

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**NOVEMBER 10, 2014**

**AGENDA PACKAGE**

**Piney-Z Community Development District**  
**Severn Trent Services, Management Services Division**  
210 North University Drive, Suite 702 • Coral Springs, Florida 33071  
Telephone: (954) 753-5841 • Fax: (954) 345-1292

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November 3, 2014

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, November 10, 2014 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop from 3:30 p.m. to 5:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Amenities Manager Job Description**
- 5. Hiring Process for the Amenities Manager**
- 6. Adjournment**

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Approval of the Minutes of the October 13, 2014 Workshop and Regular Meeting**
- 5. Financials**
  - A. Acceptance of the September 2014 Financial Statements and Approval of the Check Register and Invoices
  - B. Consideration of Motion Assigning Fund Balance
- 6. Attorney's Report**
  - A. Landscape Procurement
  - B. Discussion of Rule Development for Amenities Rentals
- 7. Manager's Report**
- 8. Property Manager's Report**
  - A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)
- 9. Supervisor Requests**
- 10. Adjournment**

Enclosed under the fourth order of business for your review are the minutes of the October 13, 2014 workshop and regular meeting.

Piney-Z CDD  
November 3, 2014  
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The fifth order of business is acceptance of the September 2014 financials statements and approval of the check register and invoices. Also included for your consideration is a motion assigning fund balance.

Under the Attorney's Report you will be asked to consider landscaping procurement. The proposals received for landscaping services were provided to you by Ms. Lytle; please remember to bring them to the meeting.

The Property Manager's Report is included under tab 8 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	Bob Reid	Pati Lytle
	Brett Sealy	Claudia Vaccaro	

# WORKSHOP

## **Fourth Order of Business**



# Piney-Z Community Development District

## Amenities Manager Position Description

For additional information, please call 656-4007.



# Piney-Z Community Development District

## Amenities Manager Position Description

### *Overview*

The Amenities Manager (Manager) oversees the day-to-day operations of the Piney-Z C.D.D. (CDD) facilities including the lodge, fitness center, pool, playground, pavilion, picnic area and general common areas located in the 3.4 acre site. The Manager will keep regular office hours on the premises, and is required to attend all Board workshops, regular meetings and any special meetings which may be called.

The position has responsibility for financial decisions, but is expected to report to and keep the CDD Board of Supervisors apprised of any large projects, problems or emergencies outside of the daily operations. In addition, the Manager will help in analyzing future requirements, assist in compiling the annual budget, assist in public records requests, handle petty cash, approve and code all accounts payable, approve payroll, oversee all monies collected for reservations, keyfobs, etc. A strong knowledge of computers and bookkeeping is desired, as the accounts payable, accounts receivable and payroll functions may eventually be moved to the local Manager.

This position will also handle reservations of the lodge, pavilion and pool, making sure the proper setup and breakdown is

### *Knowledge*



- \*Microsoft Word/Excel
- \*Email application
- \*Building maintenance and repair, pool maintenance, lawn care, etc.
- \*Florida Sunshine law
- \*Contract negotiation
- \*Lifeguard training
- \*OSHA laws
- \*FMLA Law

### *Skills*



- \*Customer Service
- \*Strong computer skills
- \*Sound bookkeeping including accts payable, receivable and payroll
- \*Organized
- \*Attention to detail

### *Abilities*



- \*Able to supervise
- \*Effectively communicate with the public face-to-face and over phone
- \*Policy enforcement
- \*Contract Administration
- \*Vendor Management
- \*Human Resource Management to include: Hiring, coaching, firing, scheduling



scheduled for each event, as well as verifying the area rented has been left clean and undamaged.

The Manager will be expected to walk the property and check each area of the facility at least once a week, schedule maintenance and repairs as needed, keep proper logs of all work, be proactive in maintaining all facilities in good working order. Knowledge of building and pool maintenance, lawn care, lifeguarding and CPR are considered as additional preferences for this job.

The Manager must have a valid Florida driver's license and proper automobile insurance as personal transportation may be required for short trips to pick up supplies, visit the bank, etc. This position will also require being on call outside of normal business hours. Currently, the Amenities Manager will be classified as part-time with no benefits. Personal cell phone is required, with a stipend from the CDD.

Attention to detail is a key component of each facet of this position, as is honesty, creativity, tenacity, enthusiasm and professionalism.

The information detailed above is intended to describe the general nature and work responsibilities of the Amenities Manager position. The job description and duties are subject to change, modification and addition as deemed necessary by the Board of Supervisors.

Qualifications: High School diploma required, with a least two years of college education and additional course work in bookkeeping. Five years' experience in Property Management or other business experience with strong customer service and management skills. Must be able to read, write and effectively communicate in English. This position will be evaluated on an annual basis.

To apply for this position, send resume to CDD Manager, 950 Piney-Z Plantation Road, Tallahassee, Fl. 32311 by XXX XX, 2014.



# **Regular Meeting**

# 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, October 13, 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  
David Bailey  
Residents

Interim Property Manager  
Volunteer Assistant

*The following is a summary of the discussions at October 13, 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.

### **FOURTH ORDER OF BUSINESS**

<b>Amenities Description</b>	<b>Manager</b>	<b>Job</b>
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#### **Ms. Hudson**

- Discussion followed on set procedures for hiring such as advertising and standard questions.
- Ms. Hudson inquired if they should try to restrict it to someone within Piney-Z for on-call purposes. Discussion followed.

- Discussion followed on moving payroll and other processes in-house versus them being done by STS.
- Ms. Hudson noted they need someone with some maintenance and pool knowledge, supervisory skills, budgeting and contract negotiation/management experience.

**Mr. Didier**

- Setting expectations.
- Use what Ms. Lytle has learned while in the position.
- Part-time versus full-time.
- Contract review/negotiation. Discussion followed on the use of Legal Counsel.
- Mr. Lee noted they need to determine who works for whom.
- Discussion followed on public records requests.
- Mr. Lee noted having a District Manager, Legal Counsel and Property Manager for a 3½ acre property is too high.
- Running more efficiently needs to be addressed.

**Mr. Kessler**

- Addressed his concern that they are not focusing on the task they have in front of them.
- They need a job description they can print and publish.
- The organizational challenge is melding the notes into a job description, in addition to coming up with the hiring process and how to advertise, collect resumes and interview.

**Mr. Lee**

- He will ask Ms. Lytle to provide input on what happens each day and is full-time needed. Discussion followed.

**Ms. Lytle**

- Outlined the workload.
- She noted the person in the position needs to be as responsive as possible to the people who come into the Lodge.
- Addressed deferred maintenance noting the electrical is an issue.
- Suggested marketing the Lodge as a business center.
- Mr. David Bailey addressed payroll being too high.
  - Addressed what he did while filling in for Ms. Lytle.
  - Suggested renting the facility to non-residents.

*Mr. Lee noted Mr. Bridges has joined the workshop.*

- Mr. Bridges addressed having a staff person to handle issues if the Property Manager is busy.

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

- D. Notes from Ms. Lytle** was reviewed.
  - Supervisory skills change to supervisory experience.
  - Marketing not a primary function.
  - Should they be negotiating contracts?
  - Desk job versus hands on.

- C. Notes from Supervisor Kessler** was reviewed.
  - Office hours
  - Working at/from home?
  - Aquatic functions

- B. Notes from Supervisor Didier** was reviewed.
  - Is it necessary or required to offer benefits?

- A. Notes from Supervisor Lee**

- Mr. Lee addressed continuing what they are doing at this time as he does not think they can get this settled before January.
- Discussions followed on the options of hiring an amenities manager, full-time or part-time, contract out or keep doing what they are doing.

**Categorize:**

- **Skill**
  - Computer
  - Bookkeeping
  - Technology
- **Ability**
  - Supervisory experience
  - Maintenance experience
  - Flexible
- **Knowledge**
  - CDD and HOA
- Ms. Lytle will develop a job description with input from the Board of Supervisors.

**FIFTH ORDER OF BUSINESS**

**Hiring Process for the Amenities Manager**

Will be addressed once job description is complete.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further, the workshop was adjourned.

# MINUTES

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

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, October 13, 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 (via phone)
Richard Kessler	Assistant Secretary
Cheryl Hudson	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Maureen Daughton	District Counsel
Pati Lytle	Interim Property Manager
Residents	

*The following is a summary of the discussions and actions taken at October 13, 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. Kessler.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Discussion of Lease or Purchase of  
Fitness Equipment**

- Ms. Lytle noted the local vendor was not able to attend the meeting.
- Ms. Lytle reviewed the suggested equipment noting the quote to replace everything is \$42,000. Leasing prices were also included in the Property Manager's Report.



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

- Ms. Lytle reviewed results of an informal survey of fitness center users, a copy of which is included for the record.
- Web presentation of various pieces of fitness equipment was viewed.
- Discussion followed on whether there is trade/resale value for the current equipment.
- Discussion followed on the proposals for fitness equipment and the current fitness equipment.
  - Maintenance
  - ADA requirements for footprint.
  - Electric issues
- Mr. Ben Alonzo noted they need seven pieces of equipment - four treadmills [three new], two ellipticals and a bike. He further addressed leasing, noting he would not lease beyond three years.
- Discussion followed on a weight training center [multi-user universal], on Mr. Alonzo's suggestions for the fitness center, and on leasing versus purchase on a rotation basis.
- Ms. Davis noted budgeted under fitness center capital outlay there is \$7,000 for two new pieces of exercise equipment, \$5,100 for AC unit and \$2,700 for unexpected repair and replacement.
- New proposals will be obtained based on the three treadmills, two ellipticals, seated bike and a universal weight machine.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. August 11, 2014 Workshop**
- B. August 11, 2014 Regular Meeting**
- C. August 28, 2014 Emergency Meeting**
- D. September 8, 2014 Workshop**
- E. September 8, 2014 Regular Meeting**

Ms. Hudson MOVED to approve the meeting minutes as listed above.
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- The August 11, 2014 workshop and regular meeting minutes were discussed.

Mr. Kessler seconded the motion.

- Ms. Daughton addressed the September 8, 2014 regular meeting minutes noting Mr. Lee made a statement on the record about disclosure of local officer's interest. Form 8B - a Memorandum of Voting Conflict for County, Municipal and Other Local Officers was executed. It was executed, not because Chairman Lee in consultation with Counsel believes there is a conflict but, in an abundance of caution.
- Under the rules of Chapter 112, Form 8B was read into the record and the disclosure form will be attached to the minutes.
- Discussion returned to the edit within the August 11, 2014 minutes regarding Replicon.
  - Mr. Didier noted for the record - they are not over budget. The next quarter's fees are \$66 and the total for the year for the four quarters will collectively be about \$750 which is under the \$1,000 budgeted.

The prior motion was approved as amended to include Form 8B in the September 8, 2014 regular meeting minutes with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

## **SIXTH ORDER OF BUSINESS**

## **Acceptance of the August 2014 Financial Statements and Approval of the Check Register and Invoices**

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

**Jan Bridges - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

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

## **SEVENTH ORDER OF BUSINESS**

### **Attorney's Report**

#### **A. Consideration of Withdrawal of the Notice of Intent to Award**

- Ms. Daughton provided an update on the landscape proposals noting after the last meeting a formal protest was received from Mr. John Hurst.
- The protest hearing process was outlined.

Mr. Didier MOVED to rescind the award to S&R Landscaping for annual landscape services and Ms. Hudson seconded the motion.

- It was noted that this opens it up to any vendor who chooses to bid. It is not limited to the two vendors who participated before.

The prior motion was approved with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

#### **B. Approval of Procurement Document for Landscaping Services**

- Ms. Daughton provided and reviewed the procurement document, a copy of which is included for the record.
- Discussion followed on the procurement process and the recommended revisions to the document.

Mr. Kessler MOVED to approve the procurement document for landscaping services as amended and Mr. Didier seconded the motion.

- Discussion continued on additional recommended revisions and clarifications.

The prior motion was approved with votes as follows:

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

## **EIGHTH ORDER OF BUSINESS**

### **Manager's Report**

There being no report, the next item followed.

## **NINTH ORDER OF BUSINESS**

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

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

- Ms. Lytle reviewed the Property Manager's Report.

#### **B. Discussion of Amenity Rental Rates and Rules**

- Ms. Daughton will provide information via email.
- Mr. Lee noted Ms. Lytle and Mr. Bailey are doing a great job and everything seems to be running smoothly and he appreciates their work and attention to detail.
- Ms. Lytle reminded the Board Mr. Bailey is volunteering and has only been paid for the two weeks she was gone.
  - Mr. Lee requested Ms. Lytle track the hours Mr. Bailey is putting in and they will address it at the next meeting.

## **TENTH ORDER OF BUSINESS**

### **Supervisor Requests**

#### **A. Attorney Legal Fees Discussion (Supervisor Didier)**

- Mr. Didier handed out and reviewed Version 3 noting this year it will end up being a little over 13% of the annual budget.
- He suggested the Board use the documents created for contracts to assist them.
- Ms. Daughton continued to stress the need for protocols when asking legal counsel to perform work.
- Discussion followed on legal services and the difficulty of the Board on what to look for in a contract.
- Discussion continued on the handling of / billing for the Replicon contract.
- Mr. Didier addressed the areas in need of improvement such as using their own contracts, and paralegals.

**B. Piney-Z CDD Financial Processes (Supervisor Didier)**

- Mr. Didier addressed financials and other things they can address.
  - The payroll system does not handle anything but .25 hours rounding. So even though they are reporting more accurately they are not able to take advantage of it because of the payroll system STS uses.
  - Petty cash is still questionable. Discussion followed on a bag of coins found, and the procedures and forms provided Ms. Lytle to account for petty cash going forward.
  - Ms. Davis outlined the responsibility of the management company versus the responsibilities of the Property Manager. STS accounting and payroll staff worked to accommodate the level of technical capability of the operations staff and would let them know what we need to accurately reflect the operations in the financial statements.
- Mr. Didier inquired what the procedure is for the District to sell, remove or dispose of its property, noting no answer has been received to this question.
  - Ms. Davis noted this is an operations issue and decision. Ms. Lytle has checked with us on specific equipment that should be disposed and we have determined it is past its useful life, and fully depreciated with no book value. It is an operational procedure and the District can decide how it wants to dispose of it.
  - Mr. Lee requested a list of the items included in the capital assets.

- Ms. Lytle noted she disagreed with the date of 2001 on the elliptical and when she requested the invoice was informed it would cost \$30 to remove it from storage. She inquired why this information would not be on a list somewhere.
  - Ms. Davis noted the financials are fund [general funds and operational funds] financials and do not show capital assets. Where the assets are accounted for is in the audited government-wide financial statements. She can request the schedule our accountant would have provided the auditors and provide it.
- Mr. Didier reported it has been discovered they are overpaying for the Tallahassee Democrat public notices.
  - Ms. Davis noted they were being charged a national rate. It has been pointed out to them every notice states the meeting was held in Tallahassee. They have provided the District another account to use which is billed at a local rate.
  - Mr. Lee inquired if there is amount for the damages?
  - Ms. Davis noted there was about a \$100 difference in the ad for the yearly meeting schedule.
  - Mr. Lee requested an accounting as he does not mind going to them to say they owe us a credit.

\* **Job Description and Hiring Process (Supervisor Kessler)**

- Mr. Kessler inquired if there is any governmental/legal process or requirements for advertising to be done for filling this position?
  - Ms. Daughton noted there is nothing she is aware under Chapter 190 for special districts that would require them to do a public notice or that defines a required hiring process.
- Mr. Didier inquired if there are any requirements or obligations to offer 401K or anything like that?
  - Ms. Daughton responded no.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Bridges seconded by Ms. Hudson, to adjourn was approved with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

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Janice Eggleton Davis  
Secretary

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Michael D. Lee  
Chairman

## **Fifth Order of Business**



**5A.**

PINEY-Z  
Community Development District

*Financial Report*  
*September 30, 2014*

Prepared by



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Piney-Z  
Community Development District

**Financial Statements**

(Unaudited)

**September 30, 2014**

## MEMORANDUM



**TO:** Board of Supervisors  
**FROM:** Tiziana Cessna, District Accountant  
**CC:** Janice Davis, District Manager / Stephen Bloom, Assistant Treasurer  
**DATE:** November 10, 2014  
**SUBJECT:** Piney-Z CDD – September Financial Report

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Please find enclosed the September 2014 financials for Piney-Z CDD. Overall, the General Fund is at or below target. Below is some other top level information on the District's current financial position. Included in the financial report are notes explaining variances in the spending for the year to date. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

### **Assets**

- The operating checking account maintains a solid liquid cash balance to cover approximately 2 months of operating expenses. Excess funds are invested in a Money Market account to earn better interest rates. The debt service trust funds are held by US Bank and invested in a government obligation fund, US money market and commercial papers.
- Accounts Receivable represents a returned check from a resident and the amount to be refunded from US Bank for the trustee fees increase.
- Due From Other Funds - General Fund paid US Bank trustee fees for Series 2002 and transfer of the 5% required reserve amount. Net amount will be deducted from next assessment distributions.
- Prepaid items is for the first installment paid to FMIT for FY 2015 insurance.

### **Liabilities**

- Some invoices were received after September 31, therefore they were paid in October.
- At the end of September 2014, payroll expenditures were accrued because of the payroll cycle ended in October.
- Due To Other Funds - General Fund paid US Bank trustee fees for Series 2002 and transfer of the 5% required reserve amount. Net amount will be deducted from next assessment distributions.

### **Fund Balance**

- Assigned Fund Balance represents Operating Reserve which are to cover 2 months of operating expenditures, Reserves for CDD Amenity are allocated as of 9/30/14 and \$118,734 received from the settlement with Piney-Z Land Company was assigned to Reserves for future O&M needs.

### **General Fund**

The total revenues for the General Fund are at approximately 133% of the annual budget.

- The YTD Non-Ad Valorem assessments collections are at 100%.
- The settlements received were from Piney-Z Land Company and an insurance claim for the damage of the pavilion.
- Lodge Rental revenues are currently higher than projected.

**MEMORANDUM (continued)**

**Piney-Z CDD – September Financial Report**

**General Fund - Expenditures (continued)**

Total Expenditures through September 2014 were 94% of the annual budget with the following notes for the fiscal year:

- Legal expenditures are as of September and are over budget due primarily to the boundary amendment matter, the work to amend the Interlocal agreement with the City and special project requests from Supervisors.
- Security Contract is over budget due to purchase of fobs.
- Utility - General is under budget due to the irrigation meter being less used by 75% compared to last year and electric usage is less by 19%.
- R&M General is over budget due to the termite damage repair. Pool expenses are also over budget due to a repair to a leak in the pool and replacing the pool pump. Office Supplies are over budget due to purchase of a new storage cabinet and vacuum cleaner.

**Debt Service Funds**

On November 1, 2013, the semi-annual interest payments were made and on May 1, the principal and interest payments were made.

In June, the owner of 85 units in Series 2008 prepaid the associated debt. This prepayment will be held until the November 1, 2014 interest payment per the Bond documents.

**Balance Sheet**  
September 30, 2014

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2002 DEBT SERVICE FUND</b>	<b>SERIES 2008 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 71,154	\$ -	\$ -	\$ 71,154
Cash On Hand/Petty Cash	750	-	-	750
Accounts Receivable	250	404	566	1,220
Due From Other Funds	17,542	-	-	17,542
Investments:				
Money Market Account	208,788	-	-	208,788
SBA Account	480	-	-	480
Prepayment Account	-	861	54,491	55,352
Redemption Fund	-	645	-	645
Reserve Fund	-	15,750	-	15,750
Revenue Fund	-	99,740	157,862	257,602
Prepaid Items	3,626	-	-	3,626
<b>TOTAL ASSETS</b>	<b>\$ 302,590</b>	<b>\$ 117,400</b>	<b>\$ 212,919</b>	<b>\$ 632,909</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 16,056	\$ -	\$ -	\$ 16,056
Accrued Expenses	2,053	-	-	2,053
Accrued Wages Payable	3,211	-	-	3,211
Accrued Taxes Payable	187	-	-	187
Due To Other Funds	-	17,542	-	17,542
<b>TOTAL LIABILITIES</b>	<b>21,507</b>	<b>17,542</b>	<b>-</b>	<b>39,049</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	3,626	-	-	3,626
<b>Restricted for:</b>				
Debt Service	-	99,858	212,919	312,777
<b>Assigned to:</b>				
Operating Reserves	63,155	-	-	63,155
Reserves - CDD Amenity	52,805	-	-	52,805
Reserves - Other	118,734	-	-	118,734
<b>Unassigned:</b>	<b>42,763</b>	<b>-</b>	<b>-</b>	<b>42,763</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 281,083</b>	<b>\$ 99,858</b>	<b>\$ 212,919</b>	<b>\$ 593,860</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 302,590</b>	<b>\$ 117,400</b>	<b>\$ 212,919</b>	<b>\$ 632,909</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 550	\$ 550	\$ 810	\$ 260
Net Incr (Decr) In FMV-Invest	-	-	(84)	(84)
Special Assmnts- Tax Collector	394,411	394,411	394,414	3
Special Assmnts- Discounts	(15,776)	(15,776)	(14,772)	1,004
Settlements	-	-	121,855	121,855
Access Cards	-	-	510	510
Pavilion Rental	900	900	400	(500)
Lodge Rental	10,500	10,500	15,275	4,775
Pool Rental	600	600	-	(600)
<b>TOTAL REVENUES</b>	<b>391,185</b>	<b>391,185</b>	<b>518,408</b>	<b>127,223</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	11,000	11,000	12,000	(1,000)
FICA Taxes	842	842	918	(76)
ProfServ-Engineering	500	500	-	500
ProfServ-Legal Services	35,000	35,000	58,281	(23,281)
ProfServ-Mgmt Consulting Serv	54,275	54,275	54,275	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,500	3,500	3,000	500
Communication - Telephone	240	240	1	239
Postage and Freight	2,000	2,000	1,121	879
Insurance - General Liability	10,954	10,954	8,568	2,386
Printing and Binding	2,500	2,500	2,546	(46)
Legal Advertising	1,500	1,500	3,225	(1,725)
Miscellaneous Services	1,200	1,200	636	564
Misc-Assessmnt Collection Cost	11,832	11,832	11,389	443
Misc-Contingency	2,000	2,000	783	1,217
Office Supplies	500	500	528	(28)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>142,655</b>	<b>142,655</b>	<b>162,083</b>	<b>(19,428)</b>



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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Field</b>				
Contr-Landscape-Amenities Area	12,040	12,040	12,040	-
Misc-Contingency	8,500	8,500	5,208	3,292
<b>Total Field</b>	<b>20,540</b>	<b>20,540</b>	<b>17,248</b>	<b>3,292</b>
<b>Parks and Recreation - General</b>				
Payroll-Salaries	118,000	118,000	116,176	1,824
FICA Taxes	9,027	9,027	9,005	22
Pension Benefits	2,250	2,250	4,303	(2,053)
Life and Health Insurance	11,772	11,772	11,772	-
Workers' Compensation	4,884	4,884	4,257	627
ProfServ-Pool Maintenance	4,800	4,800	4,800	-
Contracts-Security Services	2,504	2,504	5,885	(3,381)
Communication - Teleph - Field	2,280	2,280	2,291	(11)
Postage and Freight	900	900	812	88
Utility - General	28,000	28,000	16,661	11,339
Utility - Other	3,000	3,000	2,506	494
R&M-General	14,100	14,100	23,968	(9,868)
R&M-Equipment	2,300	2,300	2,765	(465)
R&M-Pest Control	790	790	1,008	(218)
R&M-Pools	5,500	5,500	13,490	(7,990)
Misc-Contingency	6,000	6,000	6,380	(380)
Office Supplies	3,000	3,000	6,342	(3,342)
Op Supplies - Pool Chemicals	5,000	5,000	3,994	1,006
Capital Outlay	25,000	25,000	4,683	20,317
<b>Total Parks and Recreation - General</b>	<b>249,107</b>	<b>249,107</b>	<b>241,098</b>	<b>8,009</b>
<b>Reserves</b>				
Reserve - CDD Amenity	32,805	32,805	-	32,805
<b>Total Reserves</b>	<b>32,805</b>	<b>32,805</b>	<b>-</b>	<b>32,805</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>445,107</b>	<b>445,107</b>	<b>420,429</b>	<b>24,678</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(53,922)	(53,922)	97,979	151,901

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

For the Period Ending September 30, 2014

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(53,922)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(53,922)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (53,922)	\$ (53,922)	\$ 97,979	\$ 151,901
<b>FUND BALANCE, BEGINNING (OCT 1, 2013)</b>	<b>183,104</b>	<b>183,104</b>	<b>183,104</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 129,182</b>	<b>\$ 129,182</b>	<b>\$ 281,083</b>	

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

For the Period Ending September 30, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 50	\$ 62	\$ 12
Special Assmnts- Tax Collector	81,881	81,881	81,881	-
Special Assmnts- Prepayment	-	-	861	861
Special Assmnts- Discounts	(3,275)	(3,275)	(3,067)	208
<b>TOTAL REVENUES</b>	<b>78,656</b>	<b>78,656</b>	<b>79,737</b>	<b>1,081</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Trustee Fees	2,700	2,700	2,694	6
Misc-Assessmnt Collection Cost	2,456	2,456	2,364	92
<b>Total Administration</b>	<b>5,156</b>	<b>5,156</b>	<b>5,058</b>	<b>98</b>
<b>Debt Service</b>				
Principal Debt Retirement	55,000	55,000	55,000	-
Interest Expense	18,500	18,500	18,500	-
<b>Total Debt Service</b>	<b>73,500</b>	<b>73,500</b>	<b>73,500</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>78,656</b>	<b>78,656</b>	<b>78,558</b>	<b>98</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	1,179	1,179
Net change in fund balance	\$ -	\$ -	\$ 1,179	\$ 1,179
<b>FUND BALANCE, BEGINNING (OCT 1, 2013)</b>	<b>98,679</b>	<b>98,679</b>	<b>98,679</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,679</b>	<b>\$ 98,679</b>	<b>\$ 99,858</b>	

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

For the Period Ending September 30, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 100	\$ 100	\$ 111	\$ 11
Special Assmnts- Tax Collector	227,306	227,306	227,306	-
Special Assmnts- Prepayment	-	-	54,490	54,490
Special Assmnts- Discounts	(9,092)	(9,092)	(8,513)	579
<b>TOTAL REVENUES</b>	<b>218,314</b>	<b>218,314</b>	<b>273,394</b>	<b>55,080</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Trustee Fees	3,800	3,800	3,771	29
Misc-Assessmnt Collection Cost	6,819	6,819	6,564	255
<b>Total Administration</b>	<b>11,619</b>	<b>11,619</b>	<b>11,335</b>	<b>284</b>
<b>Debt Service</b>				
Principal Debt Retirement	165,000	165,000	165,000	-
Interest Expense	46,138	46,138	46,138	-
<b>Total Debt Service</b>	<b>211,138</b>	<b>211,138</b>	<b>211,138</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>222,757</b>	<b>222,757</b>	<b>222,473</b>	<b>284</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(4,443)	(4,443)	50,921	55,364
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(4,443)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(4,443)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (4,443)	\$ (4,443)	\$ 50,921	\$ 55,364
<b>FUND BALANCE, BEGINNING (OCT 1, 2013)</b>	<b>161,998</b>	<b>161,998</b>	<b>161,998</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 157,555</b>	<b>\$ 157,555</b>	<b>\$ 212,919</b>	

**Non-Ad Valorem Special Assessments - Leon County Tax Collector**  
**(Monthly Assessment Collection Distributions)**  
**For the Fiscal Year Ending September 30, 2014**

					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 FY2014				\$ 703,600	\$ 394,414	\$ 81,881	\$ 227,306
Allocation %				100%	56%	12%	32%
11/06/13	\$ 4,311	\$ 234	\$ 133	\$ 4,678	\$ 2,622	\$ 544	\$ 1,511
11/26/13	90,276	4,898	2,792	97,966	54,916	11,401	31,649
12/11/13	395,014	16,968	12,217	424,198	237,791	49,366	137,042
12/31/13	120,728	5,186	3,734	129,648	72,676	15,088	41,884
01/10/14	7,837	250	242	8,329	4,669	969	2,691
02/14/14	8,762	184	271	9,217	5,167	1,073	2,978
03/13/14	6,210	65	192	6,466	3,625	753	2,089
04/07/14	12,570	-	389	12,958	7,264	1,508	4,186
05/14/14	2,604	-	81	2,685	1,505	312	867
06/11/14	764	-	24	788	442	92	255
06/23/14	7,855	(1,432)	243	6,665	3,736	776	2,153
<b>TOTAL</b>	<b>\$ 656,930</b>	<b>\$ 26,352</b>	<b>\$ 20,317</b>	<b>\$ 703,600</b>	<b>\$ 394,414</b>	<b>\$ 81,881</b>	<b>\$ 227,306</b>
% COLLECTED				100%	100%	100%	100%

## Cash and Investment Report

*September 30, 2014*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Operating Checking Account	BB&T	Business checking	0.00%	\$71,154
Public Funds Money Market Account	Stonegate Bank former	Money Market Account	0.40%	\$208,788
Operating Account - FUND A	SBA	Investment Pool	0.16%	\$480
Operating Account - FUND B (Restricted) (3)	SBA	Investment Pool	0.00%	\$0
			<b>Subtotal</b>	<u>\$480</u>
<b>DEBT SERVICE FUNDS</b>				
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$861
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$645
Series 2002 Reserve Account (2)	US Bank	US Bank Money Market	0.10%	\$15,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$99,740
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$54,491
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$157,862
			<b>Total</b>	<u><u>\$609,770</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.

Note (2) Prepayment of debt on 85 units removed from the District under the Boundary amendment. Per the bond documents, the prepayment has to be held until the next interest payment which is November 1, 2014.

Note (3) Fund B was released to Fund A on 9/5/14. The balance will be transferred to the checking account on 11/3/14.

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

**Bank Account No.** 2471  
**Statement No.** 09-14  
**Statement Date** 09/30/14

<b>G/L Balance (\$)</b>	71,153.54	<b>Statement Balance</b>	72,172.26
<b>G/L Balance</b>	71,153.54	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	72,172.26
<b>Subtotal</b>	71,153.54	<b>Outstanding Checks</b>	1,018.72
<b>Negative Adjustments</b>	0.00	<b>Total Differences</b>	0.00
<b>Ending G/L Balance</b>	71,153.54	<b>Ending Balance</b>	71,153.54
<b>Difference</b>	0.00		

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
<b>Outstanding Checks</b>						
08/27/14	Payment	55634	CHRISTIAN C. KOBES	129.40	0.00	129.40
09/05/14	Payment	55663	ALAN COX AQUATICS, INC.	400.00	0.00	400.00
09/11/14	Payment	55670	CHERYL M. HUDSON	174.07	0.00	174.07
09/24/14	Payment	55688	EMMA K. FRANCIS	39.24	0.00	39.24
09/24/14	Payment	55696	CORINTHIAN F. BARNES	45.14	0.00	45.14
09/24/14	Payment	55700	MARIA E. ZEA	230.87	0.00	230.87
Total Outstanding Checks . . . . .				1,018.72		

PINEY-Z  
Community Development District

**Supporting Schedules**

**September 30, 2014**



Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 9/1/14 to 9/30/14  
(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	55642	09/08/14	CITY OF TALLAHASSEE	5610 082914	5460485610 07/26/14-08/26/14	Utility - General	543001-57201	\$86.53
001	55642	09/08/14	CITY OF TALLAHASSEE	8234385610 082914	8234385610 07/28/14-08/26/14	Utility - General	543001-57201	\$1,407.57
001	55643	09/08/14	FLORIDA MUNICIPAL INSURANCE TR	0827 100114	1st Install Gen Liab/Prop/Work Comp FY 14/15	Prepaid Items	155000	\$3,626.00
001	55644	09/08/14	LANCE ROGERS	083114	Mileage Reimbursement August 2014	Misc-Contingency	549900-57201	\$32.21
001	55645	09/08/14	PICKINWEE CORP	9974	Maintenance Supplies	R&M-General	546001-57201	\$26.97
001	55663	09/05/14	ALAN COX AQUATICS, INC.	SEPTEMBER 2014	Pool Management Fees September 2014	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	55664	09/05/14	FEDEX	2-760-75794	Services thru 08/26/14	Postage and Freight	541006-51301	\$9.58
001	55664	09/05/14	FEDEX	2-768-05549	Services thru 9/2/14	Postage and Freight	541006-51301	\$10.40
001	55665	09/05/14	PAK MAIL 450	277631	Services thru 8/20/14	Postage and Freight	541006-57201	\$9.80
001	55665	09/05/14	PAK MAIL 450	27738	Services thru 8/22/14	Postage and Freight	541006-57201	\$12.03
001	55665	09/05/14	PAK MAIL 450	277989	Services thru 08/29/14	Postage and Freight	541006-57201	\$13.25
001	55666	09/05/14	SEVERN TRENT ENVIRONMENTAL	STES 2075065	Management Fees August 2014	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55666	09/05/14	SEVERN TRENT ENVIRONMENTAL	STES 2075065	Management Fees August 2014	Postage and Freight	541006-51301	\$33.74
001	55666	09/05/14	SEVERN TRENT ENVIRONMENTAL	STES 2075065	Management Fees August 2014	Printing and Binding	547001-51301	\$232.00
001	55672	09/16/14	FEDEX	2-774-86065	Services thru 9-9-14	Postage and Freight	541006-51301	\$37.13
001	55673	09/16/14	PEDDIE CHEMICAL COMPANY	410026266	Cap & Grate	Op Supplies - Pool Chemicals	552009-57201	\$88.95
001	55675	09/16/14	SONITROL	237512	30 Key Fobs	Contracts-Security Services	534037-57201	\$261.00
001	55676	09/16/14	TALLAHASSEE DEMOCRAT	9405623	Legal Ad 8/28/14	Legal Advertising	548002-51301	\$266.68
001	55677	09/16/14	TALLAHASSEE DEMOCRAT	9409985	Emergency Meeting 8/28/14	Legal Advertising	548002-51301	\$155.08
001	55678	09/18/14	PATRICIA LYTLE	091114	Petty Cash Reimbursement 7/31/14 - 9/5/14	Cash On Hand/Petty Cash	102000	\$352.07
001	55679	09/18/14	SNIFFEN & SPELLMAN, P.A.	12661	Legal Service August 2014	ProfServ-Legal Services	531023-51401	\$6,612.29
001	55646	09/10/14	DANIEL J. ROZOFSKY	PAYROLL	September 10, 2014 Payroll Posting			\$400.09
001	55647	09/10/14	RICHARD B. STOWERS	PAYROLL	September 10, 2014 Payroll Posting			\$377.95
001	55648	09/10/14	LUKE J. LILES	PAYROLL	September 10, 2014 Payroll Posting			\$209.91
001	55649	09/10/14	EVAN V. FRANCIS	PAYROLL	September 10, 2014 Payroll Posting			\$47.10
001	55650	09/10/14	EMMA K. FRANCIS	PAYROLL	September 10, 2014 Payroll Posting			\$39.24
001	55651	09/10/14	MARIA E. ZEA	PAYROLL	September 10, 2014 Payroll Posting			\$304.75
001	55652	09/10/14	TAWNIS. ONEILL	PAYROLL	September 10, 2014 Payroll Posting			\$285.36
001	55653	09/10/14	BENJAMIN V. KILGORE	PAYROLL	September 10, 2014 Payroll Posting			\$258.90
001	55654	09/10/14	JOSHUA M. LILES	PAYROLL	September 10, 2014 Payroll Posting			\$166.81
001	55655	09/10/14	BRETT A. NIETO	PAYROLL	September 10, 2014 Payroll Posting			\$127.57
001	55656	09/10/14	JOSHUA L. CUSHING	PAYROLL	September 10, 2014 Payroll Posting			\$60.84
001	55657	09/10/14	CHRISTIAN C. KOBES	PAYROLL	September 10, 2014 Payroll Posting			\$129.40
001	55658	09/10/14	CORINTHIAN F. BARNES	PAYROLL	September 10, 2014 Payroll Posting			\$129.40

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 9/1/14 to 9/30/14  
(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	55659	09/10/14	PATRICIA S. LYTL	PAYROLL	September 10, 2014 Payroll Posting			\$521.60
001	55660	09/09/14	D. LANCE ROGERS	PAYROLL	September 09, 2014 Payroll Posting			\$3,029.02
001	55661	09/09/14	D. LANCE ROGERS	PAYROLL	September 09, 2014 Payroll Posting			\$4,119.44
001	55662	09/09/14	D. LANCE ROGERS	PAYROLL	September 09, 2014 Payroll Posting			\$4,846.41
001	55667	09/11/14	JAN M. BRIDGES	PAYROLL	September 11, 2014 Payroll Posting			\$184.70
001	55668	09/11/14	RICHARD A. KESSLER, JR.	PAYROLL	September 11, 2014 Payroll Posting			\$184.70
001	55669	09/11/14	MICHAEL D. LEE	PAYROLL	September 11, 2014 Payroll Posting			\$184.70
001	55670	09/11/14	CHERYL M. HUDSON	PAYROLL	September 11, 2014 Payroll Posting			\$174.07
001	55671	09/11/14	JOSEPH W. DIDIER	PAYROLL	September 11, 2014 Payroll Posting			\$184.70
001	55680	09/24/14	D. LANCE ROGERS	PAYROLL	September 24, 2014 Payroll Posting			\$855.14
001	55686	09/24/14	LUKE J. LILES	PAYROLL	September 24, 2014 Payroll Posting			\$258.90
001	55688	09/24/14	EMMA K. FRANCIS	PAYROLL	September 24, 2014 Payroll Posting			\$39.24
001	55692	09/24/14	BENJAMIN V. KILGORE	PAYROLL	September 24, 2014 Payroll Posting			\$274.64
001	55693	09/24/14	JOSHUA M. LILES	PAYROLL	September 24, 2014 Payroll Posting			\$62.79
001	55696	09/24/14	CORINTHIAN F. BARNES	PAYROLL	September 24, 2014 Payroll Posting			\$45.14
001	55697	09/24/14	PATRICIA S. LYTL	PAYROLL	September 24, 2014 Payroll Posting			\$958.63
001	55698	09/24/14	DANIEL J. ROZOFKY	PAYROLL	September 24, 2014 Payroll Posting			\$347.59
001	55699	09/24/14	RICHARD B. STOWERS	PAYROLL	September 24, 2014 Payroll Posting			\$246.19
001	55700	09/24/14	MARIA E. ZEA	PAYROLL	September 24, 2014 Payroll Posting			\$230.87
001	55701	09/24/14	BRETT A. NIETO	PAYROLL	September 24, 2014 Payroll Posting			\$88.31
001	55702	09/24/14	JOSHUA L. CUSHING	PAYROLL	September 24, 2014 Payroll Posting			\$235.59
Fund Total								\$37,805.89

Total Checks Paid	\$37,805.89
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**5B.**

**PINEY-Z  
COMMUNITY DEVELOPMENT DISTRICT**

**Motion: Assigning Fund Balance as of 9/30/14**

The Board hereby assigns the FY 2014 Reserves per September 30, 2014 Balance sheet as follows:

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

## **Sixth Order of Business**

**6A.**

Vendor	Insurance Liability	Insurance Umbrella	Insurance Vehicle	Insurance Workers Comp	Two Refer.	Licenses	52 visits	(2) Fertilizing	(2) Seasonal Flowers	(2) Appl Straw	Annual Total
Conrad Spence	\$1m /\$2m	No	\$1m	\$100k	Yes	Cert Landscape, Pest, Herb	\$ 19,630.00	\$ 700.00	\$ 600.00	\$ 2,280.00	\$ 23,210.00
Heinz Brothers	\$1m /\$2m	\$3m	\$1m	\$1m	Yes	Fert, Ltd Pest	\$ 9,620.00	\$ 730.00	\$ 950.00	\$ 2,614.94	\$ 13,914.94
Hurst Outdoor Svc	\$1m /\$2m	No	\$50/\$100k	\$1m	Yes	Hunter Tech, Ltd Comm Spray	\$ 9,100.00	\$ 300.00	\$ 300.00	\$ 1,300.00	\$ 11,000.00
S&R	\$1m /\$2m	No	\$250/\$500k	exempt	Yes	Fert, Best Mgmt Practices	\$ 8,580.00	\$ 450.00	\$ 500.00	\$ 1,864.50	\$ 11,394.50

## **Eighth Order of Business**



**8A.**

## Outdoor Cameras:

Sonitrol has submitted a quote to both repair the five cameras which were damaged by lightening in September, as well as an additional quote to replace the outdated DVR system.

The quote to simply replace and install the five cameras is \$1610 (\$322 each).

The quote to replace and install the five cameras, as well as replace the current DVR with a new box with 1TB hard drive would be \$3675.

The new DVR is networkable for remote viewing. This means the DVR can be viewed either by desktop or thru an app via a smart device. The DVR software has an easy to use calendar to review and playback stored video, and can be download by thumb drive straight from a PC, rather than having a technician come on-site to download files to a DVD. The last time Vector was called to download files from the cameras, it cost \$190 and still did not include the whole time requested due to the size of the camera files.

Sonitrol's CCTV (closed circuit TV) maintenance (\$65 a month) includes Sonitrol coming out to assist with retrieving any such video with only a set trip charge only of \$59. There would be no hourly charge for labor. It also includes a lifetime equipment warranty that covers parts and labor (other than vandalism, lightning strikes, etc.), as well as a guaranteed two-hour emergency service response.

## Fitness Equipment

The following two documents are lease quotes from two vendors based on the \$31,960 of equipment I am proposing be purchased. I have asked each company for lease figures based on 36, 48 and 60 month time periods. If paid off early, we would be responsible for the remaining sum of the payments, so financially it would serve no purpose to pay off earlier than our original term. This being said, the Allstate salesperson suggests the shortest term that fits in the budget as it saves money in the long run. Allstate prices below are for a capital lease, requiring first and last payments in advance, with a \$1 buyout so we will own the equipment at the last payment. Quote is good for 30 days.

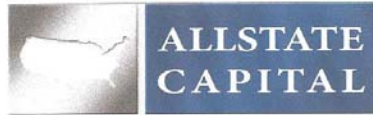
Hill Leasing also provided 36, 48 and 60 month leasing options. In their case, first and last payment is due in advance, along with a \$250 documentation fee which covers UCC Filing, Bill of Sale, wire and Fed-Ex costs as well as internal processing. Quote is good for 14 days

Following the two documents for leasing \$31,960, you will find two more quotes for a leasing figure of \$23,000. I have gauged that figure based on using the following monies out of existing budget line items, and paying that lump sum up front:

- \$7,000 in budget line item Fitness Center - Capital Outlay, originally funded for two new pieces of equipment.
- I have also taken into consideration using \$1,300 out of Fitness Center- R&M equipment (leaving a balance of \$1,000 to cover parts and repair to the only two older pieces of equipment we will still own).
- I then took \$660 out of the \$2,400 designated for unexpected repair and replacement that appears in the Fitness Center – Capital Outlay.

I realize this is the first year these figures have been divided into the different cost centers, and we have no historical data to assess the true expenditures in each category.

Based on \$31,960 lease amount:



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**Allstate Capital Quotation****Prepared for Piney-Z Community Development District**

1600 S Federal Hwy, STE 811  
Pompano Beach, FL 33062  
Toll-Free 1-800-949-0018  
Fax 1-954-725-3325

Thank you for giving Allstate Capital the opportunity to provide leasing for your future equipment acquisition. The quotation below is subject to credit approval. If you have not already completed our credit application, please complete the attached application and fax or mail it back to us as soon as possible.

We are pleased to offer you the following lease option(s) for your Equipment cost of **\$31,960.00**.

**Lease Option 1:**

Terms: 36.00 Months  
\$1 Residual  
2 Payment(s) Required in Advance

**Stream of Payments:**

34.00 Remaining Payments @ \$1,041.12

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**Lease Option 2:**

Terms: 48.00 Months  
\$1 Residual  
2 Payment(s) Required in Advance

**Stream of Payments:**

46.00 Remaining Payments @ \$812.01

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**Lease Option 3:**

Terms: 60.00 Months  
\$1 Residual  
2 Payment(s) Required in Advance

**Stream of Payments:**

58.00 Remaining Payments @ \$675.16

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\*Quotes for \$1.00 out may require a \$101.00 buyout in some states or for tax benefits and payment estimates will remain the same.



Prepared for: Piney-Z

October 29, 2014

Company: Pati Lytle

Equipment Cost: **\$31,960.00**

H.I.L. Financial is happy to provide the following quote for your equipment financing or equipment leasing needs.

#### COMMERCIAL PROGRAM:

	<u>36 Mo.</u>	<u>48 Mo.</u>	<u>60 Mo.</u>
E.F.A.	<b>\$1,060.00</b>	<b>\$820.00</b>	<b>\$680.00</b>

#### COST ANALYSIS

*Here is an estimate on what your equipment can actually cost using leasing and after tax costs.  
Since qualifying leases can be expensed directly, the tax benefits are available sooner.*

Equipment Cost	\$31,960.00		
Monthly Lease Payment	\$1,060.00	\$820.00	\$680.00
Tax Deduction*	\$424.00	\$328.00	\$272.00
<b>Net Cost Per Month</b>	<b>\$636.00</b>	<b>\$492.00</b>	<b>\$408.00</b>
<b>Operating Figures</b>			
Net Cost Per Day (30 work days/Month)	\$21.20	\$16.40	\$13.60
Net Cost Per Hour (10 work hours/day)	\$2.12	\$1.64	\$1.36

*Assumptions: \* Federal plus state tax rate at 40%, 1st and Last Payment due in advance along with a \$250 documentation fee  
Payments do not include tax and are valid for 14 days from the date of this quote.*

*\*We recommend that you consult your tax advisor to find out the tax benefits specific to your business.*

5325 140th Ave NE, Bellevue, WA 98005  
P: (877) 298-4676 F: (888) 678-3468  
www.HILfinancial.com

Based on \$23,000 lease amount:



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## Allstate Capital Quotation

Prepared for Piney-Z Community Development District

1600 S Federal Hwy, STE 811  
Pompano Beach, FL 33062  
Toll-Free 1-800-949-0018  
Fax 1-954-725-3325

Thank you for giving Allstate Capital the opportunity to provide leasing for your future equipment acquisition. The quotation below is subject to credit approval. If you have not already completed our credit application, please complete the attached application and fax or mail it back to us as soon as possible.

We are pleased to offer you the following lease option(s) for your Equipment cost of **\$23,000.00**.

### Lease Option 1:

Terms: 36.00 Months  
\$1 Residual  
2 Payment(s) Required in Advance

#### Stream of Payments:

34.00 Remaining Payments @ \$754.13

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### Lease Option 2:

Terms: 48.00 Months  
\$1 Residual  
2 Payment(s) Required in Advance

#### Stream of Payments:

46.00 Remaining Payments @ \$589.50

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### Lease Option 3:

Terms: 60.00 Months  
\$1 Residual  
2 Payment(s) Required in Advance

#### Stream of Payments:

58.00 Remaining Payments @ \$491.21

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\*Quotes for \$1.00 out may require a \$101.00 buyout in some states or for tax benefits and payment estimates will remain the same.



Prepared for: Piney-Z

October 29, 2014

Company: Pati Lytle

Equipment Cost: **\$23,000.00**

H.I.L. Financial is happy to provide the following quote for your equipment financing or equipment leasing needs.

#### COMMERCIAL PROGRAM:

	<u>36 Mo.</u>	<u>48 Mo.</u>	<u>60 Mo.</u>
<b>E.F.A.</b>	<b>\$777.00</b>	<b>\$604.00</b>	<b>\$499.00</b>

#### COST ANALYSIS

*Here is an estimate on what your equipment can actually cost using leasing and after tax costs.  
Since qualifying leases can be expensed directly, the tax benefits are available sooner.*

<b>Equipment Cost</b>	<b>\$23,000.00</b>		
Monthly Lease Payment	\$777.00	\$604.00	\$499.00
Tax Deduction*	\$310.80	\$241.60	\$199.60
<b>Net Cost Per Month</b>	<b>\$466.20</b>	<b>\$362.40</b>	<b>\$299.40</b>
<b>Operating Figures</b>			
Net Cost Per Day (30 work days/Month)	\$15.54	\$12.08	\$9.98
Net Cost Per Hour (10 work hours/day)	\$1.55	\$1.21	\$1.00

*Assumptions: \* Federal plus state tax rate at 40%, 1st and Last Payment due in advance along with a \$250 documentation fee  
Payments do not include tax and are valid for 14 days from the date of this quote.*

*\*We recommend that you consult your tax advisor to find out the tax benefits specific to your business.*

5325 140th Ave NE, Bellevue, WA 98005  
P: (877) 298-4676 F: (888) 678-3468  
www.HILfinancial.com

## Back Parking Lot Drain

I have been looking into the problem drain in the back parking lot. One vendor suggested we build a swale instead of relaying pipe which could eventually collapse or clog again in the future. Another suggested we use a ditch witch to relay new pipe.

In working on this project I found two issues which would be need to resolved before moving forward (to be completed before the Spring rains). One, the old drain pipe emptied into property which now belongs to the HOA. In polling the Board members, they were concerned about continuing this practice because of (1) the chance they may want to use that property for something in the future and (2) the threat of causing flooding issues further downslope, now that Gary Zin has the remainder of Phase 12 lots up for sale.

Secondly, it appears the Lodge was never attached to the City's sewer system, and is still working off the septic tank system. I don't know if there are separate septic tanks for the lodge and pavilion, but in asking for information, Lance says the lodge's septic tank is under the grassy area, directly behind the area of the parking lot that floods. We would need to verify this information before moving forward with a solution to the drain issue, so that we do not inadvertently cause problems with the septic tanks while trying to rectify the flooding issue in the back lot.

## Swimming Pool

There will be some major issues that affect the swimming pool, to be discussed in January. Among them are the leaks in the pool which we are testing for now, caving of portions of the cement decking which cause liability issues while the pool is open, need for either new pool furniture or at least repair of some of the existing. I will have figures for you in January, but we will need to make decisions early on in order for work to be done well in advance of the opening date.