

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**OCTOBER 13, 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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October 6, 2014

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, October 13, 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**
  - A. Notes from Supervisor Lee
  - B. Notes from Supervisor Didier
  - C. Notes from Supervisor Kessler
  - D. Notes from Ms. Lytle
- 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. Discussion of Lease or Purchase of Fitness Equipment**
- 5. Approval of the 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**
- 6. Acceptance of the August 2014 Financial Statements and Approval of the Check Register and Invoices**
- 7. Attorney's Report**
  - A. Consideration of Withdrawal of the Notice of Intent to Award
  - B. Approval of Procurement Document for Landscaping Services
- 8. Manager's Report**

**9. Property Manager's Report**

- A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)
- B. Discussion of Amenity Rental Rates and Rules

**10. Supervisor Requests**

- A. Attorney Legal Fees Discussion (Supervisor Didier)
- B. Piney-Z CDD Financial Processes (Supervisor Didier)

**11. Adjournment**

The fourth order of business is the discussion of the lease or purchase of fitness center equipment. Quotes are included and there is further discussion of options included in the Property Manager's Report.

Enclosed under the fifth order of business for your review are the minutes of the August 11, 2014 workshop and regular meeting, August 28, 2014 emergency meeting and September 8, 2014 workshop and regular meeting.

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

Under the Attorney's Report you will be asked to consider Withdrawal of the Notice of Intent to Award. The procurement documents for landscaping services will be provided under separate cover.

The Property Manager's Report is included under tab 9 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	Michael Eckert

# WORKSHOP

## **Fourth Order of Business**

**4A.**

Notes from Michael Lee last CDD meeting regarding amenities manager:

**POOL:**

Manager – hands on

Certified life guard?

Certified in CPR

Policy enforcement

Customer service skills

Maintenance knowledge

**OFFICE:**

Bookkeeping skills

Computer skills

Customer Service Skills

Web skills

Booking parties, etc

**MAINTENANCE:**

Someone who walks property

**FITNESS CENTER:**

(Dead treadmill)

**SONITROL:**

Understand the fob process

How they provide data for monthly reports

**4B.**



Mr. Didier researched property manager positions and that research material begins in the bottom half of this document, He noted additional aspects we may want to consider including in any job description we create for the next manager.

- Experience with Negotiating Contracts
- Strong Communications Skills
- Multitask Oriented
- Assist in Creation on Meeting Agenda, Public Notices, Agenda Materials
- Coordinate Meetings and Presentations
- Assist with Compiling Annual Budget
- Assist in Public Records Requests and Centralized File Management
- Preferred: Prior Experience and Familiarity with Florida Sunshine Law
- Proactive Approach to Management
- 24/7 Emergency Coverage, including nights and weekends.

He also noted an important aspect of doing this right is to create an organizational chart, have proper and complete Human Resource documentation in place, and understand where the hand-off and overlap is with District Management company and other third-party vendors. Without a clear outline and understanding our CDD will struggle to hold parties accountable when there are issues that arise.

Here is his research information:

### **Property Manager Job Description**

Source: <http://www.allpropertymanagement.com/blog/2008/01/02/residential-property-manager-job-description/>

#### **Job Summary**

Residential property managers help investment property owners and homeowners in preserving and increasing the value of their real estate investments. They manage the day-to-day financial operations of the property, including finding and placing qualified tenants, and they ensure the property is in good working order.

#### **Principal Duties**

*Marketing-* keeps properties occupied with qualified tenants through advertising, lead follow up, property showings for prospective tenants.

*Tenant Relations-* develops rental agreements, selects qualified tenants, collects deposits and rents, enforces terms of rental agreements, resolves tenant complaints, oversees eviction proceedings if necessary.

***Facilities Management-* schedules maintenance and repairs, negotiates contracts with vendors, regularly inspects property to ensure it is in good working order, quickly resolves emergency maintenance issues.**

*Financial Reporting-* keeps financial records from property operations, creates monthly financial reports for property owner.

*Owner Relations-* keeps open dialogue with property owner on vacancies, tenants, **physical condition of property, financial issues.**

### **Knowledge & Skills Needed**

- Familiar with applicable local, state, and federal laws and regulations
- Strong interpersonal & business communication skills
- High level of organization and attention to detail
- Competence with office management software
- Knowledge of financial reporting
- Licensed Real Estate Broker (in most states)

**Salary Range:** \$35,000 – \$65,000 depending on experience and location.

**Source:** Monster

**Description:** Property Manager

### **PROPERTY MANAGER**

**Property Manager Job Purpose:** Maintains property rentals by advertising and filling vacancies; negotiating and enforcing leases; maintaining and securing premises.

### **Property Manager Job Duties:**

- Establishes rental rate by surveying local rental rates; calculating overhead costs, depreciation, taxes, and profit goals.
- Attracts tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Contracts with tenants by negotiating leases; collecting security deposit.
- **Accomplishes financial objectives by collecting rents; paying bills; forecasting requirements;** preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Maintains property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; contracting with landscaping and snow removal services
- **Maintains building systems by contracting for maintenance services; supervising repairs.**
- **Secures property** by contracting with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.
- Enforces occupancy policies and procedures by confronting violators.
- **Prepares reports by collecting, analyzing, and summarizing data and trends.**
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Skills/Qualifications:** Motivation for Sales, Meeting Sales Goals, Negotiation, Selling to Customer Needs, Territory Management, Closing Skills, Prospecting Skills, Professionalism, Internal Communications, Listening, Communication Processes

## **ASSISTANT PROPERTY MANAGER JOB DESCRIPTION**

**Source:** Tarragon Management

**REPORTS TO:** PROPERTY MANAGER

**FLSA STATUS:** Non-Exempt

### **OVERVIEW:**

The ASSISTANT MANAGER is to assist the property manager in effectively managing the assigned community. In the property manager's absence, the ASSISTANT MANAGER will assume all responsibilities associated with accomplishing community objectives as set forth by the property manager and the property owner. In addition, the ASSISTANT MANAGER is directly responsible for maintaining daily, weekly, and monthly reports including accurate reporting of rents and deposits received.

### **DUTIES AND RESPONSIBILITIES:**

- Conduct all business in accordance with TMI's policies and procedures, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other Federal and States laws.

### **INCOME COLLECTION**

- Maintains accurate resident records. Updates on daily basis all rents, deposits and application fees received from residents. Issue appropriate notice when necessary (e.g., late payments, eviction notices, returned check memos).
- Deposits all receipts prior to bank close each day.

### **RESIDENT RELATIONS**

- Maintains positives customer relations attitude.
- Physically inspects community when on grounds, picks up litter and reports any service needs to maintenance staff. Will also inspect move-outs and vacancies when requested.

### **MARKETING**

- Must be knowledgeable of all phases of leasing and resident retention.
- Works with lease renewals each month.
- Responsible for keeping daily records on lease renewals and terminations.
- Greets prospective clients, shows community and performs leasing duties.
- Answers and handles incoming phone calls from prospective new residents, current residents, vendor/suppliers, etc.
- Maintains awareness of local market conditions and trends. Contributes ideas to property manager for marketing community and improving resident satisfaction.

#### **ADMINISTRATIVE**

- Updates required reports concerning move-out notices, activity, etc., on a daily basis and provides information to the property manager.
- Organizes and files all applicable reports, leases, and paperwork.
- Proof reads all lease paperwork and processes move-ins and move-outs.
- Processes all security deposit move-out reports.
- Accepts service requests from residents and routes to maintenance for prompt processing. Conducts service follow-up with resident when work is completed.

#### **GENERAL**

- • Performs any additional duties assigned by property manager or Regional Property Manager. Serves as a backup for all Property Manager duties.

#### **QUALIFICATIONS**

Position prefers 2 years experience in residential property management. Must have basic computer knowledge.

Work Hours: 40 hours per week with flexible work-week, including weekends.

#### **DRIVING/TRAVELING REQUIREMENTS**

- Frequent need (33% to 66% of the time) to utilize personal transportation to inspect apartment community and surrounding neighborhood, make trips to the bank and also visit corporate office.
- Occasionally, use of property golf cart may be necessary.
- Must have valid driver's license and automobile insurance.

## **Assistant Property Manager Job Description**

Source: <http://www.multifamilyinsiders.com/apartment-news/1-latest-news/2316-assistant-property-manager-job-description>

The Assistant Property Manager is responsible for effectively computing, classifying and recording numerical data to keep financial records complete while assisting with the leasing, marketing and resident relations for the community. The entrant will perform any combination of routine calculating, posting and verifying duties to make payments to vendors, process resident rental payments and obtain primary financial data for use in maintaining property accounting records.

**Reports to:** Property Manager

**Supervises:** None

**Wage Status:** Hourly (Non-exempt; eligible for over time)

### **Job Responsibilities:**

#### **Leasing**

Greet prospects and qualify by covering all criteria (ask questions; utilize completed guest cards, etc.).

Immediately record all telephone and in-person visits on appropriate reports.

Files own guest cards and maintain according to established procedures.

Demonstrate community and apartment/model and apply product knowledge to clients needs by communicating the features and benefits; close the sale.

Have prospect complete application and secure deposit in accordance with the company procedures and Fair Housing requirements.

Update availability report, process applications for approvals. (i.e., credit check, rental history, etc.)  
Submit processed applications to the Property Manager for approval. Follow up with applicant regarding status.

Ensure apartment is ready for resident to move-in on agreed date.

Immediately follow-up on prospects that did not close and attempt to close sale again. If unable to help prospect, refer them to sister communities to meet prospect's needs.

Secure new resident's signature(s) on appropriate paperwork prior to move-in. Orient new residents to community.

Monitor renewals. Distribute and follow-up on renewal notices.

Assist in monitoring advertising effectiveness.

Distribute all company or community-issued notices.

Represent the company in a professional manner at all the times.

#### **Administrative**

Operate computers programmed with accounting software to record, store and analyze information.

Understand the Apartment Association lease and contracted credit report application.

Accept rental payments and post rents to the computer.

Comply with federal, state and company policies, procedures and regulations.

**Record monies collected and prepare bank deposit slips on an on-going basis.**

Debit, credit and total accounts on computer spreadsheets and databases using specialized accounting software.

**Ensure that all proper and legal documents are received, current, accurately verified and entered into the computer from new vendors, prior to payment being processed.**

**Communicate with Property Managers regarding accuracy of invoices received; that purchase orders are attached and invoices are coded correctly, according to company procedures.**

**Ensure that all invoices received from the properties are approved,** entered and paid within a timely manner.

Access computerized financial information to resolve vendor and payment disputes.

Check figures, postings and documents for correct entry, mathematical accuracy and proper codes.

Operate 10-key calculators, copy and facsimile machines to perform calculations, produce and distribute documents.

Prepare statement of accounting notices for past residents.

Prepare, review and close financial books for assigned properties on a monthly basis.

Prepare and review quarterly and year end reports.

Provide accounting support to Property Managers.

Assist in lease transactions by typing leases, gathering applicant's history and credit approvals.

Maintain accurate monthly commission sheets on leases, renewals and delinquencies for bonus purposes.

Assume Community Manager's duties/authority in absence of immediate supervisor in accordance with company and community guidelines.

Provide general clerical assistance to community office

### **Resident Retention**

- **Receive all telephone calls and in-person visits. Listen to resident requests, concerns and comments.**
- Quickly complete maintenance Service Request and inform the maintenance team. Answer questions for residents about community, repairs, rent, rules, etc. Follow up on a timely basis if unable to respond to residents on all matters.
- **Ensure all maintenance repairs are handled satisfactorily by contacting residents with completed Service Requests on a weekly basis.**
- Maintain open communication with Property Manager and Maintenance Supervisor.



- **Contribute to cleanliness and curb appeal of the community on continuing basis.**
- **Assist in planning resident functions. Attend functions and participate as host for any functions as directed by the Property Manager.**
- Enforce policies of the community.

#### **Neighborhood Marketing**

- Advise residents of referral concessions (if permitted).
- Assist in placing, removing/updating banners, balloons, bandit signs, flags, etc.
- Distribute newsletters, pamphlets, flyers, etc.
- Assist in conducting market surveys and shop competitive communities.

#### **Safety Responsibilities:**

**Learn and ensure compliance with all company, local, state and federal safety rules.**

Ensures that unsafe conditions are corrected in a timely manner.

#### **Essential Job Functions:**

- High School Diploma or equivalent required; some college preferred.
- A minimum of one year experience in a customer service related industry and one year apartment leasing experience or a combination of accounting skills/education with customer service experience is preferred.
- Must possess strong attention to detail and sales ability.
- National Apartment Leasing Professional (NALP) preferred.
- Fair Housing Certification, willingness to obtain prior to interacting with prospective residents.
- **OSHA laws and regulations, willingness to obtain within six months.**
- Demonstrate an ability to support and contribute to community team.
- Demonstrate strong oral and written communication skills.
- **Competence in operation of telephone, business calculator, copy machine, facsimile, personal computer/keyboard, Microsoft Office including Word, Excel and MS Outlook and community software.**
- Must possess a positive attitude and the ability to smile under all circumstances.
- Participate in training in order to comply with new or existing laws.
- Ability to work a flexible schedule, including evenings and weekends.

- Neat, clean, professional at all times throughout the workday and/or whenever present at the community.
- Comply with expectations as demonstrated in the employee handbook.
- Demonstrate ability to diffuse and respond to customer concerns to avoid escalation of the problem.
- Successfully pass drug test.

**Core Values:**

In order to achieve success the CORE Realty Management team must embrace certain core principles and values.

- Honesty
- Integrity
- Competence
- Tenacity & Enthusiasm
- Creativity
- Professionalism
- Drive

Additional Requirements: Attendance is an imperative job function.

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of the company, including those set out in the Employee Handbook or otherwise communicated (verbally or writing) to employees.

**Employee Acknowledgement**

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by company officials. This job description does not constitute an employment contract between the company and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation.

I have read the above job description, understand its contents and have had an opportunity to discuss with my supervisor or the hiring manager. By signing below I agree I understand what is expected of me and can comply with all requirements of this position.

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Employee Signature

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Date

**Title of the position** Assistant Property Manager

**Department** Property Management

**Reports to** Property Manager, Director of Property Mgmt and Construction

**To Apply**

Send resume and cover letter to [xxx](#) or fax to xxx Attn: Property Manager

**Overall responsibility**

Assist the Property Manager with all on-site operations and achieving property financial and operational objectives of commercial South Bay portfolio. Oversees property maintenance, accounts payable/receivable and assists with capital projects. Position also works with the Property Manager to ensure that all activities are conducted in compliance with all local, state and federal, landlord/tenant and real estate laws.

**Supervises**

Receptionist/Tenant Coordinator, Contractors and Vendors

**Term of employment**

Full time, exempt

**Qualifications**

Strong sense of customer service

Good organizational skills, attention to detail

Good driving record

**Education** - High School Diploma (or equivalent) and Bachelor's degree are required. Must be able to read, write and communicate English fluently. Must be able to complete advanced business mathematical functions. RPA or CPM, LEED AP and CA Real Estate License preferred.

**Computer** – Proficient with Microsoft Word, Excel and MRI accounting software.

**Experience** - Qualified individuals must have at least 5 years experience in Property Management, at least three years of which must have been as an Assistant Property Manager. Must have proven ability to successfully work with people, understand and explain financial reports and capital projects. Must have ability to operate computerized property management software program and prepare required operations and activity reports.

**Licenses** - A valid driver's license and current automobile insurance is required.

**Hours** - Must be able to work onsite 8am-5pm M-F and be on call for emergency response 7 days a week.

**ESSENTIAL JOB FUNCTIONS**

Works with property management team to minimize expenditures, maximize revenues, and adhere to budgeting cost parameters.

Works with office staff and accounting department to ensure all rent is collected as due and that all revenue data is posted correctly in MRI.

Manages preparation of all tenant correspondence, including late payment notices.

Works with legal counsel and Property Manager to execute unlawful detainers and 3 Day Notices as required.

Produces monthly tenant delinquency reports and property accruals.

Works with property manager to complete monthly financial and property activity reports.

Works with property manager to prepare annual budgets and tenant CAM Reconciliations.

Schedules site visits regularly.

Shows vacant suites as necessary and explains property rules and regulations. Ensures all move-in/move-out paperwork is completed correctly and has been approved by the property manager.

Ensures all suite, move-in, move-out and other leasing data is entered correctly and in a timely manner into the on-site property management software system.

Works with management team to administer renewal program and works to maximize tenant renewals.

Works with property manager to hire, train and develop on-site employees according to company policy and procedure.

Assists property manager with counseling and reviewing employees as necessary and as required by company policy and procedure.

Works with property manager to develop an effective, proactive team that works together to achieve property objectives.

Works with property manager and maintenance team to insure that suites, common areas and grounds are maintained according to property objectives.

As required, inspects suites, common areas and property to insure adherence to property standards.

Works with property manager to insure adherence to company safety standards, policies and procedures. Works with property manager to insure that all safety inspections are completed as required and ensures adherence to company key control policies.

Completes, as necessary, all required paperwork for all liability, workers' compensation and property insurance claims. Oversees tenant and vendor insurance program.

Takes escalated service requests and works with property team to ensure adherence to customer service standards. Works with on-site staff to insure that tenant issues are dealt with in a timely manner and that proper follow-through is done.

Assists property manager with scheduling, organizing and hosting tenant functions.

## **Community Association Managers**

Most community association's managers must have a "CAM" license. Effective January 1, 2009, all Community Association Management Firms responsible for the management of more than 10 units or a budget of \$100,000 or greater, must be licensed by the Department of Business and Professional Regulation to provide association management services.

*This property manager sample job description can assist in your creating a job application that will attract job candidates who are qualified for the job. Feel free to revise this job description to meet your specific job duties and job requirements.*

**4C.**

Piney-Z Community Development District  
**Amenities Manager**  
**Job Description**  
9/22/14 – Draft by Richard Kessler

**General**

This position is responsible for managing and coordinating the recreational services and activities provided by the District, maintenance of the associated facilities, and management of the vendor services and support staff associated with the District services.

This is a [Full-Time | Part-Time] position employed by the Piney-Z Community Development District. The employee reports to the board of supervisors with the board chair person as the primary contact and coordination with the District Manager as needed.

**Amenities Management**

The Amenities Manager is the focal point for delivery of the services provided to the community by the District. This support includes the activities and services associated with the Pool, Lodge, Fitness Center, Pavilion, and (leased) Playground and can include:

- Scheduling of Activities/Events and Rental reservations
- Scheduling of Staff support
- Event preparation and cleanup

Policy Enforcement – serves as the primary monitor for authorized and safe use of the District services in accordance with established rules and policies.

Customer Support – serves as the initial/primary public contact representing the District Amenities services. This can include:

- communications and facility visits for proposed rental events
- coordination with District residents on Amenities services and policies.
- communication and visits by individual interested in future home purchases within the District.

Access management – maintenance of documentation concerning authorized users of the Amenities and associated key fob access control system.



## **Facilities Management**

The Amenities Manager is responsible for coordinating on-going maintenance of the physical facilities and equipment owned and operated by the District to include the:

- Lodge
- Pool
- Fitness Center
- Pavilion
- Grounds (Landscaping, parking areas, gazebos etc)
- Playground (leased)

Routine Maintenance - The Amenities Manager coordinates required maintenance with the various vendors for which the District has established maintenance contracts. The Amenities Manager monitors the condition of the facilities and reports to and coordinates with the District Board of Supervisors on:

- Long term issues/repairs that need to be addressed in the annual budget
- Any shortcomings on the part of the vendor services or maintenance contracts.
- Safety or Security issues.

Emergency Maintenance - The Amenities Manager coordinates emergency repair of District facilities and equipment as needed, seeking out support as required from vendors for which there may not be an established maintenance contract. Coordinates with the Board chairperson and District Manager as needed for repairs that exceed the current budget authority.

Facility enhancements and renovations – Serves as the focal point for gathering information and coordinating any proposed construction or remodeling such as design options, pricing estimates, vendor identification and selection, and coordinating/directing contractor activities.

Security and access control – maintains the Amenities access control (key fob) system and facility alarm and security/camera systems. Serves as the primary contact for the security company.

## **Administration**

The District Amenities Manager performs the management / administrative / coordination / documentation / office and bookkeeping tasks necessary to conduct the business associated with the Amenities services and Facilities Management areas outlined above. This can include:

### **Contract Management**

- Coordinating support with existing vendors/contractors
- Monitoring the quality of service provided existing vendors/contractors
- Solicitation of pricing estimates for new services or contract renewals
- Coordinating with the Board of Supervisors for Supply and Vendor Selection

#### Staff Supervision

- Supervision of Support Staff for Pool, Maintenance/Custodial etc.
- Scheduling of Support Staff for Pool, Maintenance/Custodial etc.
- Coordinating the hiring of Support Staff
- Payroll preparation

Documentation – provide for documentation of activities associated with the District Amenities as needed to include miscellaneous Bookkeeping documentation.

Financials Management – Monitors expenses and activities to operate within the established budget. Coordinates with the District board of Supervisors on budget issues and assists with preparation/forecast of the annual budget.

Coordination with District Board for:

- Long Term maintenance and repair needs
- Large purchase needs
- Amenities policy issues
- On-going activities reports

Coordination with the District Management company as required for bookkeeping, invoice/payment processing, and financial processing activities. Coordinates with the District Management company and Attorney for the District as needed for guidance and policy issues.

#### **Other**

Support to the District Board of Supervisors as needed for reporting of Amenities activities and researching potential activities and issues.

**Piney-Z Community Development District (CDD)**  
**General Task Description / Duties**  
**Property Manager: CDD and Amenities**

**Compiled July 2006**

This report was submitted by Lance Rogers, Property Manager. Note: As with many jobs it is difficult to list every task or duty that arises. These are the ones that came to mind when I attempted to list them.

**Tasks Performed:**

**Administration / Office Manager:**

**Attends CDD Board of Supervisor meetings and gives a Property Manager's report and answer questions. Assures that room is ready for Board meeting.**

**Hours:**

**Office:** The Property Manager maintains office hours on weekdays to handle many of the items mentioned in this document.

**Other:** The property manager must take care of many other tasks mentioned in this document at times other than office hours. These may take place at most any time. Example: Weekends, evening meetings, needs that take place before or after office hours, etc.

**Greets walk-in's / phone calls during office hours. Strives to answer their questions or steer them in the right direction.**

**Established and maintains the drop box at the Lodge. Removes contents, handles whatever is required, and puts other person's messages in the appropriate place.**

**Hires and Supervises Staff (Maintenance, Janitorial, Aquatics, and Office Help).**

**When office is closed, and Property Manager is not on site he is on call to staff. Also, he is on call to residents hosting parties on amenities grounds. (If he is out of town, other staff is on call)**

**Explains the definition of the CDD and provides assessment information and other CDD info to callers and visitors to the office. Often these include, Realtors, closing agencies, interested home buyers, residents, etc.**

**Always on call to Sonitrol Security.**

**Designs and Prepares numerous forms, information flyers, etc. to keep the community informed of Piney-Z CDD matters.**

**Keeps information up to date on several bulletin boards at the Amenities and in the magazine rack on the front of the Lodge.**

**Although the Property Manager does not work for the Homeowners Association (HOA), he often receives calls for the HOA Board or their committees and gives the caller information on how to reach the proper HOA representative.**

**The Property Manager strives to maintain a good relationship with the HOA Board and Committees and can note any suggestions, questions, or desires that the HOA Board might have that would be useful or needed by the CDD Board.**

**Attends as many HOA meetings as possible. At some meetings he may give a short report about upcoming CDD meetings, amenities news, and be available if a resident has a question.**

**Has assisted the HOA all day on July 4<sup>th</sup> to help them implement their community picnic. This included coordinating the set-up and clean-up, and arranging for the Dee Jay and Inflatable Rides for children.**

**Coordinates storage of the HOA's decorations for Holidays. (4th of July, Winter)**

**Generates a list of capital outlay needs for future needs such as new Fitness Equipment.**

**Monitors security cameras from office and home. Checks amenities for problems. Produces evidence on DVD if problem has occurred on camera.**

**Works on CDD business at home, such as payroll, managers reports, security camera watch, etc.**

**Runs errands essential to the operation of the function of the Piney-Z CDD. These could include such things as buying supplies, shipping invoices, checks for deposit from amenities rental, etc. Examples: Wal-Mart, SAM's Club, Staples, Computer Repair and Supply, Pak Mail, etc. Errands sometimes take the property manager away from the office at times. He strives to leave a staff member at the office if possible. If not he must leave a note on the door.**

**Oversees the key fob system that allows residents access to pool and Fitness Center. This involves development of a registration form, and after receiving a completed form from resident issuing a fob. Plus, preparing faxes to Sonitrol security to activate the fob, communicating with Sonitrol**

any needs, concerns, malfunctions, etc., and troubleshooting the fob system when needed.

Develops detailed Amenities Orientation Information to provide residents.

Works with Accounting Firm on resolving questions related to insurance.

Submits info to web master concerning the CDD for the web site and newsletter.

Reports any concerns about vandalism related to the amenities to the Police. Coordinates "No Trespassing" postings with the Police Department.

#### **Finances:**

Review and approve invoices. Assign charges to proper account  
After reviewing invoices, ship them to Accounting Firm (Currently Severn Trent Management Services)

Keeps a file copy of all invoices sent to the accounting firm and copies of invoices sent to his office from accounting firm.

Works closely with the Accounting Firm and CDD Board to plan the CDD Budget each year. This involves prep work and requires planning by phone and e-mail with the accounting firm.

Prepares payroll every two weeks and submits it to the Accounting Firm. This is almost always done on weekends.

Prepare checks for deposit and ships them to accounting firm. Keeps copies in file.

Prepare amenities rental reports for the CDD to be reviewed at the Board meetings. Reports includes list of all income from rental of amenities areas, name of renter, date submitted to CDD, and date of event.

#### **Maintenance:**

Supervises maintenance and janitorial staff and meets with them periodically.

Develops cleaning / maintenance task notebook (Contains area by area tasks).

Checks the grounds and all amenities regularly.

Insures that proper signs are designed and placed on the amenities grounds.

**Provides staff with cleaning and repair assignment lists.**

**Orders maintenance and cleaning supplies for the amenities.**

**Calls vendors such as plumbers, electricians, carpenters, etc. as needed to make repairs or upgrades. This can involve meeting with vendors to discuss how to improve or fix something of concern or addition of equipment, etc.**

**Assists maintenance or janitorial staff if needed to complete something in a timely fashion. Since the staff is small, the property manager assists maintenance staff on some tasks which may take him away from the office area at times.**

**Places signs out advertising CDD meetings and often has done this for HOA functions.**

**Maintains a communicative relationship with the owner of the Landscaping Company that services the Fieldcrest paired homes and acres of common areas, entrances and roundabouts.**

**Talks with Landscaper by phone or in person often several times per week to "compare notes" concerning what we have each seen or has been reported such as an irrigation leak, tree limb falling, etc.**

**Periodically drives through-out neighborhood to check common areas.**

**Event Reservation:**

**Coordinates entire reservation process for when a resident or property owner desires to rent an amenities area for a personal function.**

**Develops reservation form.**

**Explain reservation process, fees, and regulations to residents.**

**Show the resident the amenities area and tell them what they need to know for a successful function.**

**Prepare information flyers for resident renting the amenities for parties. The flyer includes important reminders and info about using the facility and the resident's responsibility as a renter.**

**Keep files or notebooks of past rental forms (completed) for records and history of rentals.**

**Assure that maintenance and janitorial staff have areas to be rented cleaned and stocked by meeting with them and preparing assignment lists.**

**Aquatics:**

**Meets with Aquatics Firm by phone or in person on a regular basis to touch base on needs and aquatic plans.**

**Has arranged with aquatics firm to get American Red Cross swim lessons for children taught at Piney-Z. (fee based program)**

**Has arranged with aquatics firm for day campers to swim (fee based program) at allowed times by the CDD rules. Looks for other possible aquatics programs that would generate enough interest.**

**Coordinates with Aquatics Firm repairs to pool equipment such as the pump system.**

**Meets by phone or in person with aquatics firm and head lifeguard to touch base, review lifeguard schedule, any concerns, etc.**

**Developed Lifeguard Orientation Manual explaining in detail the responsibilities of being a lifeguard at Piney-Z. Holds meetings with lifeguards to go through manual.**

**Meets with lifeguards during season if needed.**

**"Spot checks" pool area and lifeguards at various times in person and by checking security cameras from office and home to see if things are going smoothly.**

**Orders and issues the lifeguards staff t-shirt so they can easily be identified as Piney-Z guards.**

**Stays in frequent contact with the head lifeguard about any needs or concerns.**

**4D.**



**Notes from Pati Lytle regarding position description:**

Must have strong computer skills including Word, Excel and email experience.

Strong organizational skills including record retention training, how to set up filing structures, what needs to be filed/saved and what does not.

Ability to recognize items to be maintained, repaired, replaced and skills to negotiate best pricing and contracts negotiation.

Strong supervisory skills.

Understands customer service and customer support over the phone.

Marketing skills to not only represent the CDD , but to “sell” the neighborhood and amenities.

Someone is willing to get their hands dirty – who understands that sometimes you need to pitch in to get the work accomplished.

Manager should have good understanding of the items he/she oversees – roofing, siding, flooring, A/C, electrical, pool, etc. for both standard maintenance and upkeep as well as eventual replacement issues.

Manager must be able to multi-task, and not allow calls, followup, details to be dropped.

If this position is part time, will they be expected to be on-call? If so, what minimum time would they be paid to take calls on off-hours?

I would suggest that over time, the accounts payable function be moved to Tallahassee, and possibly the payroll at a future date. This would mean the manager would need good bookkeeping skills in order to take over these functions. It would also mean that generally accepted best practices be put in place by adding another employee or board member to divide responsibility of receiving / depositing checks, ordering / paying for accounts payables, spending / replenishing petty cash, etc.

Understand that the manager may be called upon to work evenings and weekends for meetings, special events – can this still be handled by a part time employee?

More accounts need to be opened in order to allow the manager to order items, without having to leave the premises, or furnish a general use Visa card, for use at such businesses as Home Depot, Lowe's, Staples, etc.

Skills in creating flyers, marketing brochures, agendas, meeting packets, etc.

Manager should be given the latitude to make decisions on the broader maintenance and repair issues without feeling it necessary to burden Board with every detail.

Board needs to allow the manager the latitude, and not second guess or cause reprisals to the manager if they do not agree with all decisions.

Manager should keep updated inventories of equipment with date purchase, purchase amount, make/model/serial number.

Manager should keep repair / maintenance logs for amenity areas and all equipment

Weekly evaluation of all property.

Schedules should be maintained for each employee and specific duties associated with their time

Annual evaluation of all employees

# **Regular Meeting**

## **Fourth Order of Business**

# TRUE<sup>®</sup>

# COMMERCIAL



## Premium Fitness Equipment Since 1981

The all-new CS400 Elliptical from TRUE combines the durability and performance expected all over the world from a TRUE product, in a new, sleek and sexy design that is sure to have your users looking twice. The small and compact footprint of the CS400 allows you to place this elliptical machine in tight spaces where a traditional front- or rear-drive elliptical might not work. Plus, your users will love the unique Cardio 360 programming that acts like their own personal trainer in the machine, walking them through a 20-minute total-body workout that no other elliptical on the market can deliver. See what's new with TRUE.



# CS400

C O M M E R C I A L  
C O M M E R C I A LCS400  
ELLIPTICAL

TECHNICAL SPECIFICATIONS	Power Source	110V, Self-Generating (with Emerge or Escalate <sup>®</sup> ), 220V Option Available (with Transcend10 or Escalate <sup>®</sup> )
	Cord Length	10' (3.0M)
	Drive System	Core Drive™
	Total Body Workout	Cardio 360™
	Resistance Source	Hybrid Self-Generating Brake
	Maximum Workload	450 Watts
	Frame Construction	Robotically Welded Heavy-Gauge Steel
	Stride Length	21" (53 cm)
	Footpad	Soft Step Cushioned Anti-Fatigue Material
	Exercise Arms	Ergonomic Handles with Moisture Resistant Sleeves
	Handrail Design	Extended Handrails with Molded Rubber, Moisture Resistant Grips
	Side Step Design	Non-Slip Rubber with Textured Pattern
	Contact Heart Rate Monitoring	Yes
AVAILABLE CONSOLES	Wireless Heart Rate Monitoring	Polar® Compatible
		Transcend <sup>10</sup> , Escalate <sup>15</sup> , Escalate <sup>9</sup> , Emerge
	Cardio 360™	
	Upper Body Isolation	Yes
	Lower Body Isolation	Yes
	Total Body	Yes
	Cardio 360™ Workouts	Yes
SAFETY	Side Steps	Standard
	Extended Handrails	Standard
	Activity Guard (removable)	Standard
REGULATORY APPROVALS		ETL UL1647, CSA, CE, EN957, FCC
EXTRAS	Accessories	Water Bottle Holder, Accessory Tray, Over Molded Reading Rack/Tablet Holder
PHYSICAL SPECIFICATIONS	Footprint	62.5" L x 32" W x (159 cm x 81 cm)
	Active Footprint	74" L x 32" W x (188 cm x 81 cm)
	Q-Factor	2" (5 cm)
	Machine Weight	340 lbs. (154 kg)
	Shipping Weight	409 lbs. (186 kg)
	Maximum User Weight	400 lbs. (181 kg)
	Step-Up Height	7.5" (19 cm)
WARRANTY	Portability	2 Front Transport Wheels & Removable Handles
	Warranty Classification	Commercial (non-dues paying facilities with less than 8 hours of usage per day)
	Frame	Lifetime
	Parts	5 Years (Transcend Consoles are 3 Years)
	Labor	2 Years

Warranties outside the U.S. and Canada may vary - Please contact your dealer for details. Specifications subject to change without notice.



iPod is a trademark of Apple Inc., registered in the U.S. and other countries.  
"Made for iPod" means that an electronic accessory has been designed to connect specifically to iPod and has been certified by the developer to meet Apple performance standards. Apple is not responsible for the operation of this device or its compliance with safety and regulatory standards.

BROCH14C06



Date \_\_\_\_\_







Prepared for: Jeff Miller

April 29, 2014

Company: PineZ Home Owners Assoc.

Equipment Cost: **\$42,000.00**

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

### COMMERCIAL PROGRAM:

36 Mo.

60 Mo.

E.F.A.

**\$1,447.90**

**\$945.25**

### 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 \$42,000.00

Monthly Lease Payment

\$1,447.90

\$945.25

Tax Deduction\*

\$579.16

\$378.10

**Net Cost Per Month**

**\$868.74**

**\$567.15**

### Operating Figures

Net Cost Per Day (30 work days/Month)

\$28.96

\$18.90

Net Cost Per Hour (10 work hours/day)

\$2.90

\$1.89

*Assumptions: \* Federal plus state tax rate at 40%, 1st & Last Payment due in advance along with a \$375 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





1400 Village Square #3-293  
Tallahassee, FL 32312  
850-523-8882

## Quote

Date	Quote No.
05/02/2014	1882

### Address

Lance Rogers  
Piney Z Plantation  
950 Piney Z Plantation Road  
Tallahassee, FL 32311

### Sales Rep

Jeff

Service	Description	Quantity	Price	Total
True CS 400E 2W	• True CS 400 Elliptical with 2 window Emerge console	4	3,499.00	13,996.00T
TRUE CS 400 T Emerge	• TRUE CS 400 with Emerge Console	3	4,149.00	12,447.00T
TRUE CS 400R	• TRUE CS 400 Recumbent bike with 2 window display	1	2,499.00	2,499.00T
TS CLB 325	• Flat/Incline Ladder Bench	2	499.00	998.00T
TS AP-7300	• Tuff Stuff 3-Station Multi Gym System	1	8,199.00	8,199.00T
FREIGHT/DELIVERY/INSTALLATION	• FREIGHT/DELIVERY/INSTALLATION	1	3,861.00	3,861.00T
All quotes valid for 30 days. If paying by credit card 2% will be added to the total.			SubTotal	\$42,000.00
			Tax (0%)	\$0.00
			Total	\$42,000.00

Accepted By

Accepted Date

(850)523-8882

www.fitnessproinc.com

danielle@fitnessproinc.com





# Proposal

Remit payment to:

**True Fitness**

**P.O. Box 419161**

**Creve Coeur MO 63141**

**Ship To:**

Piney Z Plantation  
950 Piney Z Plantation Rd.  
Tallahassee, FL 32311  
Lance Rogers

**Sold To:**

Piney Z Plantation  
950 Piney Z Plantation Rd.  
Tallahassee, FL 32311

Proposal No.

DATE October 6, 2014

CUSTOMER ID

EXPIRATION DATE 30 days

Prepared By	PO Number	SHIPPING	Terms
Whitman		Best	CASH IN ADVANCE
<a href="mailto:dtwhitman@truefitness.com">dtwhitman@truefitness.com</a>			PROMISE DATE
			ASAP

QTY	ITEM #	DESCRIPTION	MSRP	Unit Price	Extended Total
3.00	CS400 T W/EMERGE	TREADMILL W/EMERGE CONSOLE	\$ 5,699.00	\$ 4,560.00	\$ 13,680.00
4.00	CS400 E W/EMERGE	ELLIPTICAL W/EMERGE CONSOLE	4,399.00	\$ 3,520.00	\$ 14,080.00
1.00	CS400 R W/EMERGE	RECUMBENT BIKE W/EMERGE CONSOLE	2,899.00	\$ 2,570.00	\$ 2,570.00
1.00	TS-AP-7300	TUFF STUFF 3 STACK GYM	9,800.00	\$ 8,375.00	\$ 8,375.00
2.00	TS-CLB 325	FLAT/INCLINE BENCH	625.00	\$ 575.00	\$ 1,150.00
					\$ -
					\$ -
11.00	INSTALL	ASSEMBLY - TRASH REMOVAL	355.00	\$ 355.00	\$ 3,905.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Sub Total					\$ 43,760.00
Sales Tax					
Freight					1,763.47
TOTAL					\$ 45,523.47

TERMS AND CONDITIONS OF SALE  
FOR TRUE ENTERTAINMENT PRODUCTS

Customer is responsible for the following:  
TV's with audio output jacks and speaker off functions.  
Live cable and dedicated electrical to each TV/Personal Screen location prior to installation.  
Installation is not included unless specified.  
CSafe retrofit kits and installation of kits.

Payment Terms:  
Payment due in full with submission of order, unless otherwise specified on this contract.  
Authorized Purchase Orders required for: Leases, Hospitals, Military, School Systems, Municipalities, Corporate Facilities, YMCA, and JCC's-Proof of tax-exempt status required if applicable.  
Custom orders are non-returnable and non-refundable.  
No refunds after 30 days, refunds within 30 days are subject to restocking fees and no refunds on shipping costs.  
Sales Tax is subject to change upon invoicing.

Proposal in US Dollars

## **Fifth Order of Business**

**5A.**



## **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, August 11, 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  
Cheryl Hudson

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Lance Rogers  
Residents

Property Manager

*The following is a summary of the discussions at August 11, 2014 Piney-Z Community Development District Board of Supervisors Workshop.*

### **FIRST ORDER OF BUSINESS**

#### **Roll Call**

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

### **SECOND ORDER OF BUSINESS**

#### **Pledge of Allegiance**

The Pledge of Allegiance was lead by Mr. Rogers.

### **THIRD ORDER OF BUSINESS**

#### **Audience Comments**

There being none, the next item followed.

- Ms. Laura Kitchens addressed the FUNCTIONAL Fitness Class she would like to offer the community.
  - Multi-purpose room.
  - \$5 per class.
  - Scheduling was discussed.
  - Functional Fitness was outlined.
- Notifying the community of the class was addressed.
- Discussion followed on future classes and events the community might have

interest in.

**FIFTH ORDER OF BUSINESS**

**Landscape Maintenance Quotes**

- Ms. Hudson inquired if all the companies did a walkthrough.
  - Mr. Rogers responded yes.
- Ms. Hudson noted there are two lows and two highs. She provided a handout which is incorporated into the record.
- Discussion followed on the proposals and whether 52 visits per year were needed.
- Discussion followed on the current landscape maintenance.
- Ms. Jane Greene addressed landscape maintenance noting Mr. Hurst has not been as present. Discussion followed.
- Mr. Didier addressed the hourly rate of the proposers.
- Mr. Lee suggested a community work day.
- Discussion continued on the current landscape maintenance concerns.
- Mr. Rogers provided his opinion of the proposers while they were onsite.
- Discussion continued on the proposers and landscape services.

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

**FOURTH ORDER OF BUSINESS**

**Fitness Center**

- Discussion followed on fitness equipment - leasing versus buying
  - Total replacement costs would be approximately \$42,000.
- Ms. Hudson noted the lighting is bad.
- Mr. Lee addressed partnering with the YMCA or some such entity to manage the fitness center and possibly the pool. Discussion followed.
- Discussion continued on the lighting with motion sensor lights being suggested.
- Discussion followed on the fitness center - lockers, storage closet, upgrading electrical.
- Discussion followed on site visits for the property and getting community input on the fitness center.

August 11, 2014  
Workshop

Piney-Z CDD

**SIXTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further, the workshop was adjourned.

**5B.**

**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, August 11, 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
Cheryl Hudson	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Maureen Daughton	District Counsel
Lance Rogers	Property Manager
Laura Kitchens	LKO Kitchens Fitness
John Hurst	John Hurst Outdoor Services
Sean Rega	S & R Landscaping
Residents	

*The following is a summary of the discussions and actions taken at August 11, 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 recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 14, 2014 Meeting**

On MOTION by Ms. Hudson seconded by Mr. Didier, the July 14, 2014 meeting minutes were approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson – Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

**FIFTH ORDER OF BUSINESS**

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

On MOTION by Ms. Hudson seconded by Mr. Bridges, the June 2014 Financial Statements were accepted and the check register and invoices were approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of the Budget for Fiscal Year 2015 and Levy of Non-Ad Valorem Maintenance Assessments**

- Ms. Davis provided an overview of the proposed fiscal year 2015 budget noting it now reflects the receipt of the settlement payment of \$118,733.92 from Piney-Z Land Company.
- Mr. Didier addressed the allocation of the funds from the Piney-Z Land Company payment.
- Mr. Bridges addressed creating a trust fund with the \$84,000 set aside in reserves. Discussion followed.

On MOTION by Mr. Bridges seconded by Mr. Lee, the public hearing was opened with votes as follows:

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

- Ms. Diana Orgaz inquired what the CDD assessments will be.
  - Mr. Lee responded there is no increase in the assessments.
  - Ms. Davis stated the O&M assessment will remain the same; however for anyone who still has 2002 debt service, the payment went down a little bit.

On MOTION by Mr. Bridges seconded by Mr. Lee, the public hearing was closed with votes as follows:

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

**A. Consideration of Resolution 2014-4 Annual Appropriation and Adoption of Budget**

On MOTION by Ms. Hudson seconded by Mr. Didier, Resolution 2014-4 the annual appropriation resolution of the Piney-Z Community Development District (the “District”) relating to the annual appropriations and adopting the budget for the fiscal year beginning October 1, 2014, and ending September 30, 2015 was adopted with votes as follows:

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

**B. Consideration of Resolution 2014-5 - Levy on Non-Ad Valorem Assessments**

On MOTION by Mr. Lee seconded by Ms. Hudson, Resolution 2014-5 a resolution of the Board of Supervisors of the Piney-Z Community Development District imposing special assessments and certifying an assessment roll; providing a severability clause; and providing an effective date was adopted with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

## **SEVENTH ORDER OF BUSINESS**

### **Attorney's Report**

#### **A. Replicon Agreement**

- Ms. Daughton addressed the Replicon Agreement, purchase order for one quarter of service at \$264.01 and an amendment to the terms and conditions. Ms. Daughton distributed a copy of the application services agreement; a copy of which is incorporated into the record. Discussion followed.

On MOTION by Mr. Lee seconded by Ms. Hudson, the Replicon Agreement was ratified with votes as follows:

**Jan Bridges - Nay**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- For informational purposes Ms. Daughton addressed the costs necessary to implement the Replicon system. These costs total \$932.00 which include but are not limited to, the purchase of a laptop, router and IT services. This amount is separate and apart from the \$1,000.00 that the Board previously approved for the cost of the Replicon system.

#### **B. Direction of Staff by Supervisors**

- Ms. Daughton addressed the focus of the Board being on saving money and cost-cutting and how to handle calls from individual supervisors for projects. She thinks it is important to set some type of policy and suggested Board members refrain from asking District Counsel to do things that have not been authorized by the Board.



- Discussion followed on Ms. Daughton letting the supervisor know she would rather seek approval from the Board prior to moving forward with a request/project.
- Ms. Davis outlined what other Districts do with regard to requests of District Counsel.
- Discussion continued on a process.

**C. Discussion of Change/Transfer to CDD Website**

- Ms. Daughton reported on a legislative change noting every CDD has to develop and maintain an official website by October 1, 2015. The web address has to be submitted to the state.
- Discussion followed on developing a CDD website separate from the HOA.
- Mr. Rogers reported Ms. Vaccaro has been willing to maintain the CDD web page at no cost.
- Ms. Daughton addressed District emails @PineyZCDD.com noting her concern that Mr. Didier is the administrator.
- Discussion continued on administration of email.
- Mr. Ron Lauver addressed the website noting administrator rights should not be held by a Board member and there also needs to be a backup person to the administrator.
- Discussion continued on email to Supervisors.
- Mr. Bridges suggested a workshop regarding the email and have Mr. Lauver and Ms. Vaccaro attend.
- This item to be placed on September agenda.

**D. Consideration of Agreement with Leon County Tax Collector**

- Ms. Daughton outlined the agreement with the Leon County Tax Collector for collection of the District's assessments.

On MOTION by Mr. Bridges seconded by Ms. Hudson, the agreement with the Leon County Tax Collector for the uniform method of tax collection was approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

**\* Personnel Policies**

- Ms. Daughton addressed the District not having personnel policies and would like to provide the Board with information from some resources.
- Mr. Lee requested she work with Ms. Davis for other Districts' policies.

**EIGHTH ORDER OF BUSINESS**

**Manager's Report**

**A. Meeting Schedule for FY 2015**

- Ms. Davis noted we followed the meeting schedule for this year and outlined the public notice of meetings.
- To be placed on the September agenda.

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

**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)**

- Mr. Rogers outlined the Property Manager's Report.

**\* Fitness Center and Equipment**

- Mr. Rogers addressed the fitness equipment noting some is aging.
- Mr. Lee outlined the workshop discussion on the fitness equipment.

Mr. Lee MOVED to explore leasing fitness equipment and authorizing a Board representative to explore third party partners who might be interested in coordinating with the District on this effort and Mr. Didier seconded the motion.

- Mr. Bridges suggested they ask for an RFP from those who might be interested in

- evaluating the fitness center and recommending what equipment to lease.
- Ms. Hudson addressed seeking opinions from the residents.

The prior motion was approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- Mr. Lee addressed Ms. Laura Kitchens' request to provide classes.
- Ms. Kitchens outlined the class content.

On MOTION by Mr. Bridges seconded by Ms. Hudson, for Ms. Kitchens to initiate FUNCTIONAL Fitness classes at least three days per week at times to be determined by the instructor and property manager was approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

**B. Consideration of Landscape Maintenance Quotes**

- Mr. Lee addressed the landscape maintenance discussion held at the workshop.
  - There were four proposers.: Emerald Green Landscapes, John Hurst Outdoor Services, Persica Landscaping and S & R Landscaping.
- Mr. John Hurst of John Hurst Outdoor Services outlined his experience.
- Mr. Sean Rega of S & R Landscaping outlined his experience and work they perform.

Mr. Lee MOVED for a 12-month contract with S & R Landscaping beginning October 1, 2014 through September 30, 2015. Motion failed for a lack of a second.

Mr. Bridges MOVED to retain John Hurst Outdoor Services for a 12-month contract beginning October 1, 2014 through September 30, 2015 and Ms. Hudson seconded the motion.

- Discussion followed.

The prior motion failed with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Nay**

**Joe Didier - Nay**

**Michael Lee - Nay**

- Mr. Lee noted they can revisit what they had before or they can try to find more vendors.
- Discussion followed on what should be included in proposals:
  - Hourly rate
  - Additional services - pine straw, plantings, fertilizer, tree trimming, etcetera
  - Scope apples-to-apples

Mr. Didier MOVED for the Chairman and Mr. Rogers to work together to get the landscape request for proposals back out for revised quotes.

- Ms. Daughton noted if they are revising the scope they cannot limit proposals to only those who previously submitted.
- Discussion followed on the scope of services.

Mr. Lee seconded the prior motion and it was approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

## TENTH ORDER OF BUSINESS

### Supervisor Requests

#### A. Current Supervisors Exiting Goals (Supervisor Didier)

- Mr. Didier inquired if any of the supervisors have any goals.
- Mr. Bridges addressed placing the \$84,000 in a trust. He suggests it be restricted to capital projects exceeding a cost to be determined [\$5,000+] by the Board and never used for O&M.

- Mr. Didier asked if this can be done by motion?
  - Ms. Daughton noted since they have to vote to move it from its current location they would basically be doing so in earmarking it for that purpose.
  - Discussion continued.

**B. Update on Online Time Sheet Solution (Supervisor Didier)**

- Mr. Didier outlined the online time sheet system noting he has some concerns.
- Mr. Rogers addressed use of the system.
- Discussion continued on glitches and getting the system 100%.
- Mr. Didier addressed working scheduled hours. Discussion followed.
- Mr. Didier addressed watching the pool and photographing the lifeguards and the lifeguard's actions after thunder was heard. He would like to file a formal complaint as a supervisor. Discussion followed.
- Discussion followed on accounting for hours scheduled.

Mr. Didier MOVED for all future Piney-Z CDD employee payroll be paid based on the report from online time management system.

- Discussion followed on time reporting and payroll.

The prior motion failed due to lack of a second.

**C. Attorney Legal Fees Discussion (Supervisor Didier)**

- Tabled to September meeting.

**D. Effectively Operating within Florida Sunshine Law and Properly Maintaining Public Records (Supervisor Didier)**

**E. Future Agenda Topics and Board Priorities (Supervisor Didier)**

**F. Formalized Written Financial Processes and Cash-Handling Procedures (Supervisor Didier)**

**G. CDD Communication and Social Media (Supervisor Didier)**

**H. Board Involvement and Project Volunteer (Supervisor Didier) .**

- Mr. Didier withdrew Items D through H from the agenda.

Mr. Bridges MOVED to authorize him one hour of District Counsel time to discuss a trust fund for the \$84,000 and Mr. Didier seconded the motion.

- Discussion followed.

Mr. Bridges withdrew the motion.

**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**

**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

**5C.**

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

An emergency meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Thursday, August 28, 2014 at 12:00 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

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

Also present were:

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

*The following is a summary of the discussions and actions taken at August 28, 2014 Piney-Z Community Development District Board of Supervisors Emergency Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Resignation of the Property Manager**

- Mr. Lee reported Mr. Rogers has submitted his resignation effective Friday.



On MOTION by Mr. Bridges seconded by Mr. Didier, authorizing the Chairman and District Counsel to meet with Mr. Rogers to negotiate and draft a severance agreement was approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson – Aye**

**Richard Kessler - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- The draft severance agreement will be reviewed by the Board at the September 8, 2014 meeting.

## **FIFTH ORDER OF BUSINESS**

### **Interim Operational Issues**

- Mr. Lee suggested on an interim basis, they need someone there with a not to exceed of 29 hours per week at \$15.00 per hour.
- Mr. Lee reported Ms. Pati Lytle has offered to assume the Property Manager duties on an interim basis.
  - Ms. Lytle noted this would only be temporary. She is not interested in the job full-time/permanent.

Mr. Bridges MOVED for Ms. Pati Lytle to be the interim Property Manager not-to-exceed 29 hours per week at \$15.00 per hour and Ms. Hudson seconded the motion.

- The following was noted:
  - During the next month, they will set office hours, post them on the website and change them on the door.
  - Ms. Lytle can coordinate with Mr. Didier for payroll as he knows the software.
- Mr. Kessler inquired if they are interested in bumping up the \$15 per hour. Discussion followed.
- Discussion continued on the per hour pay with Mr. Bridges suggesting \$20.

On VOICE vote the prior motion was amended to \$20 per hour and approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Richard Kessler - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- Mr. Didier inquired if they want to do a workshop prior to the next meeting.
- Mr. Kessler suggested they look at and discuss what the advertising methodology might be.
- Mr. Lee noted this is an emergency meeting and all those discussions will have to be addressed at the next meeting.
- Mr. Didier addressed notifying the community. Discussion followed.
- Ms. Hudson inquired if the current part-time office personnel are staying on.
  - Mr. Lee responded the part-time office person, Tawni O'Neill, has submitted her resignation.
- Mr. Rogers outlined the current staff noting custodial Brianna Bright resigned via text yesterday.
- Upcoming events and scheduling was outlined.
- Discussion followed on a workshop prior to the September 8<sup>th</sup> meeting with the topic being the Property Manager including:
  - Job description
  - Recruitment process

On MOTION by Ms. Hudson seconded by Mr. Bridges, to hold a workshop prior to the September 8<sup>th</sup>, 2014 from 3:30 p.m. to 5:30 p.m. was approved with votes as follows:

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Richard Kessler - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- Mr. Rogers provided folders with the key items for the Property Manager and amenities.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

**Jan Bridges - Aye**

**Cheryl Hudson - Aye**

**Richard Kessler - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

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Janice Eggleton Davis  
Secretary

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Michael D. Lee  
Chairman

**5D.**

## **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, September 8, 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:

Maureen Daughton  
Pati Lytle  
Residents

District Counsel  
Interim Property Manager

*The following is a summary of the discussions at September 8, 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 recited.

### **THIRD ORDER OF BUSINESS**

### **Audience Comments**

There being none, the next item followed.

### **FOURTH ORDER OF BUSINESS**

### **Job Description for the Property Manager Position**

- Discussion followed on the following issues and concerns:
  - Chain of command.
  - Expansion of duties.
  - Employment contract.
  - Use of a management company.

- Timing relative to pool season.
  - A full-time person versus a part-time person.
- Further discussion ensued on:
  - Things they need to look at with the Lodge.
  - Ms. Lytle's personal schedule and what she can or cannot do going forward.
- Ms. Lytle suggested staggering the hours to Monday, Wednesday, Friday 11:00 a.m. to 4:00 p.m. and Tuesday and Thursday 1:00 p.m. to 6:00 p.m.
  - She can do this for two to three months as she has some commitments. She noted David Bailey is a resident and has volunteered to learn the job.
  - The job may be more than 30 hours per week depending on what is going on and how much help she has.
  - She noted she is comfortable with going from a W-2 to a 1099 situation if it is better for the Board.
- Discussion followed on a supervisor making a proposal from their company and whether they would have to resign as supervisor.
  - Ms. Daughton stated I have not found anything that prohibits a supervisor submitting a proposal through an entity or that says they have to resign. The problem comes when there is an evaluation of proposals. Then you have a situation where that supervisor is not voting on anything. Also they would have an unfair advantage because they are crafting the document they may be bidding on or responding to.
- Mr. Lee described the example that if Mr. Kessler wants to be the Property Manager, they would have to appropriately recuse him from the process of the preparation. If he were awarded the position, would he then have to step down as a supervisor?
  - Ms. Daughton responded yes.
  - Mr. Lee stated but not until then because he might not be the successful candidate.
  - Ms. Daughton stated I have not found anything which leads me to believe that during this process he would have to step down, but even if the Board

member recuses themselves, you still open the process up to a challenge from someone who does not get the job.

- Further discussion ensued on:
  - Using a different job title than Property Manager.
  - Thinking differently about this position to dramatically reduce their expenses.
  - Whether there is a need for a District Manager and Property Manager.
  - Making this a part-time position.
  - Hiring a District resident.
  - Documenting the job description.
  - Making decision that have the least negative impact.
  - Holding people accountable.
  - The chain-of-command.
  - Services provided by the District Manager.
  - Revising responsibilities for the Property Manager and the District Manager.
- Mr. Lee suggested in the second hour they begin making notes of what they think they would like to have a person doing. Once they know what job they want done they can determine how most efficiently to accomplish that.
- Discussion followed on:
  - Chain of command.
  - Autonomy for the manager.
  - Whether they have to have a long -term landscape contract.

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

- **Job Description Discussion:**
- ❖ **Pool**
  - Management of personnel
  - Repairs as needed
  - Certified pool operator / lifeguard

- Policy enforcement
- Customer contact / service
- Understanding of / ability to do daily and general maintenance
- Handy man for general maintenance - pool and facilities

❖ **Office**

- Basic bookkeeping skills
- Inventory of equipment
- Tracking budget and/or expenditures
- Computer skills - Word, Excel
- Trainable
- Accountability
- Point of contact
- Title of the position - Amenities Manager

❖ **Maintenance**

- Basic
- More equipment leasing
- Scheduling times for key fobs and facility rentals
- Utilize website more with automated forms
- Ms. Mary Jo Ferres addressed candidates and asked if they located the right person with the skills would they still go through this 60-to-90-day process.
  - It was noted they are not in a rush or under pressure to figure it out quickly.

❖ **Fitness Center**

- Proactive
- Unrepairable equipment
- Leasing equipment

❖ **Facilities Rentals**

- Basic marketing / sales experience
- Coordinate meeting setup
- Mr. Lee inquired if there are any other thoughts or suggestions.
- Discussion followed on:



- Booking responsibilities
  - Workshop to discuss Severn Trent's scope of services.
- Mr. Kessler inquired what their follow-up actions are.
  - Mr. Lee noted the need to have another workshop. A month from now Ms. Lytle is going to have so much more information.
  - Mr. Kessler noted they are also not addressing the hiring and recruitment process.
- The supervisors will provide their notes from today's workshop to Ms. Lytle to compile a list.

**FIFTH ORDER OF BUSINESS**

**Recruitment of and Hiring Process  
for the Property Manager Position**

To be further addressed at a another time.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further, the workshop was adjourned.

**5E.**

**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, September 8, 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 Daughton	District Counsel
Pati Lytle	Interim Property Manager
John Hurst	John Hurst Outdoor Services
Sean Rega	S & R Landscaping
Residents	

*The following is a summary of the discussions and actions taken at September 8, 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.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the August 11, 2014 Workshop and Meeting**

- Minor corrections were made and will be incorporated into the record.

Ms. Hudson MOVED to approve the August 11, 2014 workshop and meeting minutes as amended and Mr. Bridges seconded the motion.
--

- Mr. Didier commented on the following:
  - First bullet on page two - requesting the amount be included.
  - The amount of detail in the minutes which they were trying to cut out.
  - First bullet on page four - the statement is misleading and inaccurate. Ms. Daughton will listen to the recording to provide a revised statement. Discussion followed.
- Mr. Bridges addressed his nay vote to the motion box on page five.
- Mr. Didier addressed the first motion box on page six noting there is duplication of the second to the motion.

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

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

Mr. Didier MOVED to accept the July 2014 Financial Statements and approve the check register and invoices and Mr. Kessler seconded the motion.

- Ms. Hudson inquired why there are so many items for petty cash on one check number.
  - Ms. Davis responded Mr. Rogers would provide us a list of items he had purchased with petty cash along with the receipts. We then cut a check to reimburse petty cash and charged the accounts for where the items were purchased. Each receipt has a different line item.
- Mr. Didier inquired as to the balance kept in petty cash?
  - Ms. Davis responded that Ms. Lytle has provided us with the amount there now as we asked her to count it and have someone else sign off on it with the balance when she took over. At this time, we are not sure if there any receipts in transit as it is an uneven amount there.

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

- Mr. Lee read from an article and congratulated Ms. Daughton noting Sniffen & Spellman, P.A. announced that its two managing partners, as well as Maureen M. Daughton have been honored as Legal Elite for 2014. The list of 1,165 Legal Elite honorees represent fewer than 2% of the active Florida Bar members who practice in Florida.
- A. Separation Agreement [and Release] with the Property Manager**
- Ms. Daughton outlined the Separation Agreement which has been executed by Mr. Rogers and is before this Board for consideration, approval and execution.
- Mr. Lee noted the first agreement was returned by Mr. Rogers' attorney requesting adjustments. Ms. Daughton felt it was within statute to make those adjustments, they were made and Mr. Rogers signed off on it.

Mr. Bridges MOVED to approve the Separation Agreement and Release with Lance Rogers and Ms. Hudson seconded the motion.

- Mr. Didier inquired if there is a separate document outlining reimbursements and monies from Mr. Rogers to the District and if the District owes Mr. Rogers for any further items such as travel or mileage reimbursements.
  - Ms. Daughton responded I worked with Ms. Davis, Mr. Lee and Ms. Lytle in terms of what he was supposed to be returning and I am not aware of any other reimbursements.
  - Mr. Lee stated Mr. Rogers brought his last mileage reimbursement and identified it as such.
  - Further discussion ensued on the Employment Agreement and on the terms of the Separation Agreement and release.

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. Discussion of Change/Transfer of CDD Website**

- Ms. Daughton noted this item was tabled at the last meeting. The issue is if we have someone who can be the administrator of the website.
  - Ms. Vaccaro outlined the community website and what she does.
- The legislative requirement for CDDs to have a website by October 2015 was addressed.
- Discussion followed on @pinezcdd.com and on the Piney-Z website operated by the HOA with it being noted the CDD has to have its own website.
- Mr. Lee requested this item be placed on the next agenda to designate a workshop date and time.
- Discussion followed on the use of @pinezcdd.com for emails. Ms. Lytle has been set up as the administrator.

Mr. Didier MOVED for all supervisors to use [name]@pinezcdd.com for their email with Ms. Lytle coordinating setting them up.

- Mr. Didier noted they will pay per month per user once they are over ten or 12 users.

Ms Hudson seconded the motion.

- Ms. Daughton noted her concern is really who has access to emails on the server. This is why there has been discussion of the administrator of the account and their ability to access emails.

Mr. Didier amended the motion to reflect he is relinquishing all administrative rights to website to the Property Manager as super administrator and Ms. Vaccaro as secondary super administrator and Ms. Hudson seconded the amended motion.

On VOICE vote to have the Property Manager be the super administrator for pineyzccd.com and Claudia Vaccaro as the secondary super administrator with Mr. Didier relinquishing all administrative rights to the domain pineyzcdd.com was 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.*

#### **EIGHTH ORDER OF BUSINESS**

#### **Manager's Report - Meeting Schedule for FY 2015**

- Ms. Davis addressed the proposed meeting schedule based on the current schedule.
- Discussion followed on scheduling workshops and topics:
  - October 13, 2014 Workshop - Topic: Amenities Manager Job Description and Hiring Process
  - November 10, 2014 Workshop - Topic: Amenities Manager Job Description and Hiring Process
  - December 8, 2014 Workshop - Remove
  - January 12, 2015 Pool Workshop
  - February 9, 2015 District Website Workshop
  - April 13, 2015 Budget Workshop

On MOTION by Mr. Kessler seconded by Ms. Hudson the FY 2015 Meeting Schedule was approved as amended with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

**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 outlined the Property Manager's Report.
- Ms. Lytle addressed the petty cash noting they currently have a balance of \$662.40 cash and receipts.
- Discussion followed with it being noted a \$750 balance is recommended. Ms. Davis noted Severn Trent has forms available in Excel to record, and document petty cash disbursements and deposits.
- Ms. Davis noted they would like the Board to authorize what the amount of petty cash should be. They are also proposing the cash which comes in for purchases of key fobs, etcetera be added with a column in the spreadsheet for the replenishment of petty cash to be documented in the same form. Discussion followed.

On MOTION by Mr. Kessler seconded by Ms. Hudson for the Property Manager to work with the District Manager to bring the petty cash fund up to \$750 and for those parties to coordinate to obtain forms to perform future documentation and reconciliation was approved with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Joe Didier - Aye**

**Michael Lee - Aye**

- Ms. Lytle addressed tracking of time for the Property Manager duties. She suggested a staggered week - Monday, Wednesday and Friday - 11:00 a.m. to 4:00 p.m. and Tuesday and Thursday - 1:00 p.m. to 6:00 p.m.
  - They approved 29.5 hours for the position and this past week she worked 31.5 hours. She requested an approval for more hours, if needed, noting she does not have to be a W-2 employee; she is willing to do a 1099. Discussion followed on approval by the Chairman with ratification by the



Board at a subsequent meeting.

- Ms. Lytle requested permission to begin renting the amenities to non-residents. Discussion followed with it being noted it is in the rules of the District that it must be a resident or pass holder.
- Discussion followed on the process to change rules and setting rates.
- Mr. Lee requested the rate discussion be placed on next month's agenda.

#### **FOURTH ORDER OF BUSINESS**

#### **Approval of Minutes of the August 11, 2014 Workshop and Meeting (continued)**

Ms. Hudson withdrew the prior motion to approve the August 11, 2014 workshop and meeting minutes.

On MOTION by Ms. Hudson seconded by Mr. Bridges, to table the August 11, 2014 workshop and meeting minutes to the October meeting to allow for District Counsel review was approved with votes as follows:

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

#### **B. Consideration of Revised Landscape Quotes**

- Ms. Daughton addressed possible voting conflicts and reminded the Board of the CDD Rules Section 8.
- Mr. Lee addressed his business card mailer noting there is a paid ad on the card from S & R Landscaping. He noted he does not feel it is a conflict but in view of the request and to make sure it is clear, he is making everyone aware of it. He noted if any of the vendors cut Board members' grass, they should disclose it as well because of the business relationship.
- Discussion followed on the revised landscape quotes.
- Mr. John Hurst of John Hurst Outdoors outlined his qualifications and services. Discussion ensued.
- Mr. Sean Rega of S & R Landscaping outlined the services they offer and how

they operate. Discussion ensued.

Mr. Bridges MOVED to retain John Hurst Outdoor Services LLC from October 1, 2014 to September 30, 2015 with the contract continuing past this date unless the Board chooses to terminate the contract and Ms. Hudson seconded the motion.

- Discussion ensued.

On VOICE vote the motion failed with votes as follows:

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

- Further discussion ensued.

On MOTION by Ms. Hudson seconded by Mr. Bridges to retain S & R Landscaping LLC from October 1, 2014 to September 30, 2015 with the contract continuing past this date unless the Board chooses to terminate the contract was approved with votes as follows:

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

- Further discussion ensued.
- Ms. Davis confirmed the discussion of scheduling a workshop to discuss the website is not needed at the October meeting.
- Ms. Davis noted she has a question from Ms. Lytle with regard to the spending threshold for the Property Manager. Previously the Board had set a spending limit for Mr. Rogers, as the Property Manager, up to \$3,000 and anything over \$3,000 would require approval from the Chair. The consensus of the Board is to continue with the same limit.
  - Further discussion followed.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

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

- Mr. Didier addressed legal fees and provided handouts outlining the same.
  - He suggested giving the Property Manager the ability to negotiate contracts and work through some legal things.
  - Fixed costs for review items and meetings.
- Discussion followed.
- Mr. Lee suggested a workshop to address legal expenses with Ms. Daughton and what they can do or could have done differently.
- Discussion followed on detailed billing.
- Ms. Daughton noted she would be happy to find ways to reduce the expenses and is happy to do it anyway they want her too. She does not think a workshop is the way to handle it.
- Discussion followed with Ms. Daughton noting she spoke with the partners and they will agree that after 12 hours they can reduce the rate to \$200 per hour. She is willing to amend the contract in this manner because they were asked to look at ways to reduce the cost of legal fees.
  - Mr. Lee requested Ms. Daughton provide a proposal at the next meeting.
- Further discussion ensued.

**B. Pool Solutions & Communications (Supervisor Didier)**

- Mr. Didier addressed speaking with people at the National Weather Service and how people should react to lightening. He suggested they use social media to reach people on a trial basis.
- Discussion followed on whether this should included in the website discussion.
- Mr. Lee addressed speaking with Mr. Cox and noted he is open to completely rethinking their relationship.

**C. Piney-Z CDD Network Infrastructure & Email (Supervisor Didier)**

This item was removed from the agenda.

**D. Supervisor Orientation Packages (Supervisor Didier)**

- Mr. Didier noted he would like to formally request Severn Trent add to the Orientation Package all the vendor contracts and a list of resolutions for the last two years.

Mr. Didier MOVED to have all current vendor contracts, a list and copies of all resolutions for the past two years and anything else Severn Trent deems helpful included in Supervisor Orientation Packages.

- Discussion followed.

The motion failed due to a lack of a second.

**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

**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

## **Sixth Order of Business**

PINEY-Z  
Community Development District

*Financial Report*

*August 31, 2014*

Prepared by



**Table of Contents**

<b><u>FINANCIAL STATEMENTS</u></b>	<b>Page #</b>
Memorandum to the Financials .....	1 - 2
Balance Sheet - All Funds .....	3
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund .....	4 - 5
Debt Service Funds .....	6 - 7
 <b><u>SUPPORTING SCHEDULES</u></b>	
Non-Ad Valorem Special Assessments - Schedule .....	8
Cash and Investment Report .....	9
Bank Reconciliations .....	10
Check Register .....	11 - 13

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Piney-Z  
Community Development District

**Financial Statements**

(Unaudited)

**August 31, 2014**

## MEMORANDUM



**TO:** Board of Supervisors  
**FROM:** Tiziana Cessna, District Accountant  
**CC:** Janice Davis, District Manager / Stephen Bloom, Assistant Treasurer  
**DATE:** October 12, 2014  
**SUBJECT:** Piney-Z CDD – August Financial Report

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Please find enclosed the August 2014 financials for Piney-Z CDD. At this point in the fiscal year (through August), expenditures should be at approximately 91% of the adopted budget. 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 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.
- The SBA restricted B Pool account has not been released yet and as of 9/30/13 there was a positive fair market value adjustment.
- Prepaid items is for L. Rogers' health care premium for September.

### **Liabilities**

- Some invoices were received after August 31, therefore they were paid in September.
- At the end of August 2014, payroll expenditures were accrued because of the payroll cycle ended in August.
- 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**

- \$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 132% 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.

Total Expenditures through August 2014 were at 96% of the YTD budget and 82% of the annual budget with the following notes for the fiscal year:

- Legal expenditures are as of August and are over budget due primarily to the boundary amendment matter, the
- Security Contract is over budget due to purchase of fobs.

**MEMORANDUM (continued)**

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

**General Fund - Expenditures (continued)**

- 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**  
August 31, 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	\$ 113,942	\$ -	\$ -	\$ 113,942
Accounts Receivable	-	404	566	970
Due From Other Funds	17,542	-	-	17,542
Investments:				
Money Market Account	208,720	-	-	208,720
SBA Account	446	-	-	446
SBA Account - Restricted	33	-	-	33
Prepayment Account	-	299	54,490	54,789
Redemption Fund	-	645	-	645
Reserve Fund	-	15,750	-	15,750
Revenue Fund	-	99,735	157,855	257,590
FMV Adjustment	84	-	-	84
Prepaid Items	981	-	-	981
<b>TOTAL ASSETS</b>	<b>\$ 341,748</b>	<b>\$ 116,833</b>	<b>\$ 212,911</b>	<b>\$ 671,492</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 6,387	\$ -	\$ -	\$ 6,387
Due To Other Funds	-	17,542	-	17,542
<b>TOTAL LIABILITIES</b>	<b>6,387</b>	<b>17,542</b>	<b>-</b>	<b>23,929</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	981	-	-	981
<b>Restricted for:</b>				
Debt Service	-	99,291	212,911	312,202
<b>Assigned to:</b>				
Operating Reserves	97,361	-	-	97,361
Reserves - CDD Amenity	52,805	-	-	52,805
Reserves - Other	118,734	-	-	118,734
<b>Unassigned:</b>	65,480	-	-	65,480
<b>TOTAL FUND BALANCES</b>	<b>\$ 335,361</b>	<b>\$ 99,291</b>	<b>\$ 212,911</b>	<b>\$ 647,563</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 341,748</b>	<b>\$ 116,833</b>	<b>\$ 212,911</b>	<b>\$ 671,492</b>

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

For the Period Ending August 31, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 550	\$ 506	\$ 741	\$ 235
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	-	-	435	435
Pavilion Rental	900	825	400	(425)
Lodge Rental	10,500	9,625	13,595	3,970
Pool Rental	600	480	-	(480)
<b>TOTAL REVENUES</b>	<b>391,185</b>	<b>390,071</b>	<b>516,668</b>	<b>126,597</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	11,000	10,000	10,000	-
FICA Taxes	842	842	765	77
ProfServ-Engineering	500	458	-	458
ProfServ-Legal Services	35,000	32,087	46,717	(14,630)
ProfServ-Mgmt Consulting Serv	54,275	49,753	49,752	1
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,500	3,500	3,000	500
Communication - Telephone	240	220	1	219
Postage and Freight	2,000	1,837	904	933
Insurance - General Liability	10,954	10,954	8,568	2,386
Printing and Binding	2,500	2,288	2,278	10
Legal Advertising	1,500	1,500	2,330	(830)
Miscellaneous Services	1,200	1,100	626	474
Misc-Assessmnt Collection Cost	11,832	11,832	11,389	443
Misc-Contingency	2,000	1,837	783	1,054
Office Supplies	500	462	468	(6)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>142,655</b>	<b>133,482</b>	<b>142,393</b>	<b>(8,911)</b>
<b>Field</b>				
Contr-Landscape-Amenities Area	12,040	11,037	11,037	-
Misc-Contingency	8,500	7,788	4,608	3,180
<b>Total Field</b>	<b>20,540</b>	<b>18,825</b>	<b>15,645</b>	<b>3,180</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Parks and Recreation - General</b>				
Payroll-Salaries	118,000	105,000	90,934	14,066
FICA Taxes	9,027	8,033	7,064	969
Pension Benefits	2,250	2,250	2,250	-
Life and Health Insurance	11,772	10,791	10,791	-
Workers' Compensation	4,884	4,884	4,257	627
ProfServ-Pool Maintenance	4,800	4,400	4,400	-
Contracts-Security Services	2,504	2,504	5,324	(2,820)
Communication - Teleph - Field	2,280	2,090	2,074	16
Postage and Freight	900	825	798	27
Utility - General	28,000	25,663	14,899	10,764
Utility - Other	3,000	2,750	2,401	349
R&M-General	14,100	12,925	24,151	(11,226)
R&M-Equipment	2,300	2,109	2,765	(656)
R&M-Pest Control	790	659	1,008	(349)
R&M-Pools	5,500	5,038	12,428	(7,390)
Misc-Contingency	6,000	5,500	6,977	(1,477)
Office Supplies	3,000	2,750	6,071	(3,321)
Op Supplies - Pool Chemicals	5,000	4,587	3,098	1,489
Capital Outlay	25,000	22,913	4,683	18,230
<b>Total Parks and Recreation - General</b>	<b>249,107</b>	<b>225,671</b>	<b>206,373</b>	<b>19,298</b>
<b>Reserves</b>				
Reserve - CDD Amenity	32,805	-	-	-
<b>Total Reserves</b>	<b>32,805</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>445,107</b>	<b>377,978</b>	<b>364,411</b>	<b>13,567</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(53,922)	12,093	152,257	140,164
<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)	\$ 12,093	\$ 152,257	\$ 140,164
<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>\$ 195,197</b>	<b>\$ 335,361</b>	

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

For the Period Ending August 31, 2014

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 44	\$ 57	\$ 13
Special Assmnts- Tax Collector	81,881	81,881	81,881	-
Special Assmnts- Prepayment	-	-	299	299
Special Assmnts- Discounts	(3,275)	(3,275)	(3,067)	208
<b>TOTAL REVENUES</b>	<b>78,656</b>	<b>78,650</b>	<b>79,170</b>	<b>520</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	-	(6)	612	618
Net change in fund balance	\$ -	\$ (6)	\$ 612	\$ 618
<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>\$ 98,673</b>	<b>\$ 99,291</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 100	\$ 92	\$ 103	\$ 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>218,306</b>	<b>273,386</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)	(4,451)	50,913	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)	\$ (4,451)	\$ 50,913	\$ 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>\$ 157,547</b>	<b>\$ 212,911</b>	



PINEY-Z  
Community Development District

**Supporting Schedules**

**August 31, 2014**

**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**

**August 31, 2014**

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Operating Checking Account	BB&T	Business checking	0.00%	\$113,942
Public Funds Money Market Account	Stonegate Bank former	Money Market Account	0.40%	\$208,720
Operating Account - FUND A	SBA	Investment Pool	0.16%	\$446
Operating Account - FUND B (Restricted)	SBA	Investment Pool	0.00%	\$33
			<b>Subtotal</b>	<b>\$480</b>
<b>DEBT SERVICE FUNDS</b>				
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$299
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%	\$99,735
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$54,490
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$157,855
			<b>Total</b>	<b>\$651,916</b>

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.

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

**Bank Account No.** 2471  
**Statement No.** 08-14  
**Statement Date** 08/31/14

<b>G/L Balance (\$)</b>	113,941.64	<b>Statement Balance</b>	115,823.73
<b>G/L Balance</b>	113,941.64	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	115,823.73
<b>Subtotal</b>	113,941.64	<b>Outstanding Checks</b>	1,882.09
<b>Negative Adjustments</b>	0.00	<b>Total Differences</b>	0.00
<b>Ending G/L Balance</b>	113,941.64	<b>Ending Balance</b>	113,941.64
<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>						
08/14/14	Payment	55611	CHERYL M. HUDSON	174.07	0.00	174.07
08/26/14	Payment	55636	COMCAST	191.44	0.00	191.44
08/26/14	Payment	55637	FEDEX	10.40	0.00	10.40
08/26/14	Payment	55638	INTERSTATE FIRE SYSTEMS	155.50	0.00	155.50
08/26/14	Payment	55639	JOHN M. O'NEIL	95.00	0.00	95.00
08/26/14	Payment	55640	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
08/27/14	Payment	55623	DANIEL J. ROZOFISKY	393.09	0.00	393.09
08/27/14	Payment	55627	EMMA K. FRANCIS	168.77	0.00	168.77
08/27/14	Payment	55630	BENJAMIN V. KILGORE	251.91	0.00	251.91
08/27/14	Payment	55631	JOSHUA M. LILES	141.29	0.00	141.29
08/27/14	Payment	55632	BRETT A. NIETO	145.22	0.00	145.22
08/27/14	Payment	55634	CHRISTIAN C. KOBES	129.40	0.00	129.40
Total Outstanding Checks . . . . .				1,882.09		

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 8/1/14 to 8/31/14  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Check Amount
<b>GENERAL FUND - 001</b>								
001	55573	08/04/14	BRIAN PESCHL	13409	Termite Treatment Pool Shed	R&M-Pest Control	546070-57201	\$150.00
001	55574	08/04/14	CAPITAL HEALTH PLAN	SEPTEMBER 2014	Daryl L. Rogers September 2014	Prepaid Items	155000	\$980.97
001	55575	08/04/14	COMCAST - old	5015 07/14/14	Cable, Internet, Phone 07/25/14 - 08/24/14	Utility - Other	543004-57201	\$191.52
001	55576	08/04/14	DENNIS WASISTO	1305	Set up equip. for Replicon Time Attend System	Misc-Contingency	549900-57201	\$200.00
001	55577	08/04/14	EVERITE TIME & EQUIPMENT,LLC	13450	Repair Handicap Gate @ Swimming Pool	R&M-General	546001-57201	\$268.75
001	55578	08/04/14	FEDEX	2-717-04105	Services thru 7/15/14	Postage and Freight	541006-51301	\$38.32
001	55578	08/04/14	FEDEX	2-724-56649	Services thru 7/22/14	Postage and Freight	541006-51301	\$10.40
001	55579	08/04/14	FITNESS PRO	7774	Treadmill Belt Replacement	R&M-Equipment	546022-57201	\$919.00
001	55579	08/04/14	FITNESS PRO	7054	Preventative Maintenance Treadmills	R&M-Equipment	546022-57201	\$100.00
001	55580	08/04/14	FRASER ELECTRIC INC.	18240	Electrical Repair-Fitness Center	R&M-General	546001-57201	\$172.50
001	55581	08/04/14	JOHN M. O'NEIL	21942	Pool Table Repair	R&M-General	546001-57201	\$110.00
001	55582	08/04/14	MARPAN SUPPLY CO., INC.	1312126	Container Rental August 2014	R&M-General	546001-57201	\$26.00
001	55583	08/04/14	REPLICON, INC.	1407-75273	Time Attend Gen 3	Misc-Contingency	549900-57201	\$264.01
001	55584	08/04/14	SERVICE PLUS OFFICE	IN4355	Services for Printers to be Networked	Office Supplies	551002-57201	\$95.00
001	55585	08/04/14	SEVERN TRENT ENVIRONMENTAL	STES 2074584	Management Fees July 2014	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55585	08/04/14	SEVERN TRENT ENVIRONMENTAL	STES 2074584	Management Fees July 2014	Postage and Freight	541006-51301	\$33.51
001	55585	08/04/14	SEVERN TRENT ENVIRONMENTAL	STES 2074584	Management Fees July 2014	Printing and Binding	547001-51301	\$380.20
001	55585	08/04/14	SEVERN TRENT ENVIRONMENTAL	STES 2074584	Management Fees July 2014	Office Supplies	551002-51301	\$60.50
001	55586	08/04/14	SIGNS NOW	22407	Restrooms/Off Grass & Plants/Rosemary White Playgr	Misc-Contingency	549900-57201	\$120.00
001	55587	08/04/14	VERIZON WIRELESS	9728519761	321347673-00001 6/13/14 - 07/12/14	Communication - Teleph - Field	541005-57201	\$73.53
001	55601	08/12/14	CITY OF TALLAHASSEE	5460485610 073014	5460485610 06/26/14 - 07/25/14	Utility - General	543001-57201	\$86.53
001	55601	08/12/14	CITY OF TALLAHASSEE	8234385610 073014	8234385610 06/27/14 - 07/27/14	Utility - General	543001-57201	\$1,426.02
001	55602	08/12/14	FEDEX	2-731-83192	Services thru 07/29/14	Postage and Freight	541006-51301	\$9.58
001	55603	08/12/14	JOHN HURST OUTDOOR SERVICES	2269	Power Wash Pavillion Floor & Restroom Walls	Misc-Contingency	549900-53901	\$225.00
001	55603	08/12/14	JOHN HURST OUTDOOR SERVICES	2268	Mowing Amenities August 2014	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	55604	08/12/14	PAK MAIL 450	275746	Services thru 7/11/14	Postage and Freight	541006-57201	\$13.25
001	55604	08/12/14	PAK MAIL 450	276218	Services thru 7/15/14	Postage and Freight	541006-57201	\$13.25
001	55604	08/12/14	PAK MAIL 450	276521	Services thru 7/23/14	Postage and Freight	541006-57201	\$9.80
001	55604	08/12/14	PAK MAIL 450	276700	Services thru 07/28/14	Postage and Freight	541006-57201	\$9.80
001	55604	08/12/14	PAK MAIL 450	276708	Services thru 7/28/14	Postage and Freight	541006-57201	\$9.80
001	55605	08/12/14	PEDDIE CHEMICAL COMPANY	410025532	Pool Chemicals Chlorine	Op Supplies - Pool Chemicals	552009-57201	\$1,002.96
001	55606	08/12/14	PICKINWEE CORP	9923	Surge Outlet/Strip	R&M-General	546001-57201	\$40.14
001	55606	08/12/14	PICKINWEE CORP	9936	Maintenance Supplies	R&M-General	546001-57201	\$55.42
001	55607	08/12/14	SAM'S CLUB/SYNCHRONY BANK	6095 072714	7 Umbrellas/Base/Off Supplies/Dell Notebook/Router	Umbrellas	546074-57201	\$139.86
001	55607	08/12/14	SAM'S CLUB/SYNCHRONY BANK	6095 072714	7 Umbrellas/Base/Off Supplies/Dell Notebook/Router	Umbrella Bases	546074-57201	\$22.50
001	55607	08/12/14	SAM'S CLUB/SYNCHRONY BANK	6095 072714	7 Umbrellas/Base/Off Supplies/Dell Notebook/Router	Office Supplies	551002-57201	\$421.84
001	55607	08/12/14	SAM'S CLUB/SYNCHRONY BANK	6095 072714	7 Umbrellas/Base/Off Supplies/Dell Notebook/Router	Dell 15.6 Notebook	551002-57201	\$259.00

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 8/1/14 to 8/31/14  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	GL Account Name	GL Account #	Check Amount
001	55607	08/12/14	SAM'S CLUB/SYNCHRONY BANK	6095 072714	7 Umbrellas/Base/Off Supplies/Dell Notebook/Router	Router/Range Extender	551002-57201	\$129.98
001	55607	08/12/14	SAM'S CLUB/SYNCHRONY BANK	6095 072714	7 Umbrellas/Base/Off Supplies/Dell Notebook/Router	Return of Router/Range Extender	551002-57201	(\$129.98)
001	55608	08/12/14	SONITROL	237620	50 Key Fobs	Misc-Contingency	549900-57201	\$429.00
001	55613	08/15/14	ALAN COX AQUATICS, INC.	AUGUST 2014	Pool Management August 2014	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	55614	08/15/14	BRIAN PESCHL	12373	Pest Control Service April 2014	R&M-Pest Control	546070-57201	\$145.00
001	55614	08/15/14	BRIAN PESCHL	13251	Pest Control Service July 2014	R&M-Pest Control	546070-57201	\$145.00
001	55615	08/15/14	FEDEX	2-738-52996	Services thru 8/5/14	Postage and Freight	541006-51301	\$10.40
001	55616	08/15/14	JOHN HURST OUTDOOR SERVICES	2273	Hunter Rain Sensor in Lodge & Pavilion	Misc-Contingency	549900-53901	\$300.00
001	55616	08/15/14	JOHN HURST OUTDOOR SERVICES	2272	Cut Down Azaleas & Haul Away	Misc-Contingency	549900-53901	\$250.00
001	55617	08/15/14	SNIFFEN & SPELLMAN, P.A.	12577	Legal Services July 2014	ProfServ-Legal Services	531023-51401	\$6,054.63
001	55618	08/15/14	CITY OF TALLAHASSEE	5610 081214	Legal Services July 2014	Utility - General	543001-57201	\$104.27
001	55619	08/15/14	IN THE SWIM COMMERCIAL	003612350	Replacement Battery/Chair Lift	R&M-Pools	546074-57201	\$212.94
001	55620	08/15/14	PEDDIE CHEMICAL COMPANY	410025778	17 Algaecide Pool Chemical	Op Supplies - Pool Chemicals	552009-57201	\$219.98
001	55621	08/15/14	TALLAHASSEE DEMOCRAT	0000793927	Legal Ad 8/11/14 Workshop/Meeting Notice	Legal Advertising	548002-51301	\$858.16
001	55636	08/26/14	COMCAST	234005015 081414	Cable Service 08/25/14 - 09/24/14	Utility - Other	543004-57201	\$191.44
001	55637	08/26/14	FEDEX	2-753-35385	Services thru 08/19/14	Postage and Freight	541006-51301	\$10.40
001	55638	08/26/14	INTERSTATE FIRE SYSTEMS	63712	Extinguisher Inspection & Taggin	R&M-General	546001-57201	\$155.50
001	55639	08/26/14	JOHN M. O'NEIL	21952	Overlay Damaged Pool Shed Floor	R&M-General	546001-57201	\$95.00
001	55640	08/26/14	MARPAN SUPPLY CO., INC.	1316234	Container Rental September 2014	R&M-General	546001-57201	\$26.00
001	55641	08/26/14	VERIZON WIRELESS	7673 080714	321347673-00001 07/13/14-08/12/14	Communication - Teleph - Field	541005-57201	\$69.68
001	55588	08/13/14	D. LANCE ROGERS	PAYROLL	August 13, 2014 Payroll Posting			\$1,645.77
001	55589	08/13/14	DANIEL J. ROZOFSKY	PAYROLL	August 13, 2014 Payroll Posting			\$503.33
001	55590	08/13/14	RICHARD B. STOWERS	PAYROLL	August 13, 2014 Payroll Posting			\$340.90
001	55591	08/13/14	LUKE J. LILES	PAYROLL	August 13, 2014 Payroll Posting			\$267.64
001	55592	08/13/14	EVAN V. FRANCIS	PAYROLL	August 13, 2014 Payroll Posting			\$244.90
001	55593	08/13/14	EMMA K. FRANCIS	PAYROLL	August 13, 2014 Payroll Posting			\$293.33
001	55594	08/13/14	MARIA E. ZEA	PAYROLL	August 13, 2014 Payroll Posting			\$226.26
001	55595	08/13/14	TAWNI S. O'NEILL	PAYROLL	August 13, 2014 Payroll Posting			\$443.28
001	55596	08/13/14	BENJAMIN V. KILGORE	PAYROLL	August 13, 2014 Payroll Posting			\$444.65
001	55597	08/13/14	JOSHUA M. LILES	PAYROLL	August 13, 2014 Payroll Posting			\$368.58
001	55598	08/13/14	BRETT A. NIETO	PAYROLL	August 13, 2014 Payroll Posting			\$253.09
001	55599	08/13/14	CHRISTIAN C. KOBES	PAYROLL	August 13, 2014 Payroll Posting			\$134.64
001	55600	08/13/14	CORINTHIAN F. BARNES	PAYROLL	August 13, 2014 Payroll Posting			\$113.64
001	55609	08/14/14	JAN M. BRIDGES	PAYROLL	August 14, 2014 Payroll Posting			\$184.70
001	55610	08/14/14	MICHAEL D. LEE	PAYROLL	August 14, 2014 Payroll Posting			\$184.70
001	55611	08/14/14	CHERYL M. HUDSON	PAYROLL	August 14, 2014 Payroll Posting			\$174.07
001	55612	08/14/14	JOSEPH W. DIDIER	PAYROLL	August 14, 2014 Payroll Posting			\$184.70
001	55622	08/27/14	D. LANCE ROGERS	PAYROLL	August 27, 2014 Payroll Posting			\$1,615.46

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 8/1/14 to 8/31/14  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	55623	08/27/14	DANIEL J. ROZOFKY	PAYROLL	August 27, 2014 Payroll Posting			\$393.09
001	55624	08/27/14	RICHARD B. STOWERS	PAYROLL	August 27, 2014 Payroll Posting			\$347.07
001	55625	08/27/14	LUKE J. LILES	PAYROLL	August 27, 2014 Payroll Posting			\$401.91
001	55626	08/27/14	EVAN V. FRANCIS	PAYROLL	August 27, 2014 Payroll Posting			\$167.91
001	55627	08/27/14	EMMA K. FRANCIS	PAYROLL	August 27, 2014 Payroll Posting			\$168.77
001	55628	08/27/14	MARIA E. ZEA	PAYROLL	August 27, 2014 Payroll Posting			\$210.09
001	55629	08/27/14	TAWNI S. O'NEILL	PAYROLL	August 27, 2014 Payroll Posting			\$365.71
001	55630	08/27/14	BENJAMIN V. KILGORE	PAYROLL	August 27, 2014 Payroll Posting			\$251.91
001	55631	08/27/14	JOSHUA M. LILES	PAYROLL	August 27, 2014 Payroll Posting			\$141.29
001	55632	08/27/14	BRETT A. NIETO	PAYROLL	August 27, 2014 Payroll Posting			\$145.22
001	55633	08/27/14	JOSHUA L. CUSHING	PAYROLL	August 27, 2014 Payroll Posting			\$162.88
001	55634	08/27/14	CHRISTIAN C. KOBES	PAYROLL	August 27, 2014 Payroll Posting			\$129.40
001	55635	08/27/14	CORINTHIAN F. BARNES	PAYROLL	August 27, 2014 Payroll Posting			\$99.65
Fund Total								\$33,751.16

Total Checks Paid	\$33,751.16
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## **Ninth Order of Business**



**9A.**

Property manager report:

### **CAMERA SECURITY SYSTEM:**

A tree on the property adjacent to the pool was struck by lightning several weekends ago, and as a result we lost all outside cameras because of the surge. Vector Security supports the system and will be sending us quote for replacement. My intention is to wait until I receive the quote and then we will contact Sonitrol to see if they can furnish the same type of camera system using as much of our existing equipment as possible.

One thing that I intend to look at is surge suppression for the system, to see if we can minimize this type of damage in the future. Being the pool is the major piece of the outside camera system, we can take our time to repair the damage now that the pool has closed for the season.

### **GENERAL POOL MAINTENANCE ISSUES:**

The gate to the pool has been repaired.

As a test, we had Seminole Pressure Wash (which is a resident of Piney-Z) do a soft wash on one of the worst of the pool chaise lounges. Although the before and after was striking, the fact is that most of the pool furniture has been allowed to mildew and mold, and that has actually eaten into the plastic strapping. I am not sure how old this furniture is, but a high percentage of the furniture needs to be replaced. We will look to see if there a company which may re-strap the pieces and compare the price to purchasing new pieces.

This would bring up the issue of possibly enlarging the back end of the pavilion storage, or purchasing a shed large enough, to store the pool furniture out of the elements during the time the pool is closed. The strapped chaise lounges are about \$225 to replace and I believe we have at least 20, at a cost of \$4500; not counting a large number of glass- topped tables and strapped chairs that also need to be out of the elements in order to preserve the life expectancy of the items.

Concrete work needs to be done on the deck, where pieces of the decking have begun to sink and cause potential liability issues with people tripping and falling over the uneven surfaces.

The pool has a slow leak which we will be looking at for possible patch / repair.

A PVC fence, initially located between the main pool area and the former wading pool, was dismantled and the posts were cut to about a 3' height. The bottom steel structure supporting post to post was apparently found too hard to remove, and causes another liability for possible accidents caused by tripping over the supports. It appears, because the fence cannot be put back together as it was formerly, that the existing posts that are buried in the concrete decking, will have to be jack-hammered out, and the decking repaired.

Before reopening, the deck and wrought iron fence need to be pressure washed. The aluminum frame and roof netting that was in place over the lifeguard station needs to be replaced. The Sunbrite plastic pool box where various items are stored out of the weather needs to be replaced. The wooden lifeguard chairs needs to be painted or removed. There is a lot of work which is required before the pool reopens in the spring.

### **LODGE:**

Fraser Electric looked at the Lodge while they were working on the lightening issue at the pool. In order to replace the current Lodge ceiling lights with fans and light kits, the current circuit will have to be upgraded in order to support the additional load the fans will require. We are currently getting quotes from other vendors on the work. In addition, work needs to be done in the kitchen in order for various appliances to be used at the same time. That is also being included in the electrical quotes.

The wooden floors look bad cosmetically. I don't think they need to be refinished, but they need a deep cleaning and buffing / waxing. We received a quote from Stanley Steamer in excess of \$1000 and are in the process of procuring additional quotes for the work.

I scheduled an energy audit with the City and several items were suggested at the Lodge. First, we have three old mercury thermostats which need to be replaced with newer programmable thermostats. This will give us the ability to add scheduled time/temperature to each space (back TV room/office at the lodge, the lifeguard room and the fitness center).

The auditor also suggested we move to LED lights which save drastically over conventional light bulbs currently being used in all the pot lights.

I have also started recycling services with the City and we have recycling cans in the lodge area for use at events.

I would again strongly suggest that we change the current rule and allow non-residents to rent the Lodge. I have asked various residents if they had a problem renting the lodge to non-residents to help generate more revenue to pay for the cost of maintenance and repairs on the facility, and 100% of those residents responded they would be happy to allow non-residents to contribute toward generating more revenue.

#### **GENERAL OBSERVATIONS:**

I am finding it hard to make a lot of headway with the 29 hour a week limit. We have found unused (non-repairable?) equipment under tables and in closets, we have cleaned out files with old catalogs dating back to 2004, we have found reservation forms dating back over three years with resident checks still attached to the form – some voided and some not voided. This is clearly a big liability having checks with residents name, addresses, bank information and account number along with a residents signature, so David has begun shredding the checks and noting that he has done so on the reservation forms. We went several weeks before I found the key to the petty cash drawer. We have found drawers of keys that we have no idea what they go to. One drawer had about 15 remote controls that did not work with any of the current equipment we have. We continue to wade through everything, but it is time consuming.

#### **FITNESS CENTER:**

We have three quotes for replacing equipment in the Fitness center. I am also providing leasing and rental information. I would also like to present the possibility of replacing some of the current items with new pieces of equipment like a water rower and a Helix Lateral Trainer. Fitness Pro is the only local dealer I have been able to find which sells commercial fitness equipment. It is especially important to find a vendor which has local support, so we don't have to wait days or weeks for a technician from Orlando, or Atlanta, or Jacksonville. They appear to have good support and are anxious to have our business.

Based on a cost of \$42000 to replace all items in the fitness center this is the lease option which I was provided:

<b>Equipment Cost</b>	<b>\$42,000.00</b>	
	<b>36 month lease</b>	<b>60 month lease</b>
Monthly Lease Payment	\$1,447.90	\$945.25
Tax Deduction*	\$579.16	\$378.10
<b>Net Cost Per Month</b>	<b>\$868.74</b>	<b>\$567.15</b>
<b>Operating Figures</b>		
Net Cost Per Day (30 work days/Month)	\$28.96	\$18.90
Net Cost Per Hour (10 work hours/day)	\$2.90	\$1.89

At the end of the lease, we would own the equipment and cost of labor and repairs would be ours.

These are the rental figures provided based on \$42000 worth of equipment:

24 months	\$1989	(total rental period \$47,736)
36 months	\$1379	(total rental period \$49,644)
48 months	\$1079	(total rental period \$51,792)
60 months	\$ 899	(total rental period \$53,940)

At the end of the rental period, all equipment would be replaced by new equipment if we chose to extend the rental agreement, and would be covered by the manufacturer's warranty (generally five years on parts and two years on labor).

Currently we have one elliptical which cannot be repaired and several treadmills which are not in great shape. This is the list of current equipment and approximate age:

Equipment	Type	Date
1. Octane Pro 350 Elliptical	Elliptical	Jan. 2006 (dispose)
2. Precor c 846 Recumbent	Recumbent Bike	2001
3. Precor EFX 532 Elliptical	Elliptical	Apr 2001
4. Strength-Body Solid	incline/decline bench	Unknown
5. Strength-Tuff Stuff Apollo 450	Multi-stack Strength Piece	2001
6. Strength-Tuff Stuff	incline/decline bench	Unknown
7. Precor Fitness C 942	Treadmill	June 2001
8. TrueFitness LC 1100	Treadmill	July 2010
9. TrueFitness LC 1100	Treadmill	July 2010
10. TrueFitness ZTX 825P	Treadmill	Jan. 2004
11. True Fitness CSX Elliptical	Elliptical	Apr 2009
12. True Fitness TS1 Elliptical	Elliptical	Dec 2006

Typically fitness equipment will give 5-8 good years of service. After 10 years the manufacturers will start to "sunset" the products and parts begin to be phased out. Once that happens, repairs become very expensive if not impossible. In addition new equipment is released to the market with updates in technology which residents may be interested in using.

Based on Fitness Pro's working knowledge of the equipment at Piney-Z Community Fitness Center they would recommend the following replacement schedule if the CDD prefers to replace equipment on a fluctuating schedule instead of all at one time:

<u>Year To Replace</u>	<u>Equipment To Replace</u>	<u>Cost*</u>	<u>Pati's Comments</u>
2015	Octane Pro 350 Elliptical	\$3,499	This piece is already non-repairable. I would like to replace it with a rowing machine at a lower cost
2015	True Fitness TS1 Elliptical	\$3,499	I think we need to look at replacing this elliptical with the new helix lateral trainer
2016	Precor C942 Treadmill	\$4,149	Needs to be replaced this year if possible
2016	Precor c846 Recumbent	\$2,499	
2017	Precor EFX 532 Elliptical	\$3,499	I don't feel we need 4 ellipticals – treadmills appear to get the most use.

2017	True ZTC 825P Treadmill	\$4,149
2018	Tuff Stuff Apollo 450	\$8,199
2018	Incline/decline benches(2)	\$650
2019	True CSX Elliptical	\$3,499
2019	True LC1100 Treadmills(2)	\$4,149

\*Cost is approximate based on current pricing. Prices and models change from year to year.

This is based on the current condition and age for our existing machines. The Precors are older but the Octane and True TS1 Ellipticals have more wear and tear on them. The cost to replace the two ellipticals is based on the new True CS400 Elliptical.

If the board will decide whether they want purchase all the equipment at once, or decide on a dollar value for a monthly lease or rental payment, I would like the latitude to change out some of the equipment with different apparatuses and possibly save money by only have two elliptical machines (one standard and one helix).

## **Tenth Order of Business**

**10A.**

**Piney-Z CDD**

Professional Services - Legal Services

**for Maureen Daughton of Sniffen & Spellman, P.A.****Part 1 of 2**

Updated: 10/13/14 v2

<u>FY</u>		<u>Budgeted</u>	<u>Actual</u>	<u>Actual % of Budgeted</u>	<u>Attorney</u>	<u>Law Firm</u>
2005	(0)	\$ 12,000	\$ 12,000	0.00%	Nancy G. Linnan	Carlton Fields, P.A.
2006		\$ 5,000	\$ 7,055	41.10%	Nancy G. Linnan	Carlton Fields, P.A.
2007		\$ 5,000	\$ 4,687	-6.26%	Nancy G. Linnan	Carlton Fields, P.A.
2008		\$ 5,000	\$ 4,050	-19.00%	Nancy G. Linnan	Carlton Fields, P.A.
2009		\$ 4,000	\$ 5,139	28.48%	Nancy G. Linnan	Carlton Fields, P.A.
2010	(1)	\$ 4,000	\$ 69,747	1643.68%	Chasity H. O'Steen	Rose, Sundstrom & Bentley, LLP
2011		\$ 10,000	\$ 21,600	116.00%	Chasity H. O'Steen	Rose, Sundstrom & Bentley, LLP
2012		\$ 20,000	\$ 33,127	65.64%	Chasity H. O'Steen	Both RSB & S&S
2013		\$ 30,000	\$ 30,521	1.74%	Chasity H. O'Steen	Sniffen & Spellman, P.A.
2014	(2)	\$ 35,000	\$ 53,305	52.30%	Maureen M. Daughton	Sniffen & Spellman, P.A.
2015	(3)	\$ 35,000			Maureen M. Daughton	Sniffen & Spellman, P.A.
<b>10 Year Actual Legal Cost Total:</b>		<b>\$ 241,231</b>	<b>(\$208K+ of Legal Costs are in Last 5 Years)</b>			

	<b>UNDER BUDGET</b>
	<b>OVER BUDGET</b>

**Notes:**

(0) FY 2005 Actual is unavailable so budgeted amount used also as actual for comparison purposes only

(1) FY 2010 Budget was amended to \$69,747.

(2) FY 2014 Actual amount is only through August 31, 2014. (does not include September 2014)

(3) Fiscal Year's (FY) run from October 1, 2014 - September 30, 2015 of each respective year, so FY 2015 or FY15 is 10/1/14 - 09/30/15



## Piney-Z CDD

Professional Services - Legal Services

for Maureen Daughton of Sniffen & Spellman, P.A.

Part 2 of 2

Updated: 10/13/14 v2

FY	Annual O&M Expense Budget	Annual Legal Expense Actual	Legal Expense % of Annual O&M Budget Amount
2005	\$ 403,729.00	\$ 12,000.00	2.97%
2006	\$ 463,885.00	\$ 7,055	1.52%
2007	\$ 479,964.00	\$ 4,687	0.98%
2008	\$ 485,245.00	\$ 4,050	0.83%
2009	\$ 468,679.00	\$ 5,139	1.10%
2010	\$ 468,332.00	\$ 69,747	14.89%
2011	\$ 381,781.00	\$ 21,600	5.66%
2012	\$ 404,437.00	\$ 33,127	8.19%
2013	\$ 389,444.00	\$ 30,521	7.84%
2014	\$ 445,107.00	\$ 53,305	11.98%

**Piney-Z CDD**

**Professional Services - Legal Services Fees for Replicon Contract  
for Maureen Daughton of Sniffen & Spellman, P.A.**

**9A**

Updated:  
10/13/14 v2  
9/8/2014 v1

<u>Date</u>	<u>Hours</u>	<u>Legal Fees</u>
6/12/2014	3.3	\$742.50
6/13/2014	0.4	\$90.00
6/16/2014	0.2	\$45.00
6/17/2014	0.4	\$90.00
6/19/2014	0.4	\$90.00
6/20/2014	0.6	\$135.00
6/24/2014	0.4	\$90.00
6/25/2014	0.3	\$67.50
6/30/2014	0.7	\$157.50
7/2/2014	0.2	\$45.00
7/3/2014	0.4	\$90.00
7/9/2014	1	\$225.00
7/10/2014	1.3	\$292.50
7/11/2014	0.9	\$202.50
7/14/2014	1	\$225.00
7/15/2014	0.1	\$22.50
7/16/2014	0.3	\$67.50
7/17/2014	0.2	\$45.00
8/11/2014	0.3	\$67.50

<u>12.4</u>	<u>\$2,790.00</u>
Hours	Total Legal Fees

Based on a Board Vote to implement time management software with online vendor for less than \$1,000. We spent nearly \$2,800 on legal fees to review and negotiate contract.



Joe Didier <joe@pineyzcdd.com>

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## REplicon

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**Maureen Daughton** <MDaughton@sniffenlaw.com>

Fri, Jun 13, 2014 at 7:26 AM

To: "joe@pineyzcdd.com" <joe@pineyzcdd.com>

Cc: "janice.davis@STServices.com" <janice.davis@stservices.com>

Good morning Joe,

The following I think are deal breakers,

- Paragraph 10- We can not agree to an indemnification clause for this contract;
- Paragraph 6c-We can't agree to give them a non-exclusive irrevocable license for Client Data;
- Paragraph 7 - need to see the Privacy policy
- Applicable law can't be Alberta.

These are worrisome clauses,

- Paragraph 8 b- they basically say they warranty nothing;
- Section 3- they can increase charges on 30 day notice for no reason;

I know you were going to get clarification on most other issues. I am still wondering if Lance can't make some calls and find a local in state company that can provide the same. I can check with some of our clients as well if you want me to.

I know you have invested time and gotten them down on price so let's see where it goes.

Maureen