity	10,000	10,000	-	10,000
Total Reserves	10,000	10,000	-	10,000
TOTAL EXPENDITURES & RESERVES	439,010	439,010	398,291	40,719
Excess (deficiency) of revenues				
Over (under) expenditures	(86,387)	(86,387)	(8,762)	77,625
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(86,387)	-	-	-
TOTAL FINANCING SOURCES (USES)	(86,387)	-	-	-
Net change in fund balance	\$ (86,387)	\$ (86,387)	\$ (8,762)	\$ 77,625
FUND BALANCE, BEGINNING (OCT 1, 2014)	162,153	162,153	162,153	
FUND BALANCE, ENDING	\$ 75,766	\$ 75,766	\$ 153,391	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 50	\$ 59	\$ 9
Special Assmnts- Tax Collector	79,355	79,355	79,355	-
Special Assmnts- Discounts	(3,174)	(3,174)	(2,982)	192
TOTAL REVENUES	76,231	76,231	76,432	201
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,100	3,100	3,502	(402)
Misc-Assessmnt Collection Cost	2,381	2,381	2,291	90
Total Administration	5,481	5,481	5,793	(312)
<u>Debt Service</u>				
Principal Debt Retirement	55,000	55,000	55,000	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	15,750	15,750	15,625	125
Total Debt Service	70,750	70,750	75,625	(4,875)
TOTAL EXPENDITURES	76,231	76,231	81,418	(5,187)
Excess (deficiency) of revenues Over (under) expenditures	-	-	(4,986)	(4,986)
Net change in fund balance	\$ -	\$ -	\$ (4,986)	\$ (4,986)
FUND BALANCE, BEGINNING (OCT 1, 2014)	99,858	99,858	99,858	
FUND BALANCE, ENDING	\$ 99,858	\$ 99,858	\$ 94,872	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 50	\$ 97	\$ 47
Special Assmnts- Tax Collector	214,348	214,348	214,130	(218)
Special Assmnts- Discounts	(8,574)	(8,574)	(8,047)	527
TOTAL REVENUES	205,824	205,824	206,180	356
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Trustee Fees	4,400	4,400	4,903	(503)
Misc-Assessmnt Collection Cost	6,430	6,430	6,182	248
Total Administration	11,830	11,830	12,085	(255)
<u>Debt Service</u>				
Principal Debt Retirement	170,000	170,000	170,000	-
Principal Prepayments	-	-	55,000	(55,000)
Interest Expense	39,950	39,950	38,781	1,169
Total Debt Service	209,950	209,950	263,781	(53,831)
TOTAL EXPENDITURES	221,780	221,780	275,866	(54,086)
Excess (deficiency) of revenues Over (under) expenditures	(15,956)	(15,956)	(69,686)	(53,730)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(15,956)	-	-	-
TOTAL FINANCING SOURCES (USES)	(15,956)	-	-	-
Net change in fund balance	\$ (15,956)	\$ (15,956)	\$ (69,686)	\$ (53,730)
FUND BALANCE, BEGINNING (OCT 1, 2014)	212,919	212,919	212,919	
FUND BALANCE, ENDING	\$ 196,963	\$ 196,963	\$ 143,233	

PINEY-Z
Community Development District

Supporting Schedules

September 30, 2015

**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	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	1,835	1,780	61,166	33,463	7,491	20,212
01/16/15	9,618	307	297	10,223	5,593	1,252	3,378
02/12/15	6,070	128	188	6,385	3,493	782	2,110
03/18/15	8,872	92	274	9,238	5,054	1,131	3,053
04/08/15	10,337	-	320	10,657	5,830	1,305	3,522
05/07/15	4,329	-	134	4,463	2,441	547	1,475
06/15/15	4,051	(1,283)	125	2,893	1,583	354	956
TOTAL	\$ 604,928	\$ 24,350	\$ 18,709	\$ 647,988	\$ 354,503	\$ 79,355	\$ 214,130
% COLLECTED				100%	100%	100%	100%

Cash and Investment Report

September 30, 2015

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Operating Checking Account	BB&T	Business checking	0.00%	\$60,080
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$209,843
			Subtotal	<u>\$269,923</u>
DEBT SERVICE FUNDS				
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$646
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$15,500
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$80,548
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$250
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$143,232
			Total	<u>\$510,099</u>

Note (1) Reserve requirement is 5% of the remaining bond balance is valued on last business day of the bond year at 4/30/15 - (\$310,000).

Piney-Z CDD

Bank Reconciliation

Bank Account No. 2471 BB&T - GF
Statement No. 2015-09
Statement Date 9/30/2015

G/L Balance (LCY)	60,079.67	Statement Balance	64,159.11
G/L Balance	60,079.67	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	64,159.11
Subtotal	60,079.67	Outstanding Checks	4,079.44
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	60,079.67	Ending Balance	60,079.67
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
2/11/2015	Payment	55889	MARIA E. ZEA	4.62	0.00	4.62
8/6/2015	Payment	56143	CHRISTIAN C. KOBES	2.00	0.00	2.00
8/27/2015	Payment	56169	QUINTUS S. LAMAR	160.92	0.00	160.92
9/10/2015	Payment	56179	QUINTUS S. LAMAR	172.70	0.00	172.70
9/10/2015	Payment	56182	RICK EVANS	51.62	0.00	51.62
9/15/2015	Payment	56185	ALAN COX AQUATICS, INC.	500.00	0.00	500.00
9/15/2015	Payment	56189	QUALITY FLOOR CLEANING, LLC	450.00	0.00	450.00
9/24/2015	Payment	56205	QUINTUS S. LAMAR	245.31	0.00	245.31
9/30/2015	Payment	56215	MICHAEL D. LEE	369.40	0.00	369.40
9/30/2015	Payment	56216	CHERYL M. HUDSON	174.28	0.00	174.28
9/30/2015	Payment	56217	JOSEPH W. DIDIER	1,948.59	0.00	1,948.59
Total Outstanding Checks.....				4,079.44		4,079.44

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001							
CHECK # 1014							
001	08/05/15	PINEY Z CDD	080115	Deposit into BB&T Checking Acct #2471	Due From Other Funds	131000	\$50,000.00
						Check Total	\$50,000.00
CHECK # 1015							
001	09/22/15	PINEY Z CDD	091815	Transfer to BB&T	Due From Other Funds	131000	\$50,000.00
						Check Total	\$50,000.00
CHECK # 56136							
001	08/05/15	BENSON'S HEATING AND AIR CONDITIONING, INC	S70956	Condenser Fan Motor; Universal Motor Booster	Misc-Contingency	549900-57201	\$755.19
001	08/05/15	BENSON'S HEATING AND AIR CONDITIONING, INC	C50007	Commercial ESA	Misc-Contingency	549900-57201	\$214.50
						Check Total	\$969.69
CHECK # 56137							
001	08/05/15	BRIAN PESCHL	16635	Pest control 7/28/15	R&M-Pest Control	546070-57201	\$145.00
						Check Total	\$145.00
CHECK # 56138							
001	08/05/15	CITY OF TALLAHASSEE	5610 072915	Utilities 06/27/15-07/27/15	Utility - General	543001-57201	\$1,532.78
001	08/05/15	CITY OF TALLAHASSEE	5610 072915	Utilities 06/27/15-07/27/15	Utility - Refuse Removal	543020-57201	\$91.00
001	08/05/15	CITY OF TALLAHASSEE	5610 072915	Utilities 06/27/15-07/27/15	Utility - Irrigation	543014-57201	\$92.42
						Check Total	\$1,716.20
CHECK # 56139							
001	08/05/15	FEDEX	5-109-02864	Services thru 7/28/15	Postage and Freight	541006-51301	\$9.67
						Check Total	\$9.67
CHECK # 56141							
001	08/05/15	ZOLL MEDICAL CORP	2245165	Defibrillator Supplies	Misc-Contingency	549900-57205	\$422.47
001	08/05/15	ZOLL MEDICAL CORP	CM2260029	CM #000075; Freight from invoice #2245165		549900-57205	(\$147.47)
						Check Total	\$275.00
CHECK # 56142							
001	08/06/15	BENSON'S HEATING AND AIR CONDITIONING, INC	S73275	DIAGNOSTIC CHARGES	R&M-General	546001-57201	\$57.64
						Check Total	\$57.64
CHECK # 56143							
001	08/06/15	CHRISTIAN C. KOBES	80515	CK55634 SHLD HAVE BEEN 129.40 NOT \$127.40	Payroll-Salaries	512001-57201	\$2.00
						Check Total	\$2.00
CHECK # 56144							
001	08/06/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2080102	MGMT FEES JULY 2015	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	08/06/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2080102	MGMT FEES JULY 2015	Postage and Freight	541006-51301	\$57.15
001	08/06/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2080102	MGMT FEES JULY 2015	Printing and Binding	547001-51301	\$452.60
001	08/06/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2080102	MGMT FEES JULY 2015	Office Supplies	551002-51301	\$50.50
						Check Total	\$5,093.17
CHECK # 56148							
001	08/12/15	FEDEX	5-116-00699	Postage July 2017	Postage and Freight	541006-51301	\$9.88
						Check Total	\$9.88

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # 56149							
001	08/12/15	PICKINWEE CORP	10830	Maintenance Supply	R&M-General	546001-57201	\$57.95
001	08/12/15	PICKINWEE CORP	10839	Maintenance Supply	R&M-General	546001-57205	\$6.00
001	08/12/15	PICKINWEE CORP	10855	Maintenance Supply	R&M-General	546001-57214	\$6.00
001	08/12/15	PICKINWEE CORP	10869	Maintenance Supply	R&M-General	546001-57240	\$39.42
001	08/12/15	PICKINWEE CORP	10902	Maintenance Supply - For Stock	R&M-General	546001-57201	\$12.48
						Check Total	\$121.85
CHECK # 56150							
001	08/12/15	QUALITY FLOOR CLEANING, LLC	5247	Lodge Gen Cleaning 7/2/15-7/30/15	Misc-Contingency	549900-57201	\$450.00
						Check Total	\$450.00
CHECK # 56155							
001	08/21/15	CITY OF TALLAHASSEE	5610 081215	Utilities 7/14/15-8/12/15	Electricity - Streetlighting	543013-57201	\$109.26
						Check Total	\$109.26
CHECK # 56156							
001	08/21/15	FEDEX	5-123-13784	Services thru 8/11/15	Postage and Freight	541006-51301	\$33.20
						Check Total	\$33.20
CHECK # 56157							
001	08/21/15	GERALDINE CASHIN	CHAIR	New Clerical Chair for Office	Office Supplies	551002-57201	\$107.49
						Check Total	\$107.49
CHECK # 56158							
001	08/21/15	INTERSTATE FIRE SYSTEMS	66634	Guardian Semi-Annual Fire Supp Sys Service	R&M-General	546001-57201	\$212.50
						Check Total	\$212.50
CHECK # 56159							
001	08/21/15	JOE DIDIER	081315	HDMI Adptr; Bulbs;Cleaner	R&M-General	546001-57201	\$55.17
						Check Total	\$55.17
CHECK # 56160							
001	08/21/15	JOHN HURST OUTDOOR SERVICES	L150811930	CDD Amenities 6/15/15-7/15/15	Contr-Landscape-Amenities Area	534053-53901	\$966.67
001	08/21/15	JOHN HURST OUTDOOR SERVICES	L150811931	CDD Amenities 7/15/15-8/16/15	Contr-Landscape-Amenities Area	534053-53901	\$966.67
001	08/21/15	JOHN HURST OUTDOOR SERVICES	L150812933	Playground Grade Mulch	Misc-Contingency	549900-53901	\$735.12
001	08/21/15	JOHN HURST OUTDOOR SERVICES	L120812934	Red Mulch CDD Pathways	Misc-Contingency	549900-53901	\$734.50
						Check Total	\$3,402.96
CHECK # 56161							
001	08/21/15	LEWIS, LONGMAN, & WALKER, P. A.	107569	General Legal thru 7/31/15	ProfServ-Legal Services	531023-51401	\$2,000.00
						Check Total	\$2,000.00
CHECK # 56162							
001	08/21/15	PEDDIE CHEMICAL COMPANY	410031961	Pool Chemicals	Op Supplies - Pool Chemicals	552009-57205	\$1,062.02
						Check Total	\$1,062.02
CHECK # 56163							
001	08/21/15	ALAN COX AQUATICS, INC.	AUG 2015	Pool Management August 2015	ProfServ-Pool Maintenance	531034-57205	\$500.00
						Check Total	\$500.00

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # 56164	001 08/21/15	KEY HEATING AND COOLING	081015	12,000 BTU Daikin Mini Split(15 Seer) Clubhouse	Capital Outlay	564043-57201	\$2,950.00
						Check Total	\$2,950.00
CHECK # 56165	001 08/21/15	PETTY CASH	081815	Reimbursement 7/27/15 - 8/18/15	Cash On Hand/Petty Cash	102000	\$581.67
						Check Total	\$581.67
CHECK # 56166	001 08/21/15	PINEY Z HOMEOWNERS ASSOCIATION	2015	Playground Property Lease - Annual	R&M-General	546001-57201	\$1.00
						Check Total	\$1.00
CHECK # 56170	001 09/01/15	COMCAST	5015 081415	Cable Service 08/25/15-09/24/15	Utility - Other	543004-57201	\$194.59
						Check Total	\$194.59
CHECK # 56171	001 09/01/15	FEDEX	5-137-98545	Services thru 8/25/15	Postage and Freight	541006-51301	\$12.68
						Check Total	\$12.68
CHECK # 56172	001 09/01/15	INTERSTATE FIRE SYSTEMS	66449	Annual Fire Sprinkler Inspection 2015	R&M-General	546001-57201	\$150.00
						Check Total	\$150.00
CHECK # 56173	001 09/01/15	MARPAN SUPPLY CO., INC.	1362614	Container Rental 9/1/15	Utility - Refuse Removal	543020-57201	\$26.00
						Check Total	\$26.00
CHECK # 56174	001 09/01/15	PEDDIE CHEMICAL COMPANY	410032244	Calcium/Acid	Op Supplies - Pool Chemicals	552009-57205	\$210.67
						Check Total	\$210.67
CHECK # 56175	001 09/01/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2080533	Management Fees August 2015	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
	001 09/01/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2080533	Management Fees August 2015	Postage and Freight	541006-51301	\$42.72
	001 09/01/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2080533	Management Fees August 2015	Printing and Binding	547001-51301	\$396.80
						Check Total	\$4,962.44
CHECK # 56176	001 09/01/15	VERIZON WIRELESS	9750540344	321347673-00001 07/13/15-08/12/15	Communication - Teleph - Field	541005-57205	\$69.88
						Check Total	\$69.88
CHECK # 56177	001 09/03/15	GULFEAGLE SUPPLY	090415	Materials for New Roof	Capital Outlay	564043-57201	\$6,690.73
						Check Total	\$6,690.73
CHECK # 56180	001 09/10/15	CITY OF TALLAHASSEE	5640485610 083115	Utilities 7/28/15-8/27/15	Utility - Irrigation	543014-57201	\$355.86
	001 09/10/15	CITY OF TALLAHASSEE	8234385610 083115	Utilities 7/28/15-8/27/15	Utility - General	543001-57201	\$1,577.41
	001 09/10/15	CITY OF TALLAHASSEE	8234385610 083115	Utilities 7/28/15-8/27/15	Utility - Refuse Removal	543020-57201	\$91.00
						Check Total	\$2,024.27

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # 56181	001 09/10/15	FEDEX	5-145-30310	Services thru 9-1-15	Postage and Freight	541006-51301	\$9.79
					Check Total		\$9.79
CHECK # 56182	001 09/10/15	RICK EVANS	090715	Mileage Reimbursement 7/22/15-9/7/15	R&M-General	546001-57201	\$51.62
					Check Total		\$51.62
CHECK # 56183	001 09/10/15	S & R LANDSCAPING, LLC	090315	Landscape Maintenance 8/27 & 9/3/15	Contr-Landscape-Amenities Area	534053-53901	\$390.00
					Check Total		\$390.00
CHECK # 56184	001 09/10/15	TALLAHASSEE DEMOCRAT	0000963278	2016 FY Budget	Legal Advertising	548002-51301	\$728.72
					Check Total		\$728.72
CHECK # 56185	001 09/15/15	ALAN COX AQUATICS, INC.	090115	Pool Management September 2015	Prof/Serv-Pool Maintenance	531034-57205	\$500.00
					Check Total		\$500.00
CHECK # 56186	001 09/15/15	ALPHA FOUNDATION SPECIALISTS	44273	PolyLevel Pounds	R&M-General	546001-57240	\$1,046.00
	001 09/15/15	ALPHA FOUNDATION SPECIALISTS	44273	PolyLevel Pounds	R&M-General	546001-57205	\$349.00
					Check Total		\$1,395.00
CHECK # 56187	001 09/15/15	FLORIDA MUNICIPAL INSURANCE TR	0827 081515	1st Install Gen Liab/Prop/Work Comp FY 15/16	Prepaid Items	155000	\$3,037.75
					Check Total		\$3,037.75
CHECK # 56188	001 09/15/15	JOHN HURST OUTDOOR SERVICES	L150611888	CDD Amenities 6/15/15-7/15/15	Contr-Landscape-Amenities Area	534053-53901	\$966.67
					Check Total		\$966.67
CHECK # 56189	001 09/15/15	QUALITY FLOOR CLEANING, LLC	5300	Lodge Gen Cleaning 8/3/15-8/31/15	Misc-Contingency	549900-57201	\$450.00
					Check Total		\$450.00
CHECK # 56190	001 09/18/15	AAA TREE EXPERTS	31692	Remove 3 Pine Co-Dom Trees & 1 Fallen Pine Tree	R&M-Other Landscape	546036-53901	\$3,000.00
					Check Total		\$3,000.00
CHECK # 56191	001 09/18/15	MELINDA PARKER	091515	Trash Can for Lodge Porch & Office Supplies	R&M-General	546001-57201	\$98.61
	001 09/18/15	MELINDA PARKER	091515	Trash Can for Lodge Porch & Office Supplies	Office Supplies	551002-57201	\$151.68
					Check Total		\$250.29
CHECK # 56192	001 09/18/15	RIVERKING PAINTING, INC.	DOWN PAYMENT 091715	Downpayment on Lodge Exterior Painting	Misc-Contingency	549900-51301	\$1,550.00
					Check Total		\$1,550.00
CHECK # 56193	001 09/18/15	ULINE	70529704	30 Gallon Flame Retardent Cabinet	Office Supplies	551002-57201	\$681.69
					Check Total		\$681.69

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # 56206	001 09/22/15	CITY OF TALLAHASSEE	5610 091015	Utilities 8/13/15-9/10/15	Electricity - Streetlighting	543013-57201	\$108.49
					Check Total		\$108.49
CHECK # 56207	001 09/22/15	FEDEX	5-159-62179	Services thru 9/15/15	Postage and Freight	541006-51301	\$48.42
					Check Total		\$48.42
CHECK # 56208	001 09/22/15	KEITH McNEIL PLUMBING CONTRACTORS	9995423916	Repaired Leak at Backflow Ball Valve	R&M-General	546001-52701	\$405.12
					Check Total		\$405.12
CHECK # 56209	001 09/22/15	LEWIS, LONGMAN, & WALKER, P.A.	108062	General Legal thru 8/31/15	ProfServ-Legal Services	531023-51401	\$2,010.16
					Check Total		\$2,010.16
CHECK # 56210	001 09/24/15	CODE ENGINEERED SYSTEMS, INC.	678	Re-roof Building Shingle, Metal and TPO	Capital Outlay	564043-57201	\$8,613.84
					Check Total		\$8,613.84
CHECK # 56211	001 09/24/15	COMCAST	5015 091415	Cable Service 9/25/15-10/24/15	Utility - Other	543004-57201	\$194.59
					Check Total		\$194.59
CHECK # 56212	001 09/24/15	JOHN HURST OUTDOOR SERVICES	1150814936	CDD Amenities Sod	Contr-Landscape-Amenities Area	534053-53901	\$2,155.00
					Check Total		\$2,155.00
CHECK # 56213	001 09/24/15	MARPAN SUPPLY CO., INC.	1366324	Container Rental 10/1/15	Prepaid Items	155000	\$26.00
					Check Total		\$26.00
CHECK # 56214	001 09/24/15	VERIZON WIRELESS	9752187501	321347673-00001 08/13/15-09/12/15	Communication - Teleph - Field	541005-57205	\$71.00
	001 09/24/15	VERIZON WIRELESS	7673 101215	321347673-00001 09/13/15-10/12/15	Communication - Teleph - Field	541005-57205	\$87.43
					Check Total		\$158.43
CHECK # DD000096	001 08/12/15	LUKE J. LILES	PAYROLL	August 12, 2015 Payroll Posting			\$364.08
					Check Total		\$364.08
CHECK # DD000097	001 08/12/15	BENJAMIN V. KILGORE	PAYROLL	August 12, 2015 Payroll Posting			\$413.99
					Check Total		\$413.99
CHECK # DD000098	001 08/12/15	JOSHUA M. LILES	PAYROLL	August 12, 2015 Payroll Posting			\$305.98
					Check Total		\$305.98
CHECK # DD000099	001 08/12/15	BRETT A. NIETO	PAYROLL	August 12, 2015 Payroll Posting			\$339.21
					Check Total		\$339.21

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # DD000100							
001	08/12/15	CORINTHIAN F. BARNES	PAYROLL	August 12, 2015 Payroll Posting			\$194.33
					Check Total		\$194.33
CHECK # DD000101							
001	08/12/15	BAILEY A. SMITH	PAYROLL	August 12, 2015 Payroll Posting			\$137.37
					Check Total		\$137.37
CHECK # DD000102							
001	08/12/15	MELINDA J. PARKER	PAYROLL	August 12, 2015 Payroll Posting			\$1,713.63
					Check Total		\$1,713.63
CHECK # DD000103							
001	08/12/15	RICKY S EVANS	PAYROLL	August 12, 2015 Payroll Posting			\$819.26
					Check Total		\$819.26
CHECK # 56145							
001	08/13/15	EMMA K. FRANCIS	PAYROLL	August 13, 2015 Payroll Posting			\$349.32
					Check Total		\$349.32
CHECK # 56146							
001	08/13/15	ALEXIS G. HART	PAYROLL	August 13, 2015 Payroll Posting			\$41.21
					Check Total		\$41.21
CHECK # 56147							
001	08/13/15	QUINTUS S. LAMAR	PAYROLL	August 13, 2015 Payroll Posting			\$233.23
					Check Total		\$233.23
CHECK # 56151							
001	08/17/15	RICHARD A. KESSLER, JR.	PAYROLL	August 17, 2015 Payroll Posting			\$184.70
					Check Total		\$184.70
CHECK # 56152							
001	08/17/15	MICHAEL D. LEE	PAYROLL	August 17, 2015 Payroll Posting			\$369.40
					Check Total		\$369.40
CHECK # 56153							
001	08/17/15	CHERYL M. HUDSON	PAYROLL	August 17, 2015 Payroll Posting			\$174.28
					Check Total		\$174.28
CHECK # 56154							
001	08/17/15	JOSEPH W. DIDIER	PAYROLL	August 17, 2015 Payroll Posting			\$184.70
					Check Total		\$184.70
CHECK # DD000104							
001	08/17/15	DELORES A. PINCUS	PAYROLL	August 17, 2015 Payroll Posting			\$184.70
					Check Total		\$184.70
CHECK # DD000105							
001	08/26/15	LUKE J. LILES	PAYROLL	August 26, 2015 Payroll Posting			\$257.33
					Check Total		\$257.33

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # DD000106							
001	08/26/15	BENJAMIN V. KILGORE	PAYROLL	August 26, 2015 Payroll Posting			\$243.34
					Check Total		\$243.34
CHECK # DD000107							
001	08/26/15	JOSHUA M. LILES	PAYROLL	August 26, 2015 Payroll Posting			\$162.88
					Check Total		\$162.88
CHECK # DD000108							
001	08/26/15	BRETT A. NIETO	PAYROLL	August 26, 2015 Payroll Posting			\$228.97
					Check Total		\$228.97
CHECK # DD000109							
001	08/26/15	CORINTHIAN F. BARNES	PAYROLL	August 26, 2015 Payroll Posting			\$241.59
					Check Total		\$241.59
CHECK # DD000110							
001	08/26/15	MELINDA J. PARKER	PAYROLL	August 26, 2015 Payroll Posting			\$1,915.68
					Check Total		\$1,915.68
CHECK # DD000111							
001	08/26/15	RICKY S EVANS	PAYROLL	August 26, 2015 Payroll Posting			\$893.37
					Check Total		\$893.37
CHECK # 56167							
001	08/27/15	EMMA K. FRANCIS	PAYROLL	August 27, 2015 Payroll Posting			\$264.93
					Check Total		\$264.93
CHECK # 56168							
001	08/27/15	ALEXIS G. HART	PAYROLL	August 27, 2015 Payroll Posting			\$43.17
					Check Total		\$43.17
CHECK # 56169							
001	08/27/15	QUINTUS S. LAMAR	PAYROLL	August 27, 2015 Payroll Posting			\$160.92
					Check Total		\$160.92
CHECK # DD000112							
001	09/09/15	LUKE J. LILES	PAYROLL	September 09, 2015 Payroll Posting			\$157.59
					Check Total		\$157.59
CHECK # DD000113							
001	09/09/15	EVAN V. FRANCIS	PAYROLL	September 09, 2015 Payroll Posting			\$45.14
					Check Total		\$45.14
CHECK # DD000114							
001	09/09/15	BENJAMIN V. KILGORE	PAYROLL	September 09, 2015 Payroll Posting			\$215.33
					Check Total		\$215.33
CHECK # DD000115							
001	09/09/15	JOSHUA M. LILES	PAYROLL	September 09, 2015 Payroll Posting			\$133.44
					Check Total		\$133.44

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # DD000116							
001	09/09/15	BRETT A. NIETO	PAYROLL	September 09, 2015 Payroll Posting			\$125.60
						Check Total	\$125.60
CHECK # DD000117							
001	09/09/15	CORINTHIAN F. BARNES	PAYROLL	September 09, 2015 Payroll Posting			\$161.10
						Check Total	\$161.10
CHECK # DD000118							
001	09/09/15	BAILEY A. SMITH	PAYROLL	September 09, 2015 Payroll Posting			\$80.47
						Check Total	\$80.47
CHECK # DD000119							
001	09/09/15	MELINDA J. PARKER	PAYROLL	September 09, 2015 Payroll Posting			\$1,915.68
						Check Total	\$1,915.68
CHECK # DD000120							
001	09/09/15	RICKY S EVANS	PAYROLL	September 09, 2015 Payroll Posting			\$819.26
						Check Total	\$819.26
CHECK # 56178							
001	09/10/15	EMMA K. FRANCIS	PAYROLL	September 10, 2015 Payroll Posting			\$86.34
						Check Total	\$86.34
CHECK # 56179							
001	09/10/15	QUINTUS S. LAMAR	PAYROLL	September 10, 2015 Payroll Posting			\$172.70
						Check Total	\$172.70
CHECK # DD000121							
001	09/23/15	LUKE J. LILES	PAYROLL	September 23, 2015 Payroll Posting			\$122.60
						Check Total	\$122.60
CHECK # DD000122							
001	09/23/15	BENJAMIN V. KILGORE	PAYROLL	September 23, 2015 Payroll Posting			\$253.84
						Check Total	\$253.84
CHECK # DD000123							
001	09/23/15	JOSHUA M. LILES	PAYROLL	September 23, 2015 Payroll Posting			\$129.52
						Check Total	\$129.52
CHECK # DD000124							
001	09/23/15	BRETT A. NIETO	PAYROLL	September 23, 2015 Payroll Posting			\$164.84
						Check Total	\$164.84
CHECK # DD000125							
001	09/23/15	CORINTHIAN F. BARNES	PAYROLL	September 23, 2015 Payroll Posting			\$199.59
						Check Total	\$199.59
CHECK # DD000126							
001	09/23/15	BAILEY A. SMITH	PAYROLL	September 23, 2015 Payroll Posting			\$41.21
						Check Total	\$41.21

Piney-Z
Check Register by Fund
For the Period from 08/01/2015 to 9/30/15
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
CHECK # DD000127							
001	09/23/15	MELINDA J. PARKER	PAYROLL	September 23, 2015 Payroll Posting			\$1,915.68
						Check Total	\$1,915.68
CHECK # DD000128							
001	09/23/15	RICKY S EVANS	PAYROLL	September 23, 2015 Payroll Posting			\$871.13
						Check Total	\$871.13
CHECK # 56204							
001	09/24/15	EMMA K. FRANCIS	PAYROLL	September 24, 2015 Payroll Posting			\$47.10
						Check Total	\$47.10
CHECK # 56205							
001	09/24/15	QUINTUS S. LAMAR	PAYROLL	September 24, 2015 Payroll Posting			\$245.31
						Check Total	\$245.31
CHECK # 56215							
001	09/30/15	MICHAEL D. LEE	PAYROLL	September 30, 2015 Payroll Posting			\$369.40
						Check Total	\$369.40
CHECK # 56216							
001	09/30/15	CHERYL M. HUDSON	PAYROLL	September 30, 2015 Payroll Posting			\$174.28
						Check Total	\$174.28
CHECK # 56217							
001	09/30/15	JOSEPH W. DIDIER	PAYROLL	September 30, 2015 Payroll Posting			\$1,948.59
						Check Total	\$1,948.59
CHECK # DD000129							
001	09/30/15	DELORES A. PINCUS	PAYROLL	September 30, 2015 Payroll Posting			\$184.70
						Check Total	\$184.70
						Fund Total	\$181,940.22
						Total Checks Paid	\$181,940.22

Seventh Order of Business

7A.

RESOLUTION 2016-1

A RESOLUTION ELECTING OFFICERS OF THE
PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Piney-Z Community Development District desires to elect the below recited person(s) to the office(s) specified.

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

1. The following person(s) were elected to the office(s) shown, to wit:

=

Secretary

PASSED AND ADOPTED THIS 19TH DAY OF OCTOBER, 2016.

Joseph Didier
Chairman

Secretary

7B.

**PINEY-Z
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 9/30/15

The Board hereby assigns the FY 2015 Reserves per September 30, 2015 Balance sheet as follows:

Operating Reserve	\$0
Reserves – CDD Amenity	\$62,805
Reserves – Other	\$84,810

Ninth Order of Business

9A.

Piney-Z Community Development District
Property Manager's Report
October 9, 2015

LODGE/GARAGE

- AAA contract for tree work completed and paid
- Code Engineered contract for re-roofing completed and paid
- Resolved issue regarding new downspout, and...
- Gutterhawk contract for new gutters completed and paid
- Painting (RiverKing) of exterior trim and wrought iron has commenced
- New mailbox installed
- Shop inventory completed
- City called to repair/replace bulbs in multiple pole lights
- Ballast replaced in kitchen light fixture
- Can light replaced in men's room
- Both mini refrigerators on second floor de-frosted and cleaned
- All nails removed from walls in new storage room, and all wood, including walls and floors, cleaned with Murphy's Oil soap

FITNESS CENTER

- Flush lever in toilet replaced
- One toilet tank replaced
- One fan repaired

PAVILION

- Nothing of import to report.

POOL

- Ant beds treated around the pool deck.
- Oversaw repair of pool shut off valve damaged in the course of shrubbery trimming
- We are in the process of closing down the pool for the winter.
- The fobs of all adult swim participants have been returned to level 2 access.
- Fobs of all lifeguards have been de-activated.

PLAYGROUND

- See below regarding Florida League of Cities' visit to the property.
- Repaired border near gazebo

PARKS AND GROUNDS

- Asphalt patching was done at edge of lot outside the Fitness Center.
- Multiple irrigation issues remain to be solved.
- Multiple security lights have been re-bulbed
- Broke down and disposed of two broken picnic tables

GENERAL

- Website went live on 10-1-15 @ www.pineyzcdd.com. Multiple edits remain to be done in sections beyond those which were mandatory. Photography by Rick Evans...
- Lawson & Lawson proposal for electrical work required, pursuant to electrical study and property walk-through, has been signed. Absent contingencies, cost of work for lodge, pavilion and pool totals \$2,750.
- Office cleaned by staff, including windows inside and out, screens, flooring under and behind furniture, etc.
- Another collection of CDD files located in a previously undisclosed location in the garage has been found and will be archived for disposal.
- We cleaned out four file drawers (in two cabinets formerly upstairs) and located about a dozen more agenda books required to complete our inventory. Attached to this report you will find a list of those books we now have in-house. Should you have others, and wish to donate them to the cause, please bring them to the office.
- We estimate that there are still at least 38 or so boxes worth of files to sort/archive, etc.
- We began cleaning and organizing the two closets upstairs.
- We met with representatives of the Florida League of Cities on September 23, 2015 for a discussion/walk-about of the property. While we are still

awaiting the final property report, the preliminary consensus was that the property is in reasonably good shape. One of the gentlemen who was here is a certified playground inspector, and his report is hereto attached.

- We are preparing to destroy the following records:
 - Amenities Rental Forms:2002-2007
 - Fob Registration Forms: 2004-2006
 - Pool Sign-in Sheets: 2003, 2005-2007, 2011-2013

N.B. There is no reason to believe that we will not find additional materials from these same years in the weeks and months ahead.

- FY 2015 was closed down with final reports to Coral Springs as follow:
 - Payroll @ 9-30-15
 - Petty cash reconciliation @ 9-30-15
 - Encumbrances @ 9-30-15
 - Amenities rental checks on hand @ 9-30-15
 - Visa charges summary @ 9-30-15
 - Invoices awaiting statements @ 9-30-15

As you recall the on-site petty cash account was increased, mid-summer, to permit us to accomplish a variety of tasks/address a multitude of issues outstanding.

While we were unable to get everything done that we would have liked to, we were able to use the extra funds on-hand to accomplish much of what was on our list.

I feel that our need for the increased cash on hand is behind us, and asked in my 9-30-15 reconciliation that the additional funds be held in abeyance, pending your vote to reduce the petty cash account to \$750. I did this in advance of your vote, so as to avoid the excess being here for at least another month. It is quite possible that I will be able, in the not-too-distant future, to request a further reduction in the account.

Attachments: List of agenda books in-house
 Playground inspection report
 Calendars/October through December
 Repair and maintenance log

Agenda Books/File Cabinet #3

2015

January 12
February 9
March 9
April 13
May 11
June 14
July 13
August 10
September 14
October
November

2014

January 13
February 10
March 10
April 14
May 12
June 9
July 14
August 11
September 8
October 13
November 10

2013

January 14
March 11
April 8
May 13
June 10
July 15
August 12
September 9
October 14
November 12

2012

January 9
March 12
May 14
July 16
September 10
November 13

2011

January 10
March 14
May 9
July 11
September 12
November 14

2010

January 11
March 8
May 10
July 12
August 9
September 13
November 8

2009

January 12
March 9
May 11
July 13
September 14
November 9
December 14

2008

January 14
March 10
April 14
May 12
July 14
September 8
November 10

2007

January 8
March 12
April 23
June 11
August 13
November 12

2006

January 9
March 13
May 17
July 17
September 11
November 13

2005

January 10
March 14
May 9
July 11
August 2
September 12
October 10
November 14

2004

February 9
April 12
June 14
August 9
September 2
November 8

2003

February 10
April 14
June 9
August 11
November 10

2002

February 11
July 22

August 12
October 14
December 9

2001

January 8
March 12
May 14
August 29
October 8
November 26
December 10

2000

January 10
March 13
May 8
July 10
December 4

1999

January 11
February 15
March 8
May 10
June 17
July 19

1998

January 12
February 9
March 9
April 13
May 11
June 8
July 13
August 10
September 14
October 12
November 9

1997

June 25
July 29

September 8
October 10
December 8

Playground Site Safety Survey

Piney Z CDD

Wednesday, September 23, 2015

Prepared for 0827 Piney Z CDD

MIT Risk Control services are intended solely to identify and assess reasonable risks within the Member insured property. However, FMIT Risk Control does not warrant or guarantee the safety of any property condition within the Member's property and cannot guarantee additional risks will not result in loss following a Risk Control assessment. Improvements or corrections to the Member's property are solely its responsibility. Accordingly, Member acknowledges neither FMIT, its employees nor its agents shall be liable for losses related to any risk assessment provided. 8

Kenneth J Blaser

Florida Municipal Insurance Trust





Surfacing Material

The surfacing material under and around playground material is one of the most important factors in reducing the severity of falls. The type and depth of the surfacing material is dependent on the fall height potential. With a potential fall height of 7 feet; it is recommended that the surfacing material involve one of the following:

Shredded Playground Rubber - 6 inch depth protects up to 10 feet, or;
Non-CCA Playground Wood Mulch - 9 Inch depth protects up to 7 feet, or;
Playground Wood Chips - 9 inch depth protects up to 10 feet.

Refer to Table 2 Minimum Compressed Loose Fill Surfacing Depth in the CPSC Handbook for Public Playground Safety.



Surfacing Material

The surfacing material under and around playground material is one of the most important factors in reducing the severity of falls. The type and depth of the surfacing material is dependent on the fall height potential. For a swing system, the fall height is calculated from the surface to the swing's pivot point. It is recommended that the surfacing material involve one of the following:

Shredded Playground Rubber - 6 inch depth protects up to 10 feet, or;
Non-CCA Playground Wood Mulch - 9 Inch depth protects up to 7 feet, or;
Playground Wood Chips - 9 inch depth protects up to 10 feet.

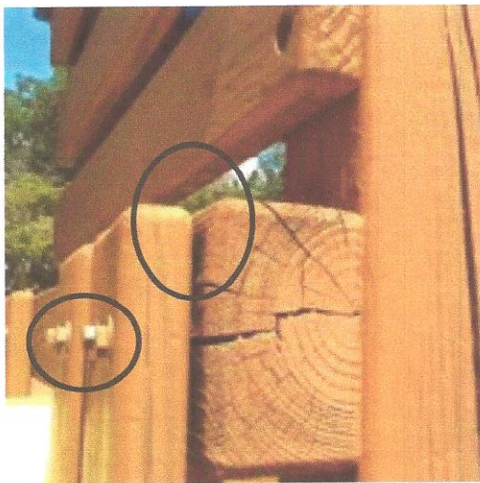
Refer to Table 2 Minimum Compressed Loose Fill Surfacing Depth in the CPSC Handbook for Public Playground Safety.

As children tend to kick the surfacing material from under the swing, an option to consider is the installation of permanently placed swing pads. The pads provide the required fall protection and can't be moved, reducing maintenance time raking fill back under the swings.



Entanglement Hazard

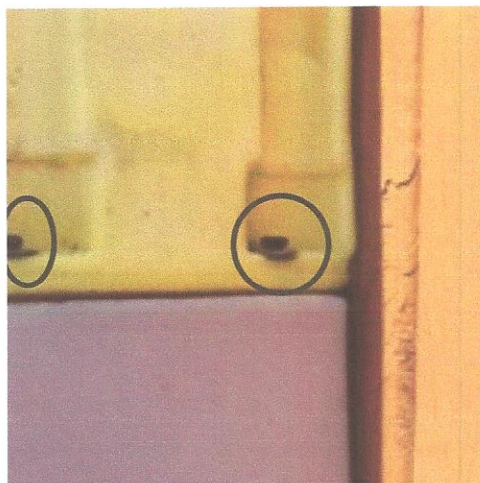
S-Hooks should have gaps of no more than 1/8th of an inch. S-Hook gaps in excess of 1/8th of an inch have a higher probability of entangling a child's clothing. All S-Hooks should have no more than a 1/8th of an inch gap.



Entanglement Exposure

As there is a potential for a child's clothing, drawstring or strap becoming entangled in gaps between playground component parts, any connecting pieces that have a 1/8th of an inch gap or greater should either be tightened to close the gap to under 1/8th of an inch or some sort of cover placed over the gap that prevents entanglement.

Fasteners with multiple washers should also not be used as drawstrings, straps and other clothing can become attached or entangled resulting in possible choking hazards.



Entanglement Hazard

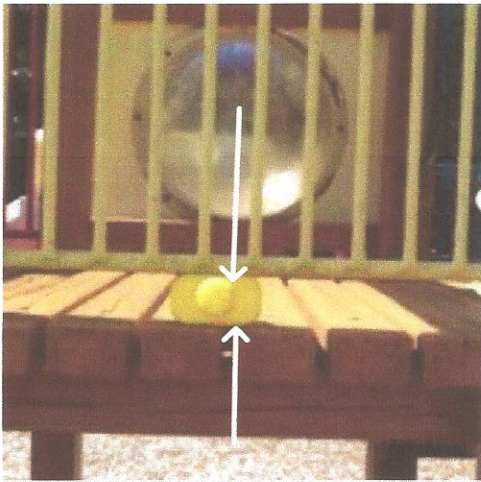
All fasteners should be flush with the component part to reduce the potential of catching clothing, drawstrings and straps.



Insect Intrusion

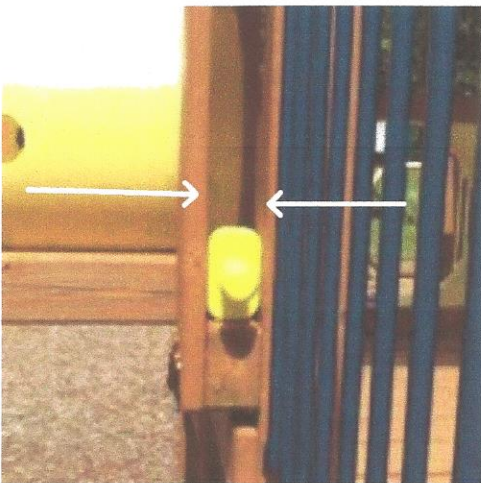
Spider webs were noted in sections of the playground equipment. As children may suffer a reaction to the spider bites, the playground equipment should be periodically inspected for insect intrusion and cleaned.

It is not recommended that insecticides be used as the playground users may have an allergic reaction.



Entrapment Exposure

Under the guardrail is a gap in excess of 3.5 inches but less than 9 inches. Gaps in this range have the potential for entrapping a child who may squeeze their body through the openings but get stuck at their head. All gaps between 3.5 inches and 9 inches need to be protected.



Entrapment

Under the guardrail is a gap in excess of 3.5 inches but less than 9 inches. Gaps in this range have the potential for entrapping a child who may squeeze their body through the openings but get stuck at their head. All gaps between 3.5 inches and 9 inches need to be protected.

October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- October 1 CDD website must be live
- October 11 Pool closes for the season, at 8:00 PM
Zoll defibrillator should be cleaned and taken to fitness center
- October 13 Clean and store pool furniture and equipment as possible
HOA board meeting
- October 19 Board meeting, 6:30 PM
- October 23 FASD meeting, Jupiter, Florida
- October 24 HOA barbecue, 4:00 PM
- October 31 Agreement with Cox Aquatics automatically renews in two months, unless terminated in one

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 16

Board Meeting, 6:30 PM

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 8
December 31

HOA board meeting
1st Choice termite agreement renews in 90 days

Capital Improvement/Repair and Maintenance Log

Piney-Z Community Development District

(In general, dates are those at which action appears in property manager report to board; items repaired by staff include cost of materials only)

LODGE/GARAGE

- 10-19-15 AAA contract for tree/limb removal completed/\$3,000
Re-roofing of the lodge completed 9-22-15
Code Engineered (aka Allbritton)/\$15,304.57 net of tax
5 bundles of shingles remain in shop
(*Tamko Heritage Rustic Evergreen, 30 year warranty*)
Addition of 91 feet of gutters to the lodge completed 9-24-15
Gutterhawk/\$850.00
Re-painting of trim and iron work on lodge underway
RiverKing/\$5,550.00 (*Sherwin Williams Rock Garden 6195*)
New mailbox has been installed, post painted/staff/\$86.29
Completed shop inventory
- 9-14-15 Extra cleaning of kitchen, disposal of old cracked and broken kitchen items
Addition of fabric panels to hide shelving beneath countertops/volunteers/\$53.04
Curtain rods from which to hang fabric panels in kitchen/\$19.96
Daikin mini-split installed on second floor/Key Heating/\$2,958.65 with breaker
Inspection of sprinkler system, fire suppression system and fire

extinguishers/Interstate

Leak repaired, kitchen sink/staff/\$15.46

New door closer to kitchen repaired subsequent to rental event/staff/\$2.99

Hoover carpet steamer purchased to facilitate staff cleaning of rugs, upholstery and seats of metal chairs in lodge/\$168.00

Commenced shop inventory

Cleaned ceiling over walkway at front of lodge

Organized and cleaned garage/staff

Changed all AC filters/staff

Replaced toilet seat, women's restroom/staff/\$29.99

Added lock, re-keyed office doors/staff/\$26.97

Added door stop tip on kitchen door/staff/\$2.99

Replaced door hold, kitchen door/staff/\$8.99

Added thumb locks to office windows/staff/\$3.77

Address sprinkler system issues regarding lack of audible tone and possible replacement of pressure gauge.

AC on second floor fails for final time; replacement ideas under consideration

Two roofing bids received

Women's toilet unclogged/McNeill/\$42.57

AC on second floor repaired/Benson's/\$518.76

(replaced condenser fan motor and capacitor)

AC for office repaired/Benson's/\$236.43

(r-22 refrigerant; leaking valve core found)

8-10-15

7-13-15

6-14-15

- Phone jack activated in meeting room/Fraser's/\$172.50
Front of lodge pressure washed/staff
Leaves and dirt blown out between iron and windows/staff
5-11-15 Sonitrol reader added at side garage door/Sonitrol/\$1,080
Soffit repaired at rear porch
Update stove and sink area in kitchen/not in FY 2016 budget
Address wood rot at front door to garage; add gutters to ameliorate
Address cracks in retaining wall at rear/in FY 2016 budget
Paint all trim and wrought iron/RiverKing/ \$5,550
2-9-15 Two zone AC duct system created; programmable thermostats installed
1-12-15 Need to add power vents to roof/FY 2015 budget
Electrical panel may be overloaded...or not/study in FY 2015 budget
10-13-14 Upgrade electrical service to permit installation of ceiling fan/light kits
Upgrade electrical service to kitchen
7-14-14 Meeting room and hall to bathrooms painted, including walls, window
sills, chair rails and baseboards/10 Point/\$1,750
6-9-14 Windows washed, inside and outside/staff
Faucet leak at rear of garage repaired/McNeill
Men's and women's restroom portion of lodge pressure washed outside
4-14-14 Garage organized/staff
Termite damage repaired

FITNESS CENTER

- 10-19-15 New universal (\$7,088) and elliptical (\$4,199) scheduled for installation

Tuesday, October 13, 2015/FitnessPro

Flush lever on toilet was replaced/staff/\$4.48

One toilet tank replaced/staff/\$29.00

One fan repaired/staff

Replaced two oscillating fans (\$24.96 each). One other repaired.

Exterior walls pressure washed

Add new lock on men's restroom door

Mold remediated

Cracks in floor need to be addressed

New water heater installed

Re-painting (full or touch-up) needed

Universal requires replacement/\$9,399

Universal repaired

Repaired downspout which comes off gutter over center

Physio Step purchased/Fitness Pro/\$2,895

True treadmill purchased/Fitness Pro/\$4,749

Pulley cable repaired on stacked weights

Treadmill belt and deck replaced

Treadmill belt and deck replaced

Treadmill belt replaced

Large metal plate fabricated to repair universal

Elliptical removed to garage...

Bike petal strap replaced

9-14-15

5-11-15

4-13-15

3-9-15

1-12-15

9-8-14

8-11-14

7-14-14

6-9-14

5-12-14

4-14-14

PAVILION

- 9-14-15 Work continues on filling cracks in the floor/staff/\$23.98
- 8-10-15 Patched and painted hole punched in wall of men's room/staff/\$13.98
Replaced broken closure on men's restroom door/staff/\$59.11
Added door stop, men's restroom/staff/\$6.99
Touched up painting in restrooms in lieu of Odom return to do same/staff
- 7-13-15 Door closure at men's room to be replaced
Hole in men's room wall to be repaired
Painter (Odom) has not returned to address multiple issues from April
- 6-14-15 Men's urinal repaired/McNeill/\$42.56
Women's floor drain still clogged
- 5-11-15 Bathrooms painted/Jerry Odom/\$750
5/15 Bid to provide keypad access to bathrooms/Everite/\$2,745
3/15 Pavilion fans could be replaced/est. \$2,000
- 3-9-15 Exterior pressure washed
- 2-9-15 Gutters cleaned and repaired
- 1-12-15 McNeill blew out underground pipes to determine where they emptied;
three months later, women's restroom floor drain reported clogged...
Gutters cleaned and seams repaired; should extend life 2-5 years.
French drain should be considered to prevent pooling along side
- 8-11-14 Floor pressure washed

POOL

- 10-19-15 Pool shut-off valve damaged in course of shrubbery trimming; immediately

- 9-14-15 Repaired by contractor, overseen by staff
Pool inspection of August 19, 2015 revealed a chemical imbalance which required closing the pool, dumping much of the water and adding calcium chloride and muriatic acid/\$210.67 for the chemicals alone
Added caulk to control box at rear gate, to address moisture issue/staff/\$5.99
- 8-10-15 Sharp tile to be repaired (Ben Kilgore to point out)
Cement shoving required in two places
- 7-13-15 ADA lift chair batteries replaced; 4 new in 2 battery packs/Battery Source/\$98 for 2 of 4
- 6-14-15 Front pool gate requires lock repair and post re-setting/\$400
Second ADA lift chair battery pack charger purchased/Allied Electronics/\$32.71
Zoll de-fibrillator required: 10 new batteries/Zoll Medical/\$75
Pedi pad/Zoll Medical/\$95
Bag for equipment/Zoll Medical/\$105
Shower hose bibb replaced/McNeill/\$42.57
Front pool gate hydraulic verticlose added/Everite/\$825
ADA/rear pool gate to be repaired/Everite est. \$3,950
- 5-11-15 Deck and walks pressure washed
Two pool cameras replaced/Signalhouse/\$838
Pool gates require replacement
Shed required to store pool furniture in off-season
- 2-9-15 Numerous leaks repaired around scuppers
Numerous broken tiles repaired

- 1/15 Deck injected with foam to level/Alpha Solutions
- Deck box/In the Swim/\$117
- 10-13-14 Need to replace most furniture (eventually cleaned back to "health")
(Loungers alone would be about \$225 per)
- Paint wooden lifeguard chairs
- 8-11-14 New umbrellas purchased
- Termite damage in pool shed treated/repaired
- 8/14 Second cover for lift chair/In the Swim/\$399
- 6-9-14 New chlorinator installed/Swain Pools
- 6/14 12 resin white chaise lounges/In the Swim/\$1,019
- 12 resin white regal mid back chairs/In the Swim/\$479
- 5-12-14 Multiple leaks repaired/tree roots part of problem; 2 trees removed
- Dolphin Commercial Pool Vacuum purchased/In the Swim/\$3,170
- 2/13 Lift chair purchased/In the Swim/\$4,317
- First cover for lift chair purchased/In the Swim/\$378

PLAYGROUND

- 10-19-15 Playground border repaired near gazebo
- 9-14-15 Repaired crack in blue slide/staff/\$4.79
- 6-14-15 Sprayed for poison ivy/John Hurst/\$75
- 5-11-15 Re-mulching needed/\$735
- Five inch crack in blue slide
- 2-9-15 Mulch leveled under swings
- 9-8-14 Sprayed for weeds

- 7-14-14 Sprayed for weeds
- 6-9-14 Pathways mulched

PARKS/GROUNDS

- 10-19-15 Patching of asphalt behind fitness center completed/staff/\$56.25
Two rotten picnic tables broken down and disposed of
- 9-14-15 Purchased pole saw, cordless with extra battery/\$219.28
Repair required at backflow at front of lodge/McNeill/\$405.12
Began testing of emergency lighting around property

Issues pending with irrigation system

- 8-10-15 Pressure washed retaining wall/staff
Limbed oak tree at street so sign is more visible
- 7-13-15 22 lawn care bid packets sent out
- 5-11-15 Hunter irrigation control box replaced

Swale created by MayDay at rear of property

Consider replacing some picnic tables Repair/replace stairs at rear of lodge Level pavers by handicapped picnic tables

- 3-9-15 14 trees removed/Miller's
- Sewer hook-up completed/\$10,273
- 6-9-14 Gazebos re-roofed/10 Point/\$1,190

GENERAL

- 10-19-15 Agreement executed with Lawson & Lawson to complete electrical
fixes determined necessary as a result of electrical study by Pinnacle

Engineering, and inspection by staff of Lawson & Lawson.
 \$2,750 with contingencies regarding additional circuitry needs
 Multiple security lights repaired/re-bulbed/staff/\$116.52
 Flammables cabinet received 9-14-15/U-Line/\$599
 8-10-15 Drilled out, tapped and repaired wheel bracket on pressure washer
 Treated all fire ant mounds with Amdro/staff/\$11.97
 Replaced flappers in 8 of 10 toilets/\$41.22
 7-13-15 Backflow certifications done on all but fire line/Tall Timbers/\$105
 Pop-off valve replaced, new coupling added, pool unit/Tall Timbers/\$155
 5/15 Everite bid to replace 5 cameras and DVR: \$2,250
 ---- Vector Security bid to replace 5 cameras: \$3,330
 ---- Sonitrol bid to replace all cameras and DVR: \$3,675
 1-12-15 Most signs on property replaced
 10-13-14 Lightning strikes multiple cameras; only 2 of 5 replaced
 6-9-14 Sand and sand bags purchased

10-9-15

