

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

JANUARY 12, 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

January 6, 2015

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, January 12, 2015 the Board of Supervisors of the Piney-Z Community Development District will hold a Pool Workshop from 3:30 p.m. to 5:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Pool Discussion**
 - A. Property Manager's Discussion Points
 - B. Discussion of Proposed Revised Agreement with Alan Cox Aquatics (tabled from May 12, 2014)
- 5. Adjournment**

Regular Meeting: 6:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Organizational Matters**
 - A. Oaths of Office of Newly Elected Supervisors
 - B. Resolution 2015-1 Election of Officers
 - C. Presentation Acknowledging Service of Former Supervisor Bridges
- 5. Consideration of Proposed Revised Agreement with Alan Cox Aquatics (tabled from May 12, 2014)**
- 6. Attorney's Report**
 - A. Consideration of Landscape RFP Matters
 - B. Consideration of Proposed Adjustment in Legal Services Fees
- 7. Approval of the Minutes of the November 10, 2014 Workshop, Regular Meeting and December 15, 2014 Selection Committee Meeting**
- 8. Consideration of Amenities Manager Applicants**
- 9. Acceptance of the November 2014 Financial Statements and Approval of the Check Register and Invoices**

10. Manager's Report – Discussion of Action Items from Pool Workshop

11. Property Manager's Report

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

12. Supervisor Requests

13. Adjournment

Under the fourth order of business of the regular meeting, Organizational Matters, the Oaths of Office will be administered. Then the Board will consider Resolution 2015-1 to memorialize its slate of officers.

At the May 12, 2014 meeting, the Property Manager presented terms for a new agreement with Alan Cox Aquatics. At that time, the Board decided to table this matter until the January meeting. We have included a copy of that proposed new agreement from Dr. Cox under the Workshop agenda items and the Board can take action on this matter under the fifth order of business in the regular meeting.

Under the Attorney's Report will be consideration of landscape RFP matters. We have included the correspondence from Mr. Bridges as the Hearing Officer, a copy of which was emailed to each of you on December 10, 2014. Additionally, we have included correspondence to the Chairman regarding a proposed adjustment in legal services fees.

Enclosed under the seventh order of business for your review are the minutes of the November 10, 2014 workshop, regular meeting and the December 15, 2014 selection committee meeting.

Under the eighth order of business, the Board will consider the four (4) applicants the Selection Committee chose to interview for the Amenities Manager position. Each applicant's cover letter and résumé are enclosed for your consideration.

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

The Property Manager's Report is included under tab 11 with supporting documents for the 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, extension 40592.

Sincerely,

Janice Eggleton Davis/ms
District Manager

cc: Maureen Daughton
Brett Sealy

Bob Reid
Claudia Vaccaro

Pati Lytle

WORKSHOP

Fourth Order of Business

4A.

Pool:

There are many issues in regard to the pool. The first one I would like to address is the pool schedule and availability of the lifeguards.

SCHEDULE - Our lifeguards are typically high school students, so adhering to the Leon County School calendar is important as we plan our pool schedule

We typically begin our weekend-only pool schedule in mid-April which would be Saturday, April 18 this year (from 10 am to 8:30 pm).

Although our old sign stated that we open seven days a week beginning Memorial Day weekend, this causes problems as our students are still in school. Their last school day this summer is Monday, June 1, so I propose we would begin full weekday hours (10 am to 8:30) on Tuesday, June 2 and continue through the summer until mid-August. School is scheduled to begin Monday, Aug. 17, so we would switch to afternoon weekday hours (4 pm to dusk) and full weekend hours at that time, through Labor Day weekend. As of Labor Day, we would only be open weekends. In looking at statistics for last October, 29 different users show swiping their fobs a total of 48 times. We show 39 swipes on Saturday or Sunday at noon or later. Nine swipes were on weekdays, with the majority in the afternoon. Several weekdays we show only one person using the pool. These types of numbers do not support us paying lifeguards during the weekdays.

I would also like to propose that we offering the adult swim hours from 9 to 10am without lifeguards. These morning sessions cause problems during the school year and Cox Aquatics has trouble finding students who can leave school to attend to the adult swim from 9 to 10 am weekdays. Sonitrol has agreed to set up a special security group which would allow adults who have signed a Piney-Z waiver to access the pool earlier than normal swim times. I have canvassed the adult swim group and they are eager to sign the waivers and have no problem with swimming without lifeguards. We could then actually offer.

If approved, our pool hours would be:

Opens Saturday, April 18 with only weekend hours through May 31.

Opens weekends and weekdays June 2 through Sunday, Aug. 16.

Open afternoons (4 pm to sunset) and weekends from Aug. 17 through Labor Day

As of Labor Day, we would only open weekends through mid October

REPAIRS – The pool has a leak and we have continually tried to have American Leak Detection test and try to detect where the leak is. When they showed up at the beginning of December, they realized they did not have enough equipment to test our large pool. Although scheduled to come back the following week, they failed to show and then pushed the date to after the holidays. We now have a test scheduled for Jan 6 so I will not be able to give you advance information on the costs of these repairs.

I am concerned about the concrete deck sinking in various places. Although we can get away for another year, I feel these costs need to be included in next years budget as the unlevel surface presents a huge liability if someone would trip and fall. We should have a quote by the meeting.

I had the gate closure replaced so that the gate no longer slams open, but instead closes automatically behind each person who enters.

The unsightly “half” fence, that separated the main pool from the former wading pool area, has been removed, and the areas where the posts were anchored in the concrete deck have been repaired with concrete.

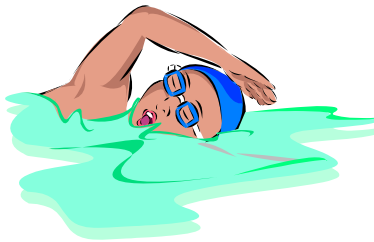
LIFEGUARD CHAIRS – There has been some discussion about placement of the lifeguards around the pool. It has been suggested that we place the lifeguards across the pool from the current LG sitting area, and separate them so one lifeguard is sitting with a view of one full leg of the pool.

PUMP CANOPY – In order to extend the life of the pumps and PVC piping, we are suggesting the Board think about including a canopy top over that area of the pool in the next budget year

FURNITURE STORAGE – In order to prolong the life of pool furniture, it should be stored away from the weather and sun when not in use the six months out of the year. Possible quote to extend pavilion building in order to accommodate this need.



4B.



ALAN COX AQUATICS, INC.

**7373 Ox Bow Circle
TALLAHASSEE FL 32312
Ph 850-668-9345
Mobile 850-545-8827**

To: Lance Rogers, Property Manager

From: Alan Cox, Alan Cox Aquatics

Subject: Pool Management/Maintenance Agreement

This is the pool management/maintenance agreement for Piney-Z Plantation Pool from Alan Cox Aquatics. Alan Cox will provide pool management and maintenance services for the Piney-Z Plantation swimming pool. The management/maintenance services will include the following responsibilities.

- Oversee Leon County Health Department pool certification
- Maintenance of swimming pool
 - vacuum pool
 - backwash filters as needed
 - balance chemicals
 - add chemicals
 - clean deck
 - pick-up lot (trash)
 - clean pool sides and tile
 - minor repairs as needed motor/pump/pipes/valves/etc.
 - order chemicals and supplies
- Hire, certify, and supervise lifeguards for the pool
- Continuous status reports to the Property Manager
- Continuous visitations to the pool to supervise and monitor staff
- Monthly In-Service training as needed (ie. CPR, Extraction, Emergency Action Plan)
- Continuous Inspection of the facility
- Hiring and supervising local contractors for needed repairs

Reason for monthly increase:

I have been managing the Piney Z pool for over ten years. The pool has consistently passed health department inspection. I have been staffing the pool for same length of time. The pool has always opened and the staff has always been in place. All repairs have been performed quickly and efficiently with as little cost as possible.

I currently make the same monthly amount that I did over ten years ago. I am asking that my monthly fee rise from \$400.00 to \$550.00. My liability insurance has doubled during this ten year period and the cost of performing the same task has also increased.

Services will be provided for \$550.00 a month. Alan Cox Aquatics Inc. will send a bill every month for the agreed upon services to be performed for that month.

Service provided from _____ to _____ .

Total Due: _____

Please mail payment to: Alan Cox
7373 Ox Bow Circle
Tallahassee FL 32312

Regular Meeting

Fourth Order of Business

4B.

RESOLUTION 2015-1

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

WHEREAS, the Board of Supervisors of the Piney-Z Community Development District
desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

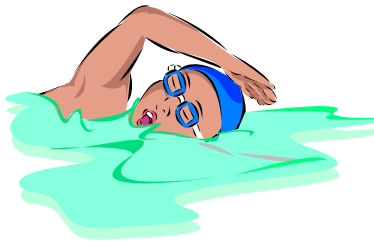
_____	Chairman
_____	Vice Chairman
<u>Janice Eggleton Davis</u>	Secretary
<u>Robert Koncar</u>	Treasurer
<u>Stephen Bloom</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS 12TH DAY OF JANUARY, 2015.

Chairman

Janice Eggleton Davis
Secretary

Fifth Order of Business



ALAN COX AQUATICS, INC.

**7373 Ox Bow Circle
TALLAHASSEE FL 32312
Ph 850-668-9345
Mobile 850-545-8827**

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 - add chemicals
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 - clean pool sides and tile
 - minor repairs as needed motor/pump/pipes/valves/etc.
 - order chemicals and supplies
- Hire, certify, and supervise lifeguards for the pool
- Continuous status reports to the Property Manager
- Continuous visitations to the pool to supervise and monitor staff
- Monthly In-Service training as needed (ie. CPR, Extraction, Emergency Action Plan)
- Continuous Inspection of the facility
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Services will be provided for \$550.00 a month. Alan Cox Aquatics Inc. will send a bill every month for the agreed upon services to be performed for that month.

Service provided from _____ to _____ .

Total Due: _____

Please mail payment to: Alan Cox
7373 Ox Bow Circle
Tallahassee FL 32312

Sixth Order of Business

6A.

12/10/2014

Via Hand Delivery & Electronic Mail:

mdlee58@hotmail.com

Michael Lee, Chair

Board of Supervisors

Piney-Z Community Development District

950 Piney-Z Plantation Road

Tallahassee, FL 32311

Re: John Hurst Outdoor Services, LLC v. Piney-Z Community Development District

Dear Chairman Lee:

As you are aware, you, as Chair of the Board of Supervisors of the Piney-Z Community Development District ("Piney-Z") and pursuant to Piney-Z Rule 1.6 (Decisions Determining Substantial Interests), requested that I serve as the person to conduct a hearing regarding the above-referenced matter.

I convened the hearing on Friday December 5th at 11:00 am at the Piney Z-Lodge. The Petitioner, John Hurst Outdoor Services, LLC ("Hurst") was represented by Seann Frazier, Esq. and the Respondent, Piney-Z by Maureen Daughton, Esq. Mark Logan, Esq. provided counsel to me in my capacity as the person conducting the hearing pursuant to Rule 1.6. Also in attendance were Mr. John Hurst and Ms. Mary Heinz.

Pursuant to Rule 1.6(1)5, which allows the person conducting the hearing to "make or receive offers of settlement", I then provided counsel for Hurst and Piney-Z with a "Recommended Settlement" document. A true and correct copy of the Recommended Settlement is attached to this letter. After review, Counsel for the Petitioner stated that his client supported the Recommended Settlement. He added that he would propose that additional language be inserted which would provide the Board with the option to extend the agreement with Hurst for another six months (from June, 2015 until December, 2015).

Ms. Daughton noted on the record that she had no authority to settle the dispute with Hurst absent express Board approval but would suggest that the Recommended Settlement be put before the Board at its January 12, 2015 meeting. The parties then agreed that the best course of action would be to hold the hearing in abeyance until such time that the Board acts upon the Recommended Settlement as approval of the same by the Board would obviate any need for a hearing. Upon that agreement, I continued and adjourned the hearing.

I will plan on being at the January 12, 2015 Board meeting to answer any question you or other Supervisors may have. Until then, I wish you and your family a very happy holiday season.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan", with a stylized flourish extending from the bottom left.

Jan Michael Bridges

cc: Board of Supervisors (via E-mail only)
Maureen Daughton, Esq. (via E-mail only)
Seann Frazier, Esq. (via E-mail only)

12-5-15

Recommended Settlement

Commencing on or about January 12th, 2015 ~~up to 3 days~~
~~before~~ or no later than 3 days after that date), the Piney Z
Community Development District shall enter into a
landscape contract with John Hurst to provide the same
services included in the Notice of Intended Award issued
by the District on November 12, 2014. The term and
length of this contract shall be for six (6) months
after commencement. Termination of the contract
would be on or about June 12th, 2015. The contract
would be terminated ^{at} the discretion of the Piney Z CDD
Board and/or Mr. John Hurst.

6B.

SNIFFEN & SPELLMAN, P.A.

123 NORTH MONROE STREET • TALLAHASSEE, FL • 32301

PHONE: 850.205.1996 • FAX: 850.205.3004

WWW.SNIFFENLAW.COM

November 13, 2014

VIA ELECTRONIC AND U.S. MAIL

Michael Lee, Chair
Piney-Z Community Development District
950 Piney-Z Plantation Road
Tallahassee, FL 32311

Re: Legal Services

Dear Mr. Lee,

At the request of the Board of Supervisors, we have reviewed our current fee agreement with Piney-Z Community Development District ("Piney-Z") in an effort to determine if additional cost savings are achievable.

To that end, a review of the current arrangement is in order. Our current professional services are offered at an hourly rate of \$225.00 for attorneys and \$90.00 for paralegals and law clerks, plus costs and expenses. The current hourly rate of \$225.00 is already discounted in consideration of the fact that Piney-Z is a governmental entity.

Notwithstanding this existing discount and because we greatly value the relationship with the Piney-Z community, we propose to modify our fee structure as follows:

1. For the first twelve (12) hours of work each month, we will continue to bill at our reduced rate of \$225.00 per hour. If there is time worked above and beyond those twelve (12) hours, we will bill the additional time at a reduced rate of \$200.00 per hour subject to number 2 below.
2. Any litigation related work for actions in Federal Court, Circuit Court or the Division of Administrative Hearings will, however, be billed at the rate of \$225.00 per hour.

While I believe this revision to our fee schedule will help reduce legal fees for Piney-Z, I still suggest that the institution of a policy in which only the Chair and/or the full Board can request work to be performed by counsel would also greatly reduce fees.

Michael Lee
November 13, 2014
Page 2

Thank you for the opportunity to serve the Piney-Z community. If you have questions, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Maureen McCarthy Daughton". The signature is fluid and cursive, with a large, stylized "M" at the beginning and a long, sweeping tail that loops around the end of the name.

Maureen McCarthy Daughton

MMD/cw

Seventh Order of Business

MINUTES

MINUTES OF WORKSHOP PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, November 10, 2014 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Michael Lee
Joe Didier
Jan Bridges
Richard Kessler
Cheryl Hudson

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Pati Lytle
Ann Pincus
Residents

Interim Property Manager
Supervisor-Elect

The following is a summary of the discussions at November 10, 2014 Piney-Z Community Development District Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Lee called the workshop to order.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was led by Supervisor Kessler.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FIFTH ORDER OF BUSINESS

Hiring Process for the Amenities Manager

- Mr. Lee inquired if Ms. Lytle can continue managing the facilities through January?
 - Ms. Lytle responded yes, as long as Mr. Bailey is willing to fill in for her.
- Discussion followed on a committee to review applications.
- Mr. Lee suggested that he, Mr. Bridges and Ms. Lytle serve as the committee to

- meet on December 15, 2014.
- Applicants to be reviewed by Board at January 12, 2015 meeting.
- Advertising for the Amenities Manager position was addressed.

FOURTH ORDER OF BUSINESS

**Amenities
Description**

Manager

Job

- Discussion followed on the job title.
- Full-time or part-time?
- Discussion followed on the job description provided.

Required

- Microsoft Word/Excel, email application
- Knowledge of building maintenance and repair, pool maintenance, lawn care
- Customer service / public relations
- Bookkeeping including accounts payable, receivable and payroll
- Organized/multi-tasking
- Attention to detail
- Ability to supervise (up to 20 people)
- Ability to work with five member Board of Supervisors
- High School diploma

Plus/Preferred

- Florida Sunshine Law
 - Contract negotiation
 - OSHA Law
 - FMLA Law
 - Two years college education.
-
- Ms. Lytle suggested providing a cell phone for the Amenities Manager rather than a stipend. Discussion followed.
 - Discussion followed on the Amenity Manager being on call outside of normal

business hours.

- Add to the end of the first paragraph the manager will be directly supervised by the Board Chairman unless otherwise notified.
- Discussion followed on the college education requirement.
- Strike five years' of Property Management.
- Replace key fobs with access control.
- Strike Overview.
- Discussion followed on the term financial decisions as noted in the first line of the second paragraph. Replace with the position has some financial management responsibility.
- Discussion followed on when they would begin requesting resumes/applications. Deadline for submissions will be Monday, December 8, 2014.
- Mr. Lee requested the supervisors provide suggested interview questions by email to Ms. Lytle.
- Ms. Daughton to review advertising and job description prior to publishing.
- Discussion followed on possible changes to the job in the future noting it needs to be addressed with candidates.

SIXTH ORDER OF BUSINESS

Adjournment

There being nothing further, the workshop was adjourned.

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

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, November 10, 2014 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 McCarthy Daughton	District Counsel
Pati Lytle	Interim Property Manager
Residents	

The following is a summary of the discussions and actions taken at November 10, 2014 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 led by Mr. Bridges.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

- The general election was addressed with it being noted Ms. Ann Pincus was elected to the seat held by Mr. Bridges.
- Mr. Lee acknowledged Mr. Bridges work on the Board and in the community.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the October 13, 2014 Workshop and Regular Meeting

On MOTION by Ms. Hudson seconded by Mr. Kessler, the minutes of the October 13, 2014 workshop and regular meeting were approved with votes as follows:

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

FIFTH ORDER OF BUSINESS

Acceptance of the September 2014 Financial Statements and Approval of the Check Register and Invoices

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

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

B. Consideration of Motion Assigning Fund Balance

- Ms. Davis reviewed the reserves as of September 30, 2014:

Operating Reserve	\$ 63,155
Reserves - CDD Amenity	\$ 52,805
Reserves - Other	\$ 118,734

Mr. Bridges MOVED to approve the assigned fund balance as listed above and Mr. Didier seconded the motion.

- Discussion followed.

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

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

SIXTH ORDER OF BUSINESS**Attorney's Report****A. Landscape Procurement**

- Mr. Lee reported at the advice of counsel and in an abundance of caution, he is again filing a Form 8B. It is being executed, not because Chairman Lee believes there is a conflict but, in an abundance of caution because one of the proposers is his landscaper and an advertiser on his card he sends to the community; he has no ownership interest or financial gain to be made by awarding to S&R Landscaping.
- Ms. Daughton reported four submissions were received.
 - The procurement document allows the CDD to make an award based on the lowest price bid and gives the Board the ability to waive any minor irregularity or technicality in the submissions received.
- Ms. Daughton noted the Certificate of Insurance submitted by S&R Landscape is expired, and with the certification of exemption from Workers' Compensation, there was a requirement to provide a notarized statement from each person to work under the Agreement stating if something were to happen, they would not hold the CDD responsible, which was not received.
 - Mr. Bridges inquired if this also prevents an employee from holding the CDD responsible.
 - Ms. Daughton responded to my knowledge they have no employees and that is why they are exempt from the Workers' Compensation requirement.
 - Discussion continued on Workers' Compensation coverage and exemptions.

Mr. Bridges MOVED to award the landscape contract to John Hurst Outdoor Services and Ms. Hudson seconded the motion.

- Discussion ensued on the proposals, pricing, insurance documentation, services included, licensing and annual expenses for landscaping services.
- Mr. Kessler addressed the submittals and is prepared to submit a motion for Heinz Brothers.
- Ms. Daughton addressed the procurement documents and that it is not appropriate

to take into consideration that a proposer has exercised their rights provided under the District's rules to challenge the bid/award. She cautioned the Board that their decision needs to be based on what is in the proposals.

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

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

Mr. Kessler MOVED to accept the Heinz Brothers proposal and Ms. Hudson seconded the motion.

- Discussion followed on licensing and whether references were checked.

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. Daughton was authorized issue the Notice of Award and to draft the agreement pursuant to the proposal received from Heinz Brothers. The agreement will be brought back to the Board for ratification.

B. Discussion of Rule Development for Amenities Rental

- Ms. Daughton addressed rule development noting it will be a 60 to 90 day process for noticing and public hearing purposes. The Board would need to draft whatever they want the policy to be for review at the January meeting.
- Discussion followed on when the policy would take effect.
- Ms. Lytle addressed the rentals versus setup/breakdown costs noting she would like to move forward with the new policy as quickly as possible in order to market the facilities and earn some revenue for the District.

- Discussion followed on the process for rule development and rulemaking.
- Mr. Bridges inquired if rates have to be a part of rules and if there can be a rate differential or deposit differential for non-residents.
 - Ms. Daughton responded the rates need to be part of the rule but she would have to research whether it would be permissible to offer different rates based on resident or non-resident.
- Discussion followed on rules versus policies and rate setting.

The record will reflect the Board took a brief recess.

SEVENTH ORDER OF BUSINESS

Manager's Report

- Discussion followed on a plaque recognizing Mr. Bridges' service to the Board and community.

EIGHTH ORDER OF BUSINESS

Property Manager's Report

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

- Ms. Lytle reviewed the Property Manager's Report
- Ms. Lytle reported all of the outside cameras are down. She provided two proposals, copies of which are incorporated into the record.
 - Vector Security's proposal to replace cameras is \$3,330.
 - Sonitrol quoted for five cameras and DVR \$3,675. There is a new feature that will allow remote access.
 - Ms. Lytle encouraged the Board to move forward with Sonitrol.
 - Discussion followed on the camera system, the needed level of security, additional locations or alternate locations for cameras, and the length of time recordings can be maintained with the proposed DVR drive.
 - This item will be addressed at the January meeting. Mr. Didier will work Ms. Lytle to have some of the questions answered with Vector and Sonitrol.
- Ms. Lytle reviewed the fitness equipment lease proposals.
 - Amount proposed for leasing equipment is down to \$31,960 which would leave two pieces of old equipment - a treadmill and an elliptical. These could be switched out with the \$7,000 allocated in the FY 2015 budget.
 - Also provided were two quotes for leasing equipment costing \$23,000

H.I.L. Financial and Allstate Capital which involves paying some upfront costs out of the Capital Outlay budget lines.

- The warranty is two years on labor and five years on parts.
- Currently there is a monthly service contract with the thought being it will not be needed with new equipment. Quarterly preventive maintenance at \$135 per is suggested.
- Discussion followed on a third party vendor for everything involving the fitness center - equipment, maintenance, and repair.
- Fitness Pro is the only vendor available in the area and they will not finance the equipment.
- Mr. Ben Alonzo addressed the current fitness equipment noting replacement has been deferred for quite some time and requires more than just replacement of a piece or two at a time.
- Further discussion followed.

Mr. Bridges MOVED to appoint Mr. Alonso to coordinate and work with the property manager to refine and implement the plan for purchase and finance of fitness center equipment at a cost not to exceed \$36,000. The motion died for lack of a second.

- Discussion followed on the motion including the advisability of lease financing versus a fixed cost, surveys of the residents on what they think is needed, equipment usage, having a full service vendor, and purchasing replacement pieces on an annual basis.
- Mr. Lee requested Mr. Alonso and Mr. Halley work with Ms. Lytle on the equipment to be purchased first.

On MOTION by Mr. Bridges seconded by Mr. Didier, to purchase fitness equipment not to exceed \$7,500 was approved with votes as follows:
Jan Bridges - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

- Ms. Lytle reported a resident has volunteered to do an engineering study of the drainage problem. She is meeting with him tomorrow to do a walk around of the property.
- Ms. Lytle addressed issues with the swimming pool noting it is losing an inch of water a day. She will have more on the pool at the January meeting.
- Mr. Lee noted January is the major pool meeting and requested Mr. Cox be in attendance and spread the word to the residents who may be interested.
- Discussion continued on the leak in the pool.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Lee noted the January workshop is for the pool and they also want to add the Amenities Manager. After discussion, it was decided the Amenities Manager discussion would be added to the regular meeting agenda.
- Mr. Lee reviewed the Amenities Manager position job description noting they would like Ms. Daughton to review the highlighted areas.
- Discussion followed on the résumé review, interview process and a committee for the same. A committee of Mr. Lee, Mr. Bridges and Ms. Lytle was designated and a committee meeting will be held on December 15 at 11:00 a.m. to review applicant submissions.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Bridges seconded by Mr. Kessler, to adjourn was approved

Janice Eggleton Davis
Secretary

Michael D. Lee
Chairman

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Lee, Michael, Dale		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Piney-Z CDD	
MAILING ADDRESS 4895 Planters Ridge		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Tallahassee	COUNTY Leon	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED November 10, 2014		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Michael Lee, hereby disclose that on November 10, 20 14:

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent organization or subsidiary of a principal which has retained me.

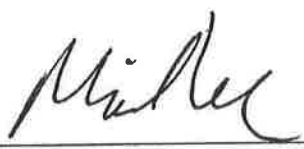
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Piney-Z Community Development District (the "District"), was created pursuant to Chapter 190, Florida Statutes. The District is an independent special tax district as contemplated by Section 112.3143(3)(b), Florida Statutes. Pursuant to Section 112.3143(b), I am not prohibited from voting in "voting conflicts" as described in Section 112.3143(a).

In light of the statutes above and the facts below, I am uncertain as to whether a conflict exists. However, out of an abundance of caution at the November 10th District Board Meeting I orally disclosed the potential conflict. I am completing and filing this memorandum for the same reason

S&R, one of the bidders, cuts my lawn at my residence and in exchange for that they are provided space on a direct mail piece that I use to advertise my business for a period of time. There would have been no special gain to me or my business had S&R been awarded the contract. Another bidder was ultimately selected for the award.

11/10/14
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Minutes of Selection Committee
Piney-Z Community Development District
December 15, 2014

Attending:

Chairman Michael Lee

Former Board Member Jan Bridges

Current Property Manager Pati Lytle

No member of the public was present

The Selection Committee convened at 11 am on December 15, 2014 at the Piney-Z lodge. An employment ad had been placed in the Tallahassee Democrat, posted on the Piney-Z website, and an email had been sent to all registered residents within the neighborhood. Notice of the Selection Committee meeting was also noticed in the Tallahassee Democrat, although no member of the public attended the meeting.

Property Manager Pati Lytle presented nine resumes. One applicant had withdrawn his resume due to the need for full time employment.

Committee members went through each resume, looking for specific experience with items in the KSA list which had appeared in the position description; specifically, a strong knowledge of computers and bookkeeping , skills in supervising and public relations, building maintenance and repair.

Based on the preceding attributes, the committee selected the following applicants to be considered for the Amenities Manager position:

David Bailey

Diane Dunn

Ron Goldstein

Melinda Parker

The committee adjourned at 11:45 am.

Eighth Order of Business

rec'd
12/5
Hond delivery

David Bailey
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

December 5, 2014

Pati Lytle
CDD Manager
950 Piney-Z Plantation Road
Tallahassee, Florida 32311

Dear Pati,

I am excited to have the opportunity to submit my resume for your consideration for the position of Piney-Z C.D.D. amenities manager. As a long time resident of the community, I am very interested in the successful management of our neighborhood amenities. I believe my many years of experience in customer service and business management give me the ideal qualifications to be effective in performing the necessary duties.

Once you have had the chance to review my resume, I look forward to hearing from you to discuss how my abilities and work ethic would be an asset to the Piney-Z C.D.D.

Sincerely,



David Bailey

Enclosure

David Bailey

Profile

Motivated, personable business professional with a successful background in small business ownership. Proficient in Microsoft Word, Excel, and PowerPoint with a talent for quickly mastering technology. Strong background in customer service – diplomatic and tactful with professionals and nonprofessionals at all levels. Competent and detail oriented with the ability to creatively solve problems.

Skills

- Customer Service
- Accounting/Bookkeeping
- Marketing and Sales
- Computer Savvy
- General Office Skills
- Scheduling
- Maintenance Knowledge
- Report Preparation
- Management

Work History

Assistant Manager, William Moyer Shoes – Valdosta, Georgia 2008-2014

- Managed staff of 19 sales associates.
- Handled advertising for all stores, planned budgets, negotiated contracts, and implemented ad campaigns.
- Trained and developed new associates on POS system and key sales tactics.
- Instructed staff on appropriately handling difficult and complicated sales.
- Assigned employees to specific duties to best meet the needs of the store.
- Counted cash drawers and made bank deposits.
- Generated repeat business through exceptional customer service.

Owner, Weeks Textile Mill Outlet – Tallahassee, Florida 1987-2007

- Owned and operated a profitable home accessories retail business.
- Supervised day-to-day operations of the store.
- Hired, trained and evaluated personnel in sales and merchandising.
- Managed and scheduled a staff of 20 associates.
- Responsible for purchasing, inventory control, merchandising, and bookkeeping, including payroll and filing of state and federal tax reports.

Route Salesman, Lewis Seafoods – Tallahassee, Florida 1986-1987

- Established and serviced a wholesale route selling fresh seafood to restaurants, grocery stores, and other distributors throughout Florida, Georgia, Tennessee, and Alabama.
- Built and managed a portfolio of 45 accounts with over \$100,000 in sales per month.

Owner, Commercial Cleaning of Tallahassee – Tallahassee, Florida 1983-1986

- Established and operated a cleaning company offering services to property management companies, construction companies, and other local businesses.
- Responsible for all aspects of owning and operating a small business.
- Hired, trained, and managed sales and service personnel.

Assistant Property Manager, Windom & Sons – Sarasota, Florida 1980-1982

- Managed properties consisting of commercial offices, retail stores, apartments, and condominiums in Sarasota and Bradenton, Florida.
- Verified that all customer complaints were handled promptly and appropriately.
- Scheduled contractors for maintenance issues.
- Coordinated with janitorial and engineering staff on maintenance and upkeep.
- Maintained constant balance of property petty cash account.

Education

Florida State University, Tallahassee, Florida

Manatee Junior College, Bradenton, Florida A.A. Degree 1982

Rec'd 12/8 - dropbox

Diane Dunn

[REDACTED]

[REDACTED]

December 7, 2014

Re: Piney-Z Community Development District Amenities Manager Position

CDD Manager

950 Piney-Z Plantation RD

Tallahassee, FL 32311

As a resident of Piney-Z since June, 2004, I am very eager to be considered for the position as the Piney-Z Community Development District Amenities Manager. As a Piney-Z resident I appreciate and routinely enjoy the various amenities provided in our neighborhood community. I also notice and consider the quality of care and maintenance necessary for these amenities to be accessible to the residents.

As a successful business owner throughout the years, I feel I am capable and qualified to serve in this role well. My cleaning business is all about detail and keeping the client happy. I bring the skills and knowledge of what is needed to effectively get the job done. I am detail orientated, multi-tasking, social-able person. I enjoy working with others, but also work well on my own.

I would enjoy further discussing with you my capabilities and desire to help our neighborhood community shine.

Thank you for your time and consideration.

Diane Dunn

Diane Dunn

██

██████████ ██████████

████████████████████

Objective **A managerial and amenities coordinator position for the Piney-Z Community Development District.**

Piney-Z resident since June 30, 2004. Familiar with and frequent user of all Piney-Z amenities, with a knowledge and appreciation for the policies in place for the use of these amenities.

Skills

- Excellent Organization Skills
- Multi Task Oriented
- Strong Customer Relations Skills
- High Attention to Detail and Order
- Computer Proficiency
- Bookkeeping/Deposits/Payroll
- **Computer: Microsoft Word, MAC, Excel, Email**
- Data Entry
- Word Processing and Typing
- Multi-Key Calculator
- Filing
- Basic Building Maintenance and Repair Knowledge
- Basic Lawn Care Maintenance Knowledge

Abilities

- Business Management
- Supervising Experience
- Effective Communicator
- Contract Administrations and Negotiation
- Comfortable with Public Speaking
- Enjoy Solving Problems
- Vendor Relations
- Valid Florida Driver's License/Automobile Insurance/Personal Transportation
- Personal Cell Phone

Experience**Owner/Sole Proprietor***1989 to Present****Diane Dunn's Cleaning Service, Tallahassee, FL***

Handled all day to day operations for cleaning service provided to large client base (Currently 17 clients). Represented the company in a professional and businesslike manner and maintained same (most) clientele for 27 year business history. Entered daily bookkeeping data for deposit and tax purposes, as well as managed all weekly bank transactions for deposits and payroll. Effectively communicate with clientele to maintain weekly and biweekly schedules for services provided. Manage contract agreements with clients for negotiated services. Answer all telephone and email correspondence with clients to address special requests for schedule changes and additional services as needed. Asked to maintain homes and provide updates to clients traveling out of the state/country for leisurely travel and/or extended business trips. Experience helping plan and organize multi-family functions, as well as assist clients with various functions within their homes when requested. Though strictly residential clientele at present, past experience in commercial cleaning services for construction, doctor offices and small local businesses.

Accomplishments:

- Successful business for 27 years (As of January 2015)
- Retained almost all original clientele during business history
- Security/Access Control - Entrusted with entry into client's homes including security codes and keys to property.
- Vendor liaison for clients (on occasion) and serve as contact with scheduling repairs and home maintenance as needed.
- Maintained client base of up to 28 clients by reputation alone. Have never advertised for new clients.

Owner/Operator*1992-1994****Color Me Tan Tanning Salon, Tallahassee, FL***

Handled all day to day operations for large client based business to include employee schedules and client schedules, for 6 day a week operation. Responsible for all money management: including petty cash set-up for daily operations, bookkeeping to include accounts payable, receivable and payroll. Responsible for all hiring/firing, training, meetings, and scheduling of multiple employees. Required attention to detail to meet federal/state regulations for sanitary and safety requirements related to indoor tanning products. Maintained all maintenance logs for compliance. Established relationships with several vendors for products sold to clientele. Effectively maintained contract and pay-per visit lists on 100+ client base. Managed this business on 'the side' in addition to operating full-time cleaning business.

Accomplishments:

- Increased sales for business and sold for profit after 2 years
- Learned basic maintenance skills for tanning equipment
- Multi-vendor relationship
- Repeatedly met all safety and health requirements

Store Clerk/Lead Trainer/Inventory Specialist

1980 - 1987

Big B/Superior Dry Cleaners, Tallahassee, FL

Responsible for daily store operations to include opening/closing duties as sole clerk at assigned branch locations. Duties included customer assistance, handling of money and cash drawer reconciliation, deposits, logging items received, inventory maintenance and store maintenance (appearance). As Lead Trainer, tasked with training new hires at various locations for their role as sole clerk at their assigned location. As Inventory specialist, tasked with monthly inventory maintenance for customer property and money reconciliation at various branch locations, as well as main store.

Accomplishments:

- Appointed Lead Inventory Specialist
- Appointed Lead Trainer
- Entrusted with large sums of cash money

Education**Diploma***Lively Technical Vocational School, FL*

1981

References

Furnished on request.

MEMORANDUM

TO: Joe Didier
Cheryl Hudson
Richard Kessler
Michael Lee
Ann Pincus

FROM: Melinda J. Parker *MP*

RE: Piney-Z CDD Property Manager Position

DATE: December 3, 2014

Enclosed herewith please find my resume, which I am submitting relative to my interest in the recently-advertised Property Manager position.

[REDACTED]

Thank you for your consideration of my qualifications.

Melinda J. Parker

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

EXPERIENCE

Parker Consulting

2009 – Present

- Communications and project management for real estate development and property management firm, including website editing, documentation review, public and private communications and presentations development (2013 – present)
- Business review, including audit preparation
- Marketing and communications, including speech writing, dissertation editing, campaign design, newsletters and real estate marketing

Adult/Community Education, Tallahassee, Florida

2006 - 2008

- Created and edited newsletters and other materials utilized in literacy efforts in north Florida
- Taught high school students unable to complete coursework in standard settings
- Taught basic reading skills to adults

Fox Development Corporation, Champaign, Illinois

1983 - 1998

- Managed planning, financing, construction and leasing of a 77 acre commercial office park (one-half million+ square feet) and of two office buildings (27,300 square feet) custom built for lease to the State of Illinois. Co-managed same for 3 shopping centers (64,380 square feet) constructed in Florida, and for 30 single family homes and apartment buildings built or renovated in Chicago
- Negotiated sale of several parcels of vacant land and of a multi-unit Wendy's Old Fashioned Hamburgers franchise in east central Illinois
- Directed office operations, hired and trained all personnel, managed the preparation of all financial statements and tax returns

State of Illinois, Chicago and Springfield, Illinois 1977 - 1983

- For the Illinois Law Enforcement Commission, managed the awarding and oversight of federal community anti-crime grants within the city of Chicago as well as deferred prosecution grants statewide
- For the Illinois Department of Commerce and Community Affairs, directed the state's efforts, stateside and in three international offices, to promote exports and reverse investment. Prepared and lobbied in behalf of International Business Division's annual budgets, coordinated briefings for the governor on statewide economic development issues and projects, edited all major publications issued by the department, wrote all letters to the editor on economic development issues and handled politically sensitive matters for the director.

United States Senate, Washington, D.C. 1972 - 1977

- Analyzed legislation as legislative aide and interim chief legislative assistant for Senator Charles H. Percy
- Managed the selection and vetting process for all potential candidates for nomination by the President to three federal district courts in Illinois, and to the Seventh Circuit Court of Appeals. Handled all press inquiries on timing, process and nominees.

EDUCATION

Bachelor of Arts, Political Science, DePauw University 1971
Greencastle, Indiana

Studied at The American University in Washington, D.C., and
at the Hellenic-American Institute in Athens, Greece

December 7, 2014

CDD Manager
950 Piney-Z Plantation Road
Tallahassee, FL

To Whom It May Concern;

Please find the attached resume in response to the advertisement posted for the Amenities Manager Position.

I have lived in Tallahassee since 1989 and have been a licensed real estate broker since January 9, 1989. I had previously worked for the Department of Management Services serving as the section head of state-owned properties responsible for approximately 7,000,000 square feet of office space. I am currently the owner of Capital City Pedicabs, a green transportation and events support company providing carriage rides throughout Tallahassee.

I welcome the opportunity to further discuss the requirements for the Amenities Manager Position and how my skill set can compliment the needs of the Piney-Z CDD.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ron Goldstein", with a stylized flourish at the end.

Ron Goldstein

Ron Goldstein

[REDACTED]

[REDACTED]

[REDACTED]

Education: The University of Denver

Bachelor of Science in Business Administration, June 1981

Major: Hotel and Restaurant Management

Work Experience: Capital City Pedicabs

113 South Monroe Street Tallahassee FL 32301

President (2/2012 – present)

- Responsible for all aspects of a green transportation and events support company including hiring, training and supervision of personnel; and personnel administration including payroll functions; accounting administration including accounts payable and receivables; marketing; contract negotiations for events.

Work Experience: Community Realty of Killearn, Inc

Tallahassee FL 32309

Real Estate Broker Associate (2/2013 – present)

- Responsible for all aspects of listing and selling of Real Estate

Work Experience: Florida Department of Health

4052 Bald Cypress Way

Tallahassee, FL 32399-4052

Working Title: Budget Analyst (7/2010 – 2/2012)

HIV/AIDS Ryan White Grant

- Provided consulting services for grantees under the Ryan White Federal grant including accounting and budgetary requirements.

Work Experience: Florida Department of Juvenile Justice

2737 Centerview Dr.

Tallahassee, FL 32399

Working Title: Federal Grants Administrator (7/2007-7/2010)

- Federal Grants Administrator responsible for all aspects of the federal grants received from the Federal Department of Justice including coordination of procurement of grantees and liaison responsibilities with the Governor appointed State Advisory Group members.

Work Experience: Florida Department of Management Service

4050 Esplanade Way

Tallahassee, FL 32399

Working Title: State Leasing Section Head (11/1989-7/2007)

- Responsible for all aspects of property management of approximately 7,000,000 square feet of office space including lease administration; personnel supervision; and tenant relations.

Professional Licensure

State of Florida Real Estate Broker License #BK504278

Ninth Order of Business

9A.

MEMORANDUM



TO: Board of Supervisors
FROM: Tiziana Cessna, District Accountant
CC: Janice Davis, District Manager / Stephen Bloom, Assistant Treasurer
DATE: January 12, 2015
SUBJECT: Piney-Z CDD – November Financial Report

Please find attached the November 2014 financials report. During your review, please keep in mind that the goals for revenue are to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. As of November, the General Fund did perform as expected. Total expenditures for the General Fund were at 8% of the annual budget. The favorable spending variance is due mostly to maintenance and capital outlay which were not used in the first two months of the year. That is expected to change as the fiscal year progresses. To further assist with your review, an overview of each of the District's funds is provided below. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@StServices.com.

General Fund

The total revenues for the General Fund are at approximately 24% of the annual budget.

- The YTD Non-Ad Valorem assessments collections are at 24% compared to 14% last year at the same time.

Total Expenditures through November 2014 were 8% of the annual budget and 52% of the YTD budget (prorated) with the following notes for the fiscal year:

- Contract-Landscaping - No invoices have been received yet.
- Pension Benefits and Life and Health Insurance were budgeted for the property manager which resigned. These benefits are not being provided currently.

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
November 30, 2014

Prepared by



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Piney-Z
Community Development District

Financial Statements

(Unaudited)

November 30, 2014

Balance Sheet
November 30, 2014

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 222,844	\$ -	\$ -	\$ 222,844
Cash On Hand/Petty Cash	750	-	-	750
Accounts Receivable	-	404	566	970
Due From Other Funds	-	-	47,306	47,306
Investments:				
Money Market Account	158,911	-	-	158,911
Prepayment Account	-	-	1	1
Redemption Fund	-	645	-	645
Reserve Fund	-	15,750	-	15,750
Revenue Fund	-	87,735	137,391	225,126
TOTAL ASSETS	\$ 382,505	\$ 104,534	\$ 185,264	\$ 672,303
<u>LIABILITIES</u>				
Accounts Payable	\$ 9,645	\$ -	\$ -	\$ 9,645
Accrued Wages Payable	1,220	-	-	1,220
Accrued Taxes Payable	175	-	-	175
Due To Other Funds	47,296	10	-	47,306
TOTAL LIABILITIES	58,336	10	-	58,346
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	104,524	185,264	289,788
Assigned to:				
Operating Reserves	63,155	-	-	63,155
Reserves - CDD Amenity	62,805	-	-	62,805
Reserves - Other	84,810	-	-	84,810
Unassigned:	113,399	-	-	113,399
TOTAL FUND BALANCES	\$ 324,169	\$ 104,524	\$ 185,264	\$ 613,957
TOTAL LIABILITIES & FUND BALANCES	\$ 382,505	\$ 104,534	\$ 185,264	\$ 672,303

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 300	\$ 50	\$ 121	\$ 71
S/F Swimming Program Fees	1,000	-	-	-
Special Assmnts- Tax Collector	354,503	59,084	84,989	25,905
Special Assmnts- Discounts	(14,180)	(2,363)	(4,249)	(1,886)
Access Cards	-	-	70	70
Pavilion Rental	900	150	-	(150)
Lodge Rental	9,500	1,582	1,965	383
Pool Rental	600	-	-	-
TOTAL REVENUES	352,623	58,503	82,896	24,393
EXPENDITURES				
Administration				
P/R-Board of Supervisors	11,000	2,000	2,000	-
FICA Taxes	842	153	153	-
ProfServ-Engineering	500	83	-	83
ProfServ-Legal Services	35,000	5,834	5,978	(144)
ProfServ-Mgmt Consulting Serv	54,275	9,046	9,046	-
ProfServ-Special Assessment	4,637	-	-	-
Auditing Services	3,000	-	-	-
Communication - Telephone	100	16	-	16
Postage and Freight	2,000	334	307	27
Insurance - General Liability	10,591	2,648	2,394	254
Printing and Binding	2,500	416	753	(337)
Legal Advertising	1,500	500	-	500
Miscellaneous Services	500	84	80	4
Misc-Assessmnt Collection Cost	10,635	1,773	2,422	(649)
Misc-Contingency	500	84	-	84
Office Supplies	500	84	121	(37)
Annual District Filing Fee	175	175	175	-
Total Administration	138,255	23,230	23,429	(199)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Field				
Contr-Landscape-Amenities Area	12,040	2,007	-	2,007
Misc-Contingency	5,500	916	300	616
Total Field	17,540	2,923	300	2,623
Parks and Recreation - General				
Payroll-Salaries	68,775	11,462	4,825	6,637
Payroll - Overtime	250	-	-	-
FICA Taxes	5,280	880	390	490
Pension Benefits	2,250	2,250	-	2,250
Life and Health Insurance	12,200	2,034	-	2,034
Workers' Compensation	5,412	1,353	1,232	121
Contracts-Security Services	4,000	1,000	726	274
Communication - Teleph - Field	1,620	270	270	-
Postage and Freight	900	150	-	150
Utility - General	21,777	3,630	1,663	1,967
Utility - Other	2,293	382	389	(7)
Electricity - Streetlighting	1,300	216	227	(11)
Utility - Irrigation	3,850	641	180	461
Utility - Refuse Removal	1,802	300	234	66
R&M-General	8,945	1,490	1,497	(7)
R&M-Pest Control	790	132	145	(13)
Misc-Contingency	2,400	400	-	400
Misc-Information Technology	1,000	166	218	(52)
Office Supplies	2,750	458	38	420
Subscriptions and Memberships	500	500	-	500
Capital Outlay	31,900	5,316	-	5,316
Total Parks and Recreation - General	179,994	33,030	12,034	20,996
Swimming Pool				
Payroll-Salaries	32,365	-	903	(903)
Payroll - Overtime	750	-	-	-
FICA Taxes	2,533	-	69	(69)
ProfServ-Pool Maintenance	4,800	800	800	-
Communication - Teleph - Field	660	110	138	(28)
R&M-General	1,170	195	199	(4)
R&M-Pools	5,500	916	394	522

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	1,800	300	-	300
Op Supplies - Pool Chemicals	5,000	834	57	777
Capital Outlay	2,400	400	-	400
Total Swimming Pool	57,228	3,555	2,560	995
Fitness Center				
Payroll-Salaries	4,680	780	325	455
FICA Taxes	358	60	25	35
R&M-General	2,785	464	93	371
R&M-Equipment	2,300	384	390	(6)
Misc-Contingency	1,200	200	-	200
Capital Outlay	14,500	2,416	-	2,416
Total Fitness Center	25,823	4,304	833	3,471
Park & Grounds				
Payroll-Salaries	4,180	696	355	341
FICA Taxes	320	52	27	25
R&M-General	1,370	228	76	152
Misc-Contingency	3,100	516	-	516
Capital Outlay	1,200	200	-	200
Total Park & Grounds	10,170	1,692	458	1,234
Reserves				
Reserve - CDD Amenity	10,000	-	-	-
Total Reserves	10,000	-	-	-
TOTAL EXPENDITURES & RESERVES	439,010	68,734	39,614	29,120

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Excess (deficiency) of revenues				
Over (under) expenditures	(86,387)	(10,231)	43,282	53,513
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(86,387)	-	-	-
TOTAL FINANCING SOURCES (USES)	(86,387)	-	-	-
Net change in fund balance	\$ (86,387)	\$ (10,231)	\$ 43,282	\$ 53,513
FUND BALANCE, BEGINNING (OCT 1, 2014)	280,887	280,887	280,887	
FUND BALANCE, ENDING	\$ 194,500	\$ 270,656	\$ 324,169	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 50	\$ 8	\$ 9	\$ 1
Special Assmnts- Tax Collector	79,355	13,226	19,025	5,799
Special Assmnts- Discounts	(3,174)	(529)	(951)	(422)
TOTAL REVENUES	76,231	12,705	18,083	5,378
EXPENDITURES				
Administration				
ProfServ-Trustee Fees	3,100	-	-	-
Misc-Assessmnt Collection Cost	2,381	397	542	(145)
Total Administration	5,481	397	542	(145)
Debt Service				
Principal Debt Retirement	55,000	-	-	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	15,750	7,875	7,875	-
Total Debt Service	70,750	7,875	12,875	(5,000)
TOTAL EXPENDITURES	76,231	8,272	13,417	(5,145)
Excess (deficiency) of revenues Over (under) expenditures	-	4,433	4,666	233
Net change in fund balance	\$ -	\$ 4,433	\$ 4,666	\$ 233
FUND BALANCE, BEGINNING (OCT 1, 2014)	99,858	99,858	99,858	
FUND BALANCE, ENDING	\$ 99,858	\$ 104,291	\$ 104,524	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 50	\$ 8	\$ 14	\$ 6
Special Assmnts- Tax Collector	214,348	35,725	51,336	15,611
Special Assmnts- Discounts	(8,574)	(1,429)	(2,567)	(1,138)
TOTAL REVENUES	205,824	34,304	48,783	14,479
EXPENDITURES				
Administration				
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Trustee Fees	4,400	-	-	-
Misc-Assessmnt Collection Cost	6,430	1,072	1,463	(391)
Total Administration	11,830	1,072	1,463	(391)
Debt Service				
Principal Debt Retirement	170,000	-	-	-
Principal Prepayments	-	-	55,000	(55,000)
Interest Expense	39,950	19,975	19,975	-
Total Debt Service	209,950	19,975	74,975	(55,000)
TOTAL EXPENDITURES	221,780	21,047	76,438	(55,391)
Excess (deficiency) of revenues				
Over (under) expenditures	(15,956)	13,257	(27,655)	(40,912)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(15,956)	-	-	-
TOTAL FINANCING SOURCES (USES)	(15,956)	-	-	-
Net change in fund balance	\$ (15,956)	\$ 13,257	\$ (27,655)	\$ (40,912)
FUND BALANCE, BEGINNING (OCT 1, 2014)	212,919	212,919	212,919	
FUND BALANCE, ENDING	\$ 196,963	\$ 226,176	\$ 185,264	

PINEY-Z
Community Development District

Supporting Schedules

November 30, 2014

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

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount Received	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2015				\$ 647,988	\$ 354,503	\$ 79,355	\$ 214,130
Allocation %				100%	55%	12%	33%
11/06/14	\$ 6,687	\$ 363	\$ 207	\$ 7,257	\$ 3,970	\$ 889	\$ 2,398
11/25/14	136,468	7,405	4,221	148,093	81,019	18,136	48,938
TOTAL	\$ 143,154	\$ 7,767	\$ 4,427	\$ 155,349	\$ 84,989	\$ 19,025	\$ 51,336
% COLLECTED					24%	24%	24%
TOTAL OUTSTANDING				\$ 492,638	\$ 269,514	\$ 60,330	\$ 162,794

Cash and Investment Report

November 30, 2014

<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%	\$222,844
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$158,911
			Subtotal	<u>\$381,755</u>
DEBT SERVICE FUNDS				
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$645
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$15,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$87,735
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$137,391
			Total	<u><u>\$623,278</u></u>

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

Piney-Z CDD
Bank Reconciliation

Bank Account No. 2471
Statement No. 11-14
Statement Date 11/30/14

G/L Balance (\$)	222,844.41	Statement Balance	225,256.97
G/L Balance	222,844.41	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	225,256.97
Subtotal	222,844.41	Outstanding Checks	2,412.56
Negative Adjustments	0.00	Total Differences	0.00
Ending G/L Balance	222,844.41	Ending Balance	222,844.41
Difference	0.00		

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
Outstanding Checks						
08/27/14	Payment	55634	CHRISTIAN C. KOBES	129.40	0.00	129.40
10/26/14	Payment	55771	BRETT A. NIETO	80.47	0.00	80.47
11/17/14	Payment	55790	DENNIS WASISTO	135.00	0.00	135.00
11/19/14	Payment	55795	CHERYL M. HUDSON	174.07	0.00	174.07
11/25/14	Payment	55799	CITY OF TALLAHASSEE	111.65	0.00	111.65
11/25/14	Payment	55800	FEDEX	45.65	0.00	45.65
11/25/14	Payment	55801	FITNESS PRO	1,609.00	0.00	1,609.00
11/25/14	Payment	55803	QUALITY FLOOR CLEANING, LLC	60.00	0.00	60.00
11/25/14	Payment	55804	VERIZON WIRELESS	67.32	0.00	67.32
Total Outstanding Checks				2,412.56		

Piney-Z
Community Development District

Check Register by Fund
For the Period from 10/1/14 to 11/30/14
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	1012	10/29/14	PINEY Z CDD	102914	Deposit into BB&T 2471 Checking	Due From Other Funds	131000	\$50,000.00
001	55703	10/01/14	COMCAST	5015 091414	Cable, Internet, Phone 09/25/14 - 10/24/14	Utility - Other	543004-57201	\$194.66
001	55704	10/01/14	DAVIS SAFE & LOCK INC.	212433	Spring Deadlatch for Grade 2 Lever	R&M-General	546001-57201	\$163.00
001	55705	10/01/14	FEDEX	2-782-32228	Services thru 09/16/14	Postage and Freight	541006-51301	\$10.36
001	55705	10/01/14	FEDEX	2-789-82337	Services Thru 9/23/14	Postage and Freight	541006-51301	\$9.54
001	55706	10/01/14	FRASER ELECTRIC INC.	18407	Reset Breaker Pool Area Outlets & Camera System	R&M-Pools	546074-57201	\$230.00
001	55707	10/01/14	JOHN HURST OUTDOOR SERVICES	2279	Mowing Amenties September 2014	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	55707	10/01/14	JOHN HURST OUTDOOR SERVICES	2280	Perinials Delivered and Installed	Misc-Contingency	549900-53901	\$171.00
001	55708	10/01/14	MARPAN SUPPLY CO., INC.	1320311	Container Rental October 2014	Utility - Refuse Removal	543020-57201	\$26.00
001	55709	10/01/14	PEDDIE CHEMICAL COMPANY	410026641	Calcium & Chlorine Chemicals	Op Supplies - Pool Chemicals	552009-57201	\$807.10
001	55710	10/01/14	SEVERN TRENT ENVIRONMENTAL	STES 2075520	Management Fees September 2014	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55710	10/01/14	SEVERN TRENT ENVIRONMENTAL	STES 2075520	Management Fees September 2014	Postage and Freight	541006-51301	\$123.55
001	55710	10/01/14	SEVERN TRENT ENVIRONMENTAL	STES 2075520	Management Fees September 2014	Printing and Binding	547001-51301	\$268.20
001	55710	10/01/14	SEVERN TRENT ENVIRONMENTAL	STES 2075520	Management Fees September 2014	Office Supplies	551002-51301	\$60.50
001	55711	10/01/14	TALL TIMBERS SERVICES, INC.	14778	Backflow Certification	Utility - Other	543004-57201	\$105.00
001	55712	10/01/14	VERIZON WIRELESS	9731929126	321347673-00001 08/13/14-09/12/14	Communication - Teleph - Field	541005-57201	\$82.34
001	55728	10/09/14	AMERIPRISE FINANCIAL SERVICES, INC.	091614	Retirement already earned-Lance Rogers FY13/14	Pension Benefits	522001-57201	\$2,052.74
001	55729	10/09/14	CITY OF TALLAHASSEE	5610 092514	8234385610 08/27/14-09/25/14	Utility - General	543001-57201	\$1,269.25
001	55729	10/09/14	CITY OF TALLAHASSEE	5610 091114	5501485610 08/13/14-09/11/14	Utility - General	543001-57201	\$102.58
001	55729	10/09/14	CITY OF TALLAHASSEE	85610 092514	5460485610 08/27/14-09/25/14	Utility - General	543001-57201	\$390.90
001	55730	10/09/14	DEPARTMENT OF ECONOMIC OPPORTUNITY	32047	FY 14/15 Special District Fee	Annual District Filing Fee	554007-51301	\$175.00
001	55731	10/09/14	FEDEX	2-797-07263	Services thru 9/30/14	Postage and Freight	541006-51301	\$25.88
001	55732	10/09/14	PAK MAIL 450	277884	Services thru 8/26/14	Postage and Freight	541006-57201	\$13.25
001	55733	10/09/14	TALLAHASSEE DEMOCRAT	0000819484	Legal Ad #9410428 9/8/14 Workshop	Legal Advertising	548002-51301	\$272.26
001	55733	10/09/14	TALLAHASSEE DEMOCRAT	0000819635	Legal Ad #9411929 FY 2015 Meetings	Legal Advertising	548002-51301	\$200.95
001	55734	10/16/14	ALAN COX AQUATICS, INC.	OCTOBER 2014	Pool Management October 2014	ProfServ-Pool Maintenance	531034-57205	\$400.00
001	55735	10/16/14	INTERSTATE FIRE SYSTEMS	63751	Annual Fire Sprinkler Inspection	R&M-General	546001-57201	\$200.00
001	55736	10/16/14	MY OFFICE PRODUCTS	WO-8364661-2	Latex Gloves; Recycling Receptable	Office Supplies	551002-57201	\$108.98
001	55737	10/16/14	REPLICON, INC.	1409-77753	Time Attend Services 10/16/14-01/15/14	Misc-Information Technology	549942-57201	\$82.50
001	55738	10/16/14	SEMINOLE POWER WASH, LLC	IN00060	Power Wash Clubhouse & Sidewalks, Blow-off Roof	R&M-General	546001-57201	\$324.00
001	55739	10/16/14	SNIFFEN & SPELLMAN, P.A.	12842	Legal Services September 30, 2014	ProfServ-Legal Services	531023-51401	\$4,951.39
001	55740	10/16/14	SONITROL	241360	Trip Charge - Smart Audio Module	Contracts-Security Services	534037-57201	\$59.00
001	55740	10/16/14	SONITROL	240547	Qtrly Maintenance & Monitoring 10/1/14 - 12/31/14	Contracts-Security Services	534037-57201	\$667.29
001	55741	10/16/14	VECTOR SECURITY INC	52698765	Downloaded back-up 8/5 - 8/15/14 on DVD	Contracts-Security Services	534037-57201	\$190.00
001	55741	10/16/14	VECTOR SECURITY INC	52980702	Checked Cameras - 5 Bad Cameras	Contracts-Security Services	534037-57201	\$110.00
001	55742	10/17/14	IN THE SWIM COMMERCIAL	4254901	Replacement Batteries and Cover	R&M-Pools	546074-57201	\$831.93
001	55773	10/29/14	BRIAN PESCHL	14219	Pest Control October 2014	R&M-Pest Control	546070-57201	\$145.00
001	55774	10/29/14	CITY OF TALLAHASSEE	5610 101314	5501485610 9/12/14-10/13/14	Utility - General	543001-57201	\$114.85
001	55775	10/29/14	COMCAST	5015 101414	Cable, Internet, Phone 10/25/14-11/24/14	Utility - Other	543004-57201	\$194.77

Check Register by Fund
For the Period from 10/1/14 to 11/30/14
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	55776	10/29/14	FEDEX	2-819-39626	Services thru 10/21/14	Postage and Freight	541006-51301	\$9.54
001	55776	10/29/14	FEDEX	2-811-87272	Services thru 10/14/14	Postage and Freight	541006-51301	\$49.71
001	55777	10/29/14	VERIZON WIRELESS	9733628385	321347676-00001 10/13/14-11/12/14	Communication - Teleph - Field	541005-57201	\$70.32
001	55781	11/07/14	CITY OF TALLAHASSEE	5610 102914	5460485610 9/26/14-10/24/14	Utility - Irrigation	543014-57201	\$87.74
001	55781	11/07/14	CITY OF TALLAHASSEE	5610 102514	8234385610 9/26/14-10/25/14	Utility - General	543001-57201	\$818.48
001	55781	11/07/14	CITY OF TALLAHASSEE	5610 102514	8234385610 9/26/14-10/25/14	Utility - Refuse Removal	543020-57201	\$91.00
001	55782	11/07/14	MARPAN SUPPLY CO., INC.	1324166	Container Rental 11/01/14	Utility - Refuse Removal	543020-57201	\$26.00
001	55783	11/07/14	PATRICIA LYTLE	103014	Petty Cash Reimbursement 9/9/14-10/30/14	Accrued Expenses	202100	\$256.01
001	55784	11/07/14	QUALITY FLOOR CLEANING, LLC	4819	Wax Wood Floors	R&M-General	546001-57201	\$1,036.00
001	55785	11/07/14	ROBERT ANDREW MILLER	14110	Removed Elm & Dogwood	Misc-Contingency	549900-53901	\$300.00
001	55786	11/07/14	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2076009	Mangement Fees October 2014	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55786	11/07/14	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2076009	Mangement Fees October 2014	Postage and Freight	541006-51301	\$119.70
001	55786	11/07/14	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2076009	Mangement Fees October 2014	Printing and Binding	547001-51301	\$130.60
001	55786	11/07/14	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2076009	Mangement Fees October 2014	Office Supplies	551002-51301	\$60.50
001	55787	11/07/14	SNIFFEN & SPELLMAN, P.A.	12933	Legal Services October 31,2014	ProfServ-Legal Services	531023-51401	\$2,429.25
001	55789	11/17/14	ALAN COX AQUATICS, INC.	NOVEMBER 2014	Pool Management November 2014	ProfServ-Pool Maintenance	531034-57205	\$400.00
001	55790	11/17/14	DENNIS WASISTO	4265	Created guest account; Checked Fitness Cntr Signal	Misc-Information Technology	549942-57201	\$135.00
001	55799	11/25/14	CITY OF TALLAHASSEE	5610 111314	5501485610-streetlights 10/14/14-11/13/14	Electricity - Streetlighting	543013-57201	\$111.65
001	55800	11/25/14	FEDEX	2-841-06991	Services thru 11/11/14	Postage and Freight	541006-51301	\$45.65
001	55801	11/25/14	FITNESS PRO	6778	Gymwipes	R&M-General	546001-57201	\$100.00
001	55801	11/25/14	FITNESS PRO	7221	Preventative Maintenance	R&M-Equipment	546022-57201	\$100.00
001	55801	11/25/14	FITNESS PRO	7264	True Treadmill	R&M-Equipment	546022-57201	\$919.00
001	55801	11/25/14	FITNESS PRO	7364	Preventative Maintenance	R&M-Equipment	546022-57201	\$100.00
001	55801	11/25/14	FITNESS PRO	7614	Preventative Maintenance	R&M-Equipment	546022-57214	\$100.00
001	55801	11/25/14	FITNESS PRO	7754	Preventative Maintenance	R&M-Equipment	546022-57214	\$100.00
001	55801	11/25/14	FITNESS PRO	7753	Replaced Cable on Weight Stack	R&M-Equipment	546022-57214	\$190.00
001	55802	11/25/14	PEDDIE CHEMICAL COMPANY	410027580	Floating Chemical Dispenser	Op Supplies - Pool Chemicals	552009-57201	\$57.48
001	55803	11/25/14	QUALITY FLOOR CLEANING, LLC	4856	Carpet Cleaning 3 Rugs	R&M-General	546001-57201	\$60.00
001	55804	11/25/14	VERIZON WIRELESS	9735334045	321347673-00001 10/13-11/12/14	Communication - Teleph - Field	541005-57201	\$67.32
001	55713	10/08/14	DANIEL J. ROZOFISKY	PAYROLL	October 08, 2014 Payroll Posting			\$242.59
001	55714	10/08/14	RICHARD B. STOWERS	PAYROLL	October 08, 2014 Payroll Posting			\$289.42
001	55715	10/08/14	LUKE J. LILES	PAYROLL	October 08, 2014 Payroll Posting			\$206.40
001	55716	10/08/14	MARIA E. ZEA	PAYROLL	October 08, 2014 Payroll Posting			\$200.86
001	55717	10/08/14	BENJAMIN V. KILGORE	PAYROLL	October 08, 2014 Payroll Posting			\$215.14
001	55718	10/08/14	JOSHUA M. LILES	PAYROLL	October 08, 2014 Payroll Posting			\$27.48
001	55719	10/08/14	BRETT A. NIETO	PAYROLL	October 08, 2014 Payroll Posting			\$74.57
001	55720	10/08/14	JOSHUA L. CUSHING	PAYROLL	October 08, 2014 Payroll Posting			\$131.49
001	55721	10/08/14	CORINTHIAN F. BARNES	PAYROLL	October 08, 2014 Payroll Posting			\$76.54
001	55722	10/08/14	PATRICIA S. LYTLE	PAYROLL	October 08, 2014 Payroll Posting			\$533.20
001	55723	10/08/14	DAVID C. BAILEY	PAYROLL	October 08, 2014 Payroll Posting			\$369.40

Check Register by Fund
For the Period from 10/1/14 to 11/30/14
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	55756	10/22/14	JAN M. BRIDGES	PAYROLL	October 22, 2014 Payroll Posting			\$369.40
001	55758	10/22/14	RICHARD A. KESSLER, JR.	PAYROLL	October 22, 2014 Payroll Posting			\$369.40
001	55759	10/22/14	MICHAEL D. LEE	PAYROLL	October 22, 2014 Payroll Posting			\$369.40
001	55762	10/22/14	CHERYL M. HUDSON	PAYROLL	October 22, 2014 Payroll Posting			\$338.77
001	55764	10/22/14	JOSEPH W. DIDIER	PAYROLL	October 22, 2014 Payroll Posting			\$364.61
001	DD000031	10/21/14	CORINTHIAN F. BARNES	PAYROLL	October 21, 2014 Payroll Posting			\$35.33
001	DD000032	10/21/14	PATRICIA S. LYTLE	PAYROLL	October 21, 2014 Payroll Posting			\$494.53
001	55767	10/26/14	DANIEL J. ROZOFSKY	PAYROLL	October 26, 2014 Payroll Posting			\$92.24
001	55768	10/26/14	RICHARD B. STOWERS	PAYROLL	October 26, 2014 Payroll Posting			\$279.13
001	55769	10/26/14	LUKE J. LILES	PAYROLL	October 26, 2014 Payroll Posting			\$127.64
001	55770	10/26/14	MARIA E. ZEA	PAYROLL	October 26, 2014 Payroll Posting			\$124.67
001	55771	10/26/14	BRETT A. NIETO	PAYROLL	October 26, 2014 Payroll Posting			\$80.47
001	55772	10/26/14	DAVID C. BAILEY	PAYROLL	October 26, 2014 Payroll Posting			\$369.40
001	55779	11/05/14	RICHARD B. STOWERS	PAYROLL	November 05, 2014 Payroll Posting			\$260.60
001	55780	11/05/14	MARIA E. ZEA	PAYROLL	November 05, 2014 Payroll Posting			\$200.86
001	DD000034	11/04/14	PATRICIA S. LYTLE	PAYROLL	November 04, 2014 Payroll Posting			\$831.00
001	55791	11/19/14	JAN M. BRIDGES	PAYROLL	November 19, 2014 Payroll Posting			\$184.70
001	55792	11/19/14	RICHARD A. KESSLER, JR.	PAYROLL	November 19, 2014 Payroll Posting			\$184.70
001	55793	11/19/14	MICHAEL D. LEE	PAYROLL	November 19, 2014 Payroll Posting			\$184.70
001	55794	11/19/14	RICHARD B. STOWERS	PAYROLL	November 19, 2014 Payroll Posting			\$272.95
001	55795	11/19/14	CHERYL M. HUDSON	PAYROLL	November 19, 2014 Payroll Posting			\$174.07
001	55796	11/19/14	MARIA E. ZEA	PAYROLL	November 19, 2014 Payroll Posting			\$207.79
001	55797	11/19/14	JOSEPH W. DIDIER	PAYROLL	November 19, 2014 Payroll Posting			\$184.70
001	55798	11/19/14	DAVID C. BAILEY	PAYROLL	November 19, 2014 Payroll Posting			\$184.70
001	DD000035	11/18/14	PATRICIA S. LYTLE	PAYROLL	November 18, 2014 Payroll Posting			\$730.45
Fund Total								\$92,537.20

Total Checks Paid	\$92,537.20
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Eleventh Order of Business


11A.

Lodge:

DRAINAGE/SEWER - The main problem at the Lodge right now is the back parking lot drainage issue. As I mentioned in an email sent to the board last month, I had received a suggestion that we create a “dry river bed” swale out of the parking lot and through the back lawn into the woods as an inexpensive solution to the current problem.

However, shortly after I received the recommendation, the City energy auditor alerted me to the fact the Lodge is on a septic tank. I could find no one to tell me the location of the tank and field, or whether the pavilion was also connected to the septic, so I hired McNeill Plumbing to camera-scope the lines. We found the septic tank is located directly in the area where we would have installed the swale, and that the pavilion is also connected to the septic tank. At the time McNeill was here, the system was holding water, and they suggested we have the tank pumped. He also told me it would be hard to tell if we were having problems with the possibly 65-year old septic tank, as the cleanout pipes did not have caps, and the tank could easily overflow into the woody area where it is located, and we might never know we had a problem.

In checking with the City utilities, I was quoted a price of \$7500 to connect to the City sewer system. In addition to that, we have to hire a plumbing company to do the actual work of laying the pipe from the Lodge to the City tap, located on Piney-Z Village Loop. That quote was \$3,566 (below).

		3505 N. Monroe St. Tallahassee, Florida 32303 (850) 562-5504 FEIN 59-1876315 License # CFCO 43067		Proposal J-5262kw	
CONTRACT FOR PLUMBING SERVICES AND MATERIALS					
Name of Customer:		Piney Z Community Develop		Phone:	Date: 12-16-14
Address of Customer:		Job Name:			
950 Piney Z Plantation Rd Tallahassee, Florida 32303		Job Address:			
Description of Services and Materials to be provided:					
Labor and material to pump out, abandon septic tank, and hook to City sewer.					
<ul style="list-style-type: none">• Permit-City and County• Final pump out of septic tank, crush tank, and backfill with sand.• Tie to existing house drain and connect bathroom at pavilion and run new sewer to City tap.• New sewer shall be run with 4" PVC Sch 40.• New sewer must cross storm drain which will be repaired if damaged.• Estimated length of sewer will be 240 +/-• Have line inspected then cover up and grade with equipment.					
Price \$3,566.00					
*No grass, electric, or cable repair figured should it be required.					
*No tap or systems fees figured in price.					

By law, we are not allowed to “abandon” the septic tank, so the concrete structure has to be crushed and filled with sand. I feel if we plan accordingly, we could solve the drainage issue at the same time we destroy the septic tank by allowing the swale to drain into the sandy backfilled area.

I am asking the Board for approval to move forward to connect the lodge and pavilion to the city sewer system. At this time the quoted costs amount to \$12,566 (\$7,500 for City connection, \$3,566 to McNeill and \$1,500 to Apalachee Backhoe to create swale and sod the swale area).

Because I was not sure of the direction of the Board, I did not get additional quotes for the connection and cost of the drainage swale. My thought was to also contact a nursery which provides design services, to see what they would suggest as an attractive drainage solution. I would also contact two more plumbing companies for additional quotes and ideas. I would like to have approval of \$12,600 as a maximum, and hope I can negotiate lower costs in the process of working out the details.



Flooding after Christmas rains



After Jan. 4 rain

The area this impacts is directly behind the back parking lot, and includes the lawn I would eventually like to market for weddings and outdoor events. In doing this work, it might behoove us to look at having the entire section leveled and sodded before this spring, but of course that work could wait until a later time.

ROOF - I have not found any leaks in roof at this time; however the shingles are decomposing and the granules are coming off the roof and into the gutters. I have not been able to verify how old the roof is, but have asked Severn-Trent if they have an engineering section which could come and look at some of our issues and give us an impartial evaluation of some of our perceived problem areas. A vendor told me that roofing vents were required by the early 2000s, and because the roof does not have the vents, it would indicate an age pre-dating 2000. I have been told the roof is in decent shape but algae needs to be cleaned off the shingles. I hesitate to have it cleaned as I am afraid it might contribute to an acceleration of the roof decomposition, so having an impartial expert would help tremendously.

ELECTRICAL – I continue to be concerned about the electrical wiring in the lodge. I have one vendor who said it appears the panel boxes are at the edge of being overloaded, and another who told me the existing box is perfectly ok. Again, having an impartial expert to look at the circuit box would be helpful.

HEATING AND AIR – After the city energy auditor gave me an overview of the power bills for the various heating and A/C units, I found the main lodge floor is heated and cooled by two individual systems. One unit handles the kitchen and larger room where we meet, and the second unit cools the smaller TV room, bathroom area and manager's office. This is problematic, because when ONLY the manager's 430 SF office needs to be heated or cooled (which is the majority of the week), both units have to run at the same temperature, heating or cooling the other 2800 SF. If we only run the unit that services the TV

room and office, it tries to heat or cool the entire area and runs constantly. Also, one of the units was still being serviced by the old original mercury thermostat which is outdated and very inefficient.

I called in several vendors and received quotes to install what is called a two zone duct system. By doing this I have cut the need to heat or cool the entire 3200SF in order to service the manager's office. The manager's office now has its own thermostat, and when turned on, the A/C unit only services the duct work leading into the office. When only the thermostat for the TV room is on, the baffle to the manager's office closes, and the unit only services the TV room. When both thermostats are on, the unit opens both baffles.

I was also able to take advantage of a much discounted price on replacing the old mercury thermostats in the fitness center and the lifeguard room. These new thermostats have a Wi-Fi feature which will allow the manager to log in, check and adjust the thermostat settings remotely, as needed. This is especially helpful during extremely hot or cold weather, when a party may not remember to adjust the setting once their event has ended.

At this point, the vendor who handles our service contract has not given me an indication any of the current units look like they will need to be replaced soon, but of course, units go out with no notice so we will just continue to make sure they are serviced, and the filters are changed monthly. By making the changes to the ductwork on the main floor, the units will not run as much as they have previously, and that will help extend the life also.

GUTTERS – I found that one downspout at the lodge, which comes off the gutter over the fitness center, had been completely crushed shut, and therefore the water coming off the roof over the fitness center, just ran into the gutter and then overflowed onto the concrete patio below. That problem has been repaired and will hopefully alleviate a little part of the flooding in that area.

Pavilion:

GUTTERS – The metal gutters and downspouts that service the pavilion were clogged with leaves and pine straw. They were also rusted out at the seams where the downspouts connected to the gutters. At ground level, the downspouts were connected into underground pipes, and no one seemed to know where they drained. While McNeill was on site with cameras for the septic tank project, I had them blow out the underground pipes and find out where the downspouts emptied further back in the wooded area on the property. I had the gutters cleaned out and repaired at the seams, which will extend the life for 2 to 5 years, but new gutters and possibly a French drain system need to be considered as future budget items. Quotes on new gutters and downspouts range from \$1700 to \$3500.

Another issue is the run off along the incline between the sidewalk and the pavilion decking. Putting a French drain along that side of the pavilion would help with diverting that run off and alleviating the water pooling each time it rains.

Fitness Center:

NEW EQUIPMENT – The two new pieces of equipment were installed January 5th.

Signage:

Many of the signs on the property were original and in disrepair. The large sign at the pool had been cracked and damaged, and had sections missing. Some of the parking signs were cracked in two. The large directional sign that covers the double window on the back wall of the garage was cracked and peeling. The large sign at the street in front of the lodge has been jerry-rigged after it began to shift out of the two support posts, and had been poorly repaired. I have made arrangements for most of the signs to be replaced using new metal composite materials. The only sign I have not replaced at this point is the large sign at the pool, pending any changes in the pool schedule that may be discussed at today's workshop on the pool.

I have also removed some old, redundant signs as I didn't feel we needed two or three signs saying the same thing, within 15 feet of each other.



Security Cameras:

Mr. Didier and I met with the representative from Sonitrol regarding upgrades to her original proposal for replacement of non-working outside cameras, and replacement of the DVR system. As you may remember we received a quote from the current vendor, Certified Security, to replace 5 non-working outside cameras at a cost of \$3,330.00, keeping the same inside cameras, and the same DVR unit which is difficult to copy from.

Sonitrol currently handles security of the lodge, fitness center and pool so it was a logical progression to ask them to quote on the security cameras as well. Their original quote for the 5 new outside cameras was \$1,610. We then asked for a revised quote to include a new DVR which could eventually handle 16 cameras, was easily accessed via computer and video could be downloaded to a thumb drive. That quote (below) came in at \$3,675.



**Piney Z Community Development District
Pati Lytle
950 Piney Z Plantation Road
Closed Circuit Television System**

Qty	Description
1	VMAX 480 16 Channel DVR 1TB Hard Drive, Networkable for Remote Viewing
1	16 Camera 24VAC CCTV Power Supply
5	Outdoor Bullet Camera IR 720TVL 2.8-12mm
8	Installation Labor
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Total	\$3,675.00

Monthly fee to include:

**Lifetime Equipment Warranty (Parts and Labor)
Two Hour Guaranteed Emergency Service**

\$65.00 /Month

NOTE: This quote is assuming that the existing wire can be re-used. Replacing the cameras and adding a new 16 channel Networkable DVR.

Mr. Didier asked to meet with the Sonitrol representative in regard to gaining better video advantage by placing the new cameras at different locations than the current cameras. At that meeting, he also asked about installing additional cameras at the pool, which would give better vantage of the entire pool

area, but that required trenching from the existing pole over to an area adjacent to the pool pump area. That quote came back at \$5,393 but would give us two additional cameras mounted higher over the pool area which would capture areas not currently seen on the existing cameras. In addition, Mr. Didier had asked what the cost differential would be between a 1 terabyte hard drive (which holds the video footage) and a 2 terabyte drive, and that cost was an additional \$1,000. The Sonitrol representative believes that the 1 terabyte drive will hold at least 30 days of video from all cameras.

We need new cameras in place before the pool opens mid-April.



**Piney Z Community
Pati Lytle
950 Piney Z Plantation Road
Closed Circuit Television System**

Qty	Description	Price	Extended Price
1	VMAX 480 16 Channel DVR 1TB Hard Drive, Networkable for Remote Viewing	\$1,565.00	\$1,565.00
1	16 Camera 24VAC CCTV Power Supply	\$180.00	\$180.00
5	Outdoor Bullet Camera IR 720TVL 2.8-12mm	\$258.00	\$1,290.00
9	Installation Labor	\$80.00	\$720.00
1		\$0.00	\$0.00
1	POOL:	\$0.00	\$0.00
1	Bullet Camera IR 720TVL 2.8-12mm	\$258.00	\$258.00
2	Installation Labor of One New Camera	\$80.00	\$160.00
9	Difficulty Labor for Trenching to New Light Pool	\$80.00	\$720.00
1	Rental Equipment	\$500.00	\$500.00
		Total	\$5,393.00

Monthly fee to include:

**Lifetime Equipment Warranty (Parts and Labor)
Two Hour Guaranteed Emergency Service**

\$65.00/Month

NOTE: This quote is assuming that the existing wire can be re-used. Replacing the cameras and adding a new 16 channel Networkable DVR.