

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**JULY 14, 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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July 8, 2014

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, July 14, 2014 the Board of Supervisors of the Piney-Z Community Development District will hold 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 meeting:

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Approval of the Minutes of the June 9, 2014 Meeting**
- 5. Acceptance of the May 2014 Financial Statements and Approval of the Check Register and Invoices**
- 6. Attorney's Report**
  - A. Approval of the First Amendment to the Amended and Restated Interlocal Agreement with the City of Tallahassee
- 7. Discussion of Proposed Budget for FY 2015**
  - A. Supervisor Comments and Suggestions for Consideration
- 8. Manager's Report**
  - A. Consideration of Expense Reimbursement Request from Supervisor Didier
  - B. Discussion of Piney-Z Land Company Payment
- 9. Property Manager's Report (including Access and Revenue Reports)**
  - A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)
  - B. Landscape Maintenance Quotes
- 10. Supervisor Requests**
  - A. Schedule Upcoming CDD Workshops (Supervisor Didier)
  - B. Asset Management and Inventory Log (Supervisor Didier)
  - C. Current Supervisors Exiting Goals (Supervisor Didier)
  - D. Formation of CDD Committees (Supervisor Didier)
  - E. Attorney Legal Fees Discussion (Supervisor Didier)
  - F. Update on Online Time Sheet Solution (Supervisor Didier)
  - G. FASD Update & Highlights (Supervisor Didier)
  - H. Piney-Z CDD Website Updates (Supervisor Didier)
  - I. Update on PineyZCDD.com Domain and Emails (Supervisor Didier)
  - J. Effectively Operating within Florida Sunshine Law and Properly Maintaining Public Records (Supervisor Didier)
- 11. Adjournment**

Piney-Z CDD

July 8, 2014

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Enclosed under the fourth order of business for your review are the minutes of the June 9, 2014 meeting.

The fifth order of business is acceptance of the May, 2014 financials statements and approval of the check register and invoices.

Under the Attorney's Report will be consideration of the first amendment to the Amended and Restated Interlocal Agreement with the City of Tallahassee.

Next will be a discussion of the proposed budget for FY 2015 with Supervisors providing comments and suggestions for consideration. Enclosed are suggestions/comments received from Supervisor Didier.

Under the Manager's Report will be consideration of an expense reimbursement request from Supervisor Didier. Additionally, there will be a discussion of the Piney-Z Land Company payment received pursuant to the Settlement Agreement.

The Property Manager's Report is included under tab 9 with supporting documents for his report.

Any additional supporting material for the items listed above will be distributed at the meeting. If you have any questions, please give me a call at (904) 940-6044, extension 40592.

Sincerely,

Janice Eggleton Davis/ms  
District Manager

cc: Maureen Daughton  
Brett Sealy

Bob Reid  
Claudia Vaccaro

Lance Rogers  
Michael Eckert

# MINUTES

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

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, June 9, 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
Richard Kessler	Assistant Secretary
Cheryl Hudson	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Mark Logan	District Counsel
Lance Rogers	Property Manager
Mark Logan	
Residents	

*The following is a summary of the discussions and actions taken at June 9, 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, led by Supervisor Didier.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the May 12, 2014 Meeting**

On MOTION by Mr. Kessler seconded by Mr. Didier, the May 12, 2014 meeting minutes were approved with votes as follows:

**Richard Kessler - Aye**  
**Cheryl Hudson – Abstained**  
**Joe Didier - Aye**  
**Michael Lee - Aye**

**FIFTH ORDER OF BUSINESS**

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

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

**Richard Kessler – Aye**  
**Cheryl Hudson - Aye**  
**Joe Didier - Aye**  
**Michael Lee - Aye**

**SIXTH ORDER OF BUSINESS**

**Attorney's Report - Update on  
Request for CDD Extension and  
the Boundary Amendment**

- Mr. Lee reported he will send a thank you letter to the City Commission and thanked the Supervisors for attending the meeting and the residents for their support. He also thanked Mr. Kessler and the residents who are opposed for showing their concern.
- The extension of the CDD past 2019 received unanimous approval from the City Commissioners.
- The petition for contraction to exclude Phase 9 for the Piney-Z Land Company was also approved.
- Ms. Davis reported Piney-Z Land Company's attorney has said they will be taking advantage of the discount and will be paying the settlement amount in a lump sum.

**SEVENTH ORDER OF BUSINESS**

**Manager's Report**

**A. Discussion of Proposed Budget for FY 2015**

- Ms. Davis reported the budget in the agenda package incorporates all the items the Board asked be changed.
- Discussion followed on the budget process with it being noted they can change lines items but not increase assessments.
  - Mr. Didier requested a line item for the website.
  - Mr. Kessler addressed increased expenses and declining fund balance.
  - Ms. Davis addressed the deadline for submitting agenda items being 9:00 a.m. July 7<sup>th</sup> noting the package will go out one day late due to the holiday.
  - Mr. Rogers addressed the automated time system noting most charge a per employee monthly charge which could amount to \$700 to \$1,000 per year.
- Ms. Pati Lytle addressed pool maintenance and pool chemicals and inquired if they have looked at changing the pool to a salt water system.
  - Mr. Didier noted there would be more costs in year one due to a changeover. There is a savings on chemicals but it is not thousands of dollars.

## **EIGHTH ORDER OF BUSINESS**

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

- A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)**
- Mr. Rogers outlined the Property Manager's Report and provided a folder noting it includes A/C quotes.
  - Mr. Lee noted the fitness center meeting is scheduled for August.
- Mr. Didier requested information from Mr. Cox with regard to the training of the PZCDD lifeguards, Red Cross Training certification and etcetera.
  - Discussion followed on a Training Acknowledgement Form for the lifeguards to sign.
- Ms. Jane Greene complimented the condition of the pool area and inquired who cleans the pools.
  - Mr. Rogers responded Alan Cox Aquatics is contracted to come once a week year-round and they coordinate the lifeguard cleaning during the

pool season.

- Ms. Greene noted the pool has not been brushed this year and tile is getting bad.
- Discussion followed on a process for having ongoing maintenance items handled.
- Discussion followed on lifeguards.
- Swim lesson instructors, insurance and revenue sharing were discussed.
- Mr. Didier's posed several questions for Mr. Rogers.

#### **NINTH ORDER OF BUSINESS**

#### **Supervisor Requests**

##### **A. Enforcement of Pool Rules and Access (Supervisor Kessler)**

- Mr. Kessler addressed lifeguards, enforcement of pool rules, proper guidance and training.
- Discussion followed on denying access to residents who do not have their key fob.
- Mr. Kessler addressed unauthorized persons and what they can do to help the lifeguards in these situations. Discussion followed.
- Discussion followed on documenting residents entering without a key fob so they can address the violation with the resident.
  - Ms. Davis addressed pool policies and Rules.
  - Mr. Kessler addressed letting the lifeguards know they have support when difficult situations arise.

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

- Mr. Didier addressed the following:
  - Key Fobs - access issues, better process.
  - Lifeguards - opening the gate.
  - Active work list for projects.
- Mr. Didier provided pictures and addressed several issues regarding the condition and maintenance of various areas.
- Discussion followed on landscaping.



- Mr. Didier reported on the following:
  - Board and Staff photos have been uploaded to the CDD page with the exception of Ms. Davis. It was requested Ms. Davis provide a photo.
  - He has been working with Mr. Rogers on identifying where the City of Tallahassee meters are.
  - Ownership of the Piney-Z CDD website about which he will speak with Ms. Daughton when she returns.
  - Compiling a Asset Management/Inventory Log.
  - They will have do some router changes to get the automated payroll system operational in the upstairs break room. It will cost approximately \$150 for someone to install.
- Mr. Harshad Desei noted he would like to see the HOA and CDD working together more often on landscaping.
- Mr. Lee requested Supervisors try to place items on the agenda before the meeting.
- Ms. Davis reported the contract with Hurst Landscaping ends September 30<sup>th</sup>. The Board will need to consider if they want an addendum to the contract or to go out for bids.
  - Mr. Rogers noted Mr. Hurst is not asking for an increase or any changes to the contract.
  - Mr. Lee requested they contact at least three landscape vendors for quotes and landscape be placed on the next agenda.
  - Discussion followed on the landscape contract.
- Ms. Lytle noted the General Election qualifying information is on the website.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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Janice Eggleton Davis  
Secretary

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Michael Lee  
Chairman

## **Fifth Order of Business**

PINEY-Z  
Community Development District

*Financial Report*

*May 31, 2014*

Prepared by



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Piney-Z  
Community Development District

**Financial Statements**

(Unaudited)

**May 31, 2014**

## MEMORANDUM



**TO:** Board of Supervisors  
**FROM:** Tiziana Cessna, District Accountant  
**CC:** Janice Davis, District Manager / Stephen Bloom, Assistant Treasurer  
**DATE:** July 14, 2014  
**SUBJECT:** Piney-Z CDD – May Financial Report

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Please find enclosed the May 2014 financials for Piney-Z CDD. At this point in the fiscal year (through May), expenditures should be at approximately 67% 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 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 are for 2 months of the Health plan premium for the property manager, annual fee for HOA from June 2014 - May 2015 and 1 month of Comcast service.

### **Liabilities**

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

### **General Fund**

The total revenues for the General Fund are at approximately 99% of the annual budget.

- The YTD Non-Ad Valorem assessments collections are at approximately 99% which is the same as last year at the same time.
- Lodge Rental revenues are currently higher than projected.

Total Expenditures through May 2014 were at 96% of the YTD budget and 58% of the annual budget with the following notes for the fiscal year:

- Legal expenditures are as of May and are over budget due primarily to the boundary amendment matter and the work to amend the Interlocal agreement with the City.
- 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.

**MEMORANDUM (continued)**  
**Piney-Z CDD – May Financial Report**

**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.

**Other Updates**

Wells Fargo checking account was closed on 5/7/14. On 5/9/14, the District opened a Reserve account with US Bank to maintain the reserve requirement per bond documents.

Balance Sheet

May 31, 2014

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 49,428	\$ -	\$ -	\$ 49,428
Accounts Receivable	-	404	566	970
Due From Other Funds	18,545	-	-	18,545
Investments:				
Money Market Account	258,497	-	-	258,497
SBA Account	182	-	-	182
SBA Account - Restricted	298	-	-	298
Prepayment Account	-	299	901	1,200
Redemption Fund	-	645	-	645
Reserve Fund	-	15,750	-	15,750
Revenue Fund	-	99,720	155,051	254,771
FMV Adjustment	84	-	-	84
Prepaid Items	2,754	-	-	2,754
<b>TOTAL ASSETS</b>	<b>\$ 329,788</b>	<b>\$ 116,818</b>	<b>\$ 156,518</b>	<b>\$ 603,124</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 8,851	\$ -	\$ -	\$ 8,851
Accrued Wages Payable	5,463	-	-	5,463
Accrued Taxes Payable	428	-	-	428
Due To Other Funds	-	18,545	-	18,545
<b>TOTAL LIABILITIES</b>	<b>14,742</b>	<b>18,545</b>	<b>-</b>	<b>33,287</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Prepaid Items	2,754	-	-	2,754
<b>Restricted for:</b>				
Debt Service	-	98,273	156,518	254,791
<b>Assigned to:</b>				
Operating Reserves	97,361	-	-	97,361
Reserves - CDD Amenity	52,805	-	-	52,805
<b>Unassigned:</b>	<b>162,126</b>	<b>-</b>	<b>-</b>	<b>162,126</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 315,046</b>	<b>\$ 98,273</b>	<b>\$ 156,518</b>	<b>\$ 569,837</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 329,788</b>	<b>\$ 116,818</b>	<b>\$ 156,518</b>	<b>\$ 603,124</b>



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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 550	\$ 368	\$ 518	\$ 150
Special Assmnts- Tax Collector	394,411	394,411	390,235	(4,176)
Special Assmnts- Discounts	(15,776)	(15,776)	(15,575)	201
Settlements	-	-	3,122	3,122
Access Cards	-	-	270	270
Pavilion Rental	900	600	-	(600)
Lodge Rental	10,500	7,000	9,370	2,370
Pool Rental	600	120	-	(120)
<b>TOTAL REVENUES</b>	<b>391,185</b>	<b>386,723</b>	<b>387,940</b>	<b>1,217</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	11,000	7,000	7,400	(400)
FICA Taxes	842	612	566	46
ProfServ-Engineering	500	333	-	333
ProfServ-Legal Services	35,000	23,336	36,670	(13,334)
ProfServ-Mgmt Consulting Serv	54,275	36,184	36,183	1
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,500	3,500	3,000	500
Communication - Telephone	240	160	1	159
Postage and Freight	2,000	1,336	646	690
Insurance - General Liability	10,954	8,217	6,161	2,056
Printing and Binding	2,500	1,664	1,424	240
Legal Advertising	1,500	1,250	1,178	72
Miscellaneous Services	1,200	800	596	204
Misc-Assessmnt Collection Cost	11,832	11,832	11,240	592
Misc-Contingency	2,000	1,336	-	1,336
Office Supplies	500	336	347	(11)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>142,655</b>	<b>102,708</b>	<b>110,224</b>	<b>(7,516)</b>
<b>Field</b>				
Contr-Landscape-Amenities Area	12,040	8,027	8,027	-
Misc-Contingency	8,500	5,664	1,850	3,814
<b>Total Field</b>	<b>20,540</b>	<b>13,691</b>	<b>9,877</b>	<b>3,814</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 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	63,000	55,291	7,709
FICA Taxes	9,027	4,820	4,316	504
Pension Benefits	2,250	2,250	2,250	-
Life and Health Insurance	11,772	7,848	7,848	-
Workers' Compensation	4,884	3,663	3,027	636
ProfServ-Pool Maintenance	4,800	3,200	3,200	-
Contracts-Security Services	2,504	1,878	3,884	(2,006)
Communication - Teleph - Field	2,280	1,520	1,451	69
Postage and Freight	900	600	694	(94)
Utility - General	28,000	18,664	10,177	8,487
Utility - Other	3,000	2,000	1,635	365
R&M-General	14,100	9,400	16,850	(7,450)
R&M-Equipment	2,300	1,536	1,281	255
R&M-Pest Control	790	528	568	(40)
R&M-Pools	5,500	3,664	10,225	(6,561)
Misc-Contingency	6,000	4,000	4,780	(780)
Office Supplies	3,000	2,000	4,561	(2,561)
Op Supplies - Pool Chemicals	5,000	3,336	689	2,647
Capital Outlay	25,000	16,664	3,170	13,494
<b>Total Parks and Recreation - General</b>	<b>249,107</b>	<b>150,571</b>	<b>135,897</b>	<b>14,674</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>266,970</b>	<b>255,998</b>	<b>10,972</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(53,922)	119,753	131,942	12,189
<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)	\$ 119,753	\$ 131,942	\$ 12,189
<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>\$ 302,857</b>	<b>\$ 315,046</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 32	\$ 42	\$ 10
Special Assmnts- Tax Collector	81,881	81,881	81,013	(868)
Special Assmnts- Prepayment	-	-	299	299
Special Assmnts- Discounts	(3,275)	(3,275)	(3,233)	42
<b>TOTAL REVENUES</b>	<b>78,656</b>	<b>78,638</b>	<b>78,121</b>	<b>(517)</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	2,333	123
<b>Total Administration</b>	<b>5,156</b>	<b>5,156</b>	<b>5,027</b>	<b>129</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>78,527</b>	<b>129</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(18)	(406)	(388)
Net change in fund balance	\$ -	\$ (18)	\$ (406)	\$ (388)
<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>\$ 98,661</b>	<b>\$ 98,273</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 100	\$ 68	\$ 84	\$ 16
Special Assmnts- Tax Collector	227,306	227,306	224,898	(2,408)
Special Assmnts- Prepayment	-	-	901	901
Special Assmnts- Discounts	(9,092)	(9,092)	(8,976)	116
<b>TOTAL REVENUES</b>	<b>218,314</b>	<b>218,282</b>	<b>216,907</b>	<b>(1,375)</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	6,478	341
<b>Total Administration</b>	<b>11,619</b>	<b>11,619</b>	<b>11,249</b>	<b>370</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>222,387</b>	<b>370</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(4,443)	(4,475)	(5,480)	(1,005)
<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)	\$ (4,475)	\$ (5,480)	\$ (1,005)
<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>\$ 157,523</b>	<b>\$ 156,518</b>	

PINEY-Z  
Community Development District

**Supporting Schedules**

**May 31, 2014**

## Community Development District

**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
TOTAL	\$ 648,311	\$ 27,785	\$ 20,051	\$ 696,147	\$ 390,235	\$ 81,013	\$ 224,898
% COLLECTED				99%	99%	99%	99%
TOTAL OUTSTANDING				\$ 7,453	\$ 4,178	\$ 867	\$ 2,408

Community Development District

Cash and Investment Report

May 31, 2014

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>					
Operating Checking Account	BB&T	Business checking	n/a	0.00%	\$49,428
Operating Checking Account (1)	Wells Fargo	Government Advantage Interest	n/a	0.10%	\$0
				<b>Subtotal</b>	<u>\$49,428</u>
Public Funds Money Market Account	Stonegate Bank former	Money Market Account	n/a	0.40%	\$258,497
Operating Account - FUND A	SBA	Investment Pool	n/a	0.16%	\$182
Operating Account - FUND B (Restricted)	SBA	Investment Pool	n/a	0.00%	\$298
				<b>Subtotal</b>	<u>\$479</u>
<b>DEBT SERVICE FUNDS</b>					
Series 2002 Prepayment account	US Bank	Government Obligation Fund	n/a	0.00%	\$299
Series 2002 Redemption Account	US Bank	Government Obligation Fund	n/a	0.00%	\$645
Series 2002 Reserve Account (2)	US Bank	US Bank Money Market	n/a	0.10%	\$15,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.05%	\$99,720
Series 2008 Prepayment account	US Bank	Government Obligation Fund	n/a	0.00%	\$901
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.05%	\$155,051
				<b>Total</b>	<u><u>\$580,771</u></u>

Note (1) Wells Fargo account was closed on 5/7/14. Funds were sent to US Bank to a Reserve account investing in a Money Market account. This account will meet the Series 2002 reserve requirement of 5% of the remaining bond balance per bond documents.

Note (2) Reserve requirement is 5% of the remaining bond balance - (\$315,000). The District opened a US Bank Money Market account to maintain the reserve requirement.

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

**Bank Account No.** 2471  
**Statement No.** 05-14  
**Statement Date** 05/31/14

<b>G/L Balance (\$)</b>	49,428.39	<b>Statement Balance</b>	58,027.80
<b>G/L Balance</b>	49,428.39	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	58,027.80
<b>Subtotal</b>	49,428.39	<b>Outstanding Checks</b>	8,599.41
<b>Negative Adjustments</b>	0.00	<b>Total Differences</b>	0.00
<b>Ending G/L Balance</b>	49,428.39	<b>Ending Balance</b>	49,428.39
<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>						
04/23/14	Payment	55360	EMMA K. FRANCIS	45.71	0.00	45.71
05/07/14	Payment	55381	EVAN V. FRANCIS	45.71	0.00	45.71
05/07/14	Payment	55382	EMMA K. FRANCIS	95.24	0.00	95.24
05/15/14	Payment	55394	ALAN COX AQUATICS, INC.	400.00	0.00	400.00
05/21/14	Payment	55407	TAWNI S. O'NEILL	277.05	0.00	277.05
05/30/14	Payment	55413	CAPITAL HEALTH PLAN	980.97	0.00	980.97
05/30/14	Payment	55414	CITY OF TALLAHASSEE	104.27	0.00	104.27
05/30/14	Payment	55415	COMCAST	191.59	0.00	191.59
05/30/14	Payment	55416	FEDEX	21.08	0.00	21.08
05/30/14	Payment	55417	FITNESS PRO	100.00	0.00	100.00
05/30/14	Payment	55418	LANCE ROGERS	506.15	0.00	506.15
05/30/14	Payment	55419	SEVERN TRENT ENVIRONMENTAL	4,830.22	0.00	4,830.22
05/30/14	Payment	55420	SIGNS NOW	66.00	0.00	66.00
05/30/14	Payment	55421	US BANK NATIONAL ASSOC	841.35	0.00	841.35
05/30/14	Payment	55422	VERIZON WIRELESS	94.07	0.00	94.07
Total Outstanding Checks . . . . .				8,599.41		



Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 5/1/14 to 5/31/14  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	55373	05/01/14	CAPITAL HEALTH PLAN	06.01.2014	Daryl L. Rogers June 2014	Prepaid Items	155000	\$980.97
001	55374	05/01/14	IN THE SWIM COMMERCIAL	003536861	DOLPHIN PROX 2 POOL CLEANER	Capital Outlay	564043-57201	\$3,170.00
001	55375	05/01/14	JOHN M. O'NEIL	WEB000005	WADING POOL DECK REPLACE	R&MPools	546074-57201	\$640.00
001	55376	05/01/14	MARPAN SUPPLY CO., INC.	1300427	CONTAINER RENTAL MAY 2014	R&M-General	546001-57201	\$26.00
001	55377	05/01/14	SEVERN TRENT ENVIRONMENTAL	STES 2073010	APRIL 2014 MGMT FEES & SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55377	05/01/14	SEVERN TRENT ENVIRONMENTAL	STES 2073010	APRIL 2014 MGMT FEES & SERVICES	Postage and Freight	541006-51301	\$14.40
001	55377	05/01/14	SEVERN TRENT ENVIRONMENTAL	STES 2073010	APRIL 2014 MGMT FEES & SERVICES	Printing and Binding	547001-51301	\$209.60
001	55377	05/01/14	SEVERN TRENT ENVIRONMENTAL	STES 2073010	APRIL 2014 MGMT FEES & SERVICES	Office Supplies	551002-51301	\$49.50
001	55378	05/01/14	SWAIN POOLS AND SPAS	9451824	LEAK DETECTION	R&MPools	546074-57201	\$844.40
001	55391	05/07/14	ARBORWORKS, LLC	2468	REMOVAL OF 2 TREES IN POOL ENC. NEAR DECK	R&M-General	546001-57201	\$700.00
001	55392	05/07/14	SAM'S CLUB	6095.042714	Refreshments and Snack for CDD social	Office Supplies	551002-57201	\$21.10
001	55393	05/07/14	SNIFEN & SPELLMAN, P. A.	12170	Legal Services through 4/30/14	ProfServ-Legal Services	531023-51401	\$2,837.85
001	55394	05/15/14	ALAN COX AQUATICS, INC.	MAY 2014	Pool Mgmt/Maintenance May 2014	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	55395	05/15/14	CITY OF TALLAHASSEE	54604 APRIL 2014	services 4.1.14 - 4.28.14	Utility - General	543001-57201	\$86.53
001	55395	05/15/14	CITY OF TALLAHASSEE	82343 APRIL 2014	Services 03.28.14 - 04.28.14	Utility - General	543001-57201	\$1,073.58
001	55396	05/15/14	FEDEX	263722847	Services thru 04.29.14	Postage and Freight	541006-51301	\$20.08
001	55397	05/15/14	JOHN HURST OUTDOOR SERVICES	2134	Power Washing	Misc-Contingency	549900-57201	\$300.00
001	55398	05/15/14	PAK MAIL 450	2135	CDD Amenities	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	55399	05/15/14	PINEY Z HOMEOWNERS ASSOCIATION	ANNUAL 06.01.14	UPS Services thru 04.23.14	Postage and Freight	541006-57201	\$13.25
001	55413	05/30/14	CAPITAL HEALTH PLAN	070114	Annual Fee June, 2014 - March 2015	Prepaid Items	155000	\$600.00
001	55414	05/30/14	CITY OF TALLAHASSEE	051314-5610	DARYL L. ROGERS 7/14	Prepaid Items	155000	\$980.97
001	55415	05/30/14	COMCAST	5015 051414	SERVICE FOR 4/12-5/13/14	Utility - General	543001-57201	\$104.27
001	55416	05/30/14	FEDEX	2-651-79887	CABLE SERVICES FROM 05/25/14 - 06/24/14	Postage and Freight	541006-51301	\$21.08
001	55417	05/30/14	FITNESS PRO	6682	SERVICE FOR 5/5 THRU 5/8/14	R&M-Equipment	546022-57201	\$100.00
001	55418	05/30/14	LANCE ROGERS	051414	PREVENTATIVE MAINT 5/21/14	Key & Accessories	546001-57201	\$48.81
001	55418	05/30/14	LANCE ROGERS	051414	PETTY CASH REIMB FOR 3/25 THRU 5/8/14	Key & Accessories	546001-57201	\$28.04
001	55418	05/30/14	LANCE ROGERS	051414	PETTY CASH REIMB FOR 3/25 THRU 5/8/14	Gloves & Cleaning Supplies	546001-57201	\$13.36
001	55418	05/30/14	LANCE ROGERS	051414	PETTY CASH REIMB FOR 3/25 THRU 5/8/14	Office Supplies	551002-57201	\$177.36
001	55418	05/30/14	LANCE ROGERS	051414	PETTY CASH REIMB FOR 3/25 THRU 5/8/14	TV Cable & Coupler	551002-57201	\$48.35
001	55419	05/30/14	SEVERN TRENT ENVIRONMENTAL	STES 2073605	PETTY CASH REIMB FOR 3/25 THRU 5/8/14	Vent Pressure Washer	549900-53901	\$190.23
001	55419	05/30/14	SEVERN TRENT ENVIRONMENTAL	STES 2073605	MAY 2014 MNGT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55419	05/30/14	SEVERN TRENT ENVIRONMENTAL	STES 2073605	MAY 2014 MNGT FEES	Printing and Binding	547001-51301	\$257.80
001	55420	05/30/14	SIGNS NOW	22191	MAY 2014 MNGT FEES	Office Supplies	551002-51301	\$49.50
001	55422	05/30/14	VERIZON WIRELESS	9725097805	SIGNS FOR SWIMMING POOL AREA	Misc-Contingency	549900-57201	\$66.00
001	55379	05/07/14	D. LANCE ROGERS	PAYROLL	321347673-00001 SERVICE FOR 4/13-5/12/14	Communication - Teleph - Field	541005-57201	\$94.07
001	55380	05/07/14	RICHARD B. STOWERS	PAYROLL	May 07, 2014 Payroll Posting			\$1,645.77
001	55381	05/07/14	EVAN V. FRANCIS	PAYROLL	May 07, 2014 Payroll Posting			\$361.48
001	55382	05/07/14	EMMA K. FRANCIS	PAYROLL	May 07, 2014 Payroll Posting			\$45.71
001	55383	05/07/14	LEE T. COX	PAYROLL	May 07, 2014 Payroll Posting			\$95.24

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 5/1/14 to 5/31/14  
(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	55384	05/07/14	MARIA E. ZEA	PAYROLL	May 07, 2014 Payroll Posting			\$295.52
001	55385	05/07/14	TAWNI S. O'NEILL	PAYROLL	May 07, 2014 Payroll Posting			\$210.55
001	55386	05/07/14	PEYTON M. SWARTZ	PAYROLL	May 07, 2014 Payroll Posting			\$137.74
001	55387	05/07/14	BRIANNA M. BRIGHT	PAYROLL	May 07, 2014 Payroll Posting			\$58.88
001	55388	05/07/14	BENJAMIN V. KILGORE	PAYROLL	May 07, 2014 Payroll Posting			\$47.10
001	55389	05/07/14	JOSHUA M. LILES	PAYROLL	May 07, 2014 Payroll Posting			\$47.10
001	55390	05/07/14	BRETT A. NIETO	PAYROLL	May 07, 2014 Payroll Posting			\$39.24
001	55400	05/21/14	D. LANCE ROGERS	PAYROLL	May 21, 2014 Payroll Posting			\$1,615.46
001	55401	05/21/14	JAN M. BRIDGES	PAYROLL	May 21, 2014 Payroll Posting			\$184.70
001	55402	05/21/14	RICHARD A. KESSLER, JR.	PAYROLL	May 21, 2014 Payroll Posting			\$184.70
001	55403	05/21/14	MICHAEL D. LEE	PAYROLL	May 21, 2014 Payroll Posting			\$184.70
001	55404	05/21/14	RICHARD B. STOWERS	PAYROLL	May 21, 2014 Payroll Posting			\$415.01
001	55405	05/21/14	LUKE J. LILES	PAYROLL	May 21, 2014 Payroll Posting			\$89.15
001	55406	05/21/14	MARIA E. ZEA	PAYROLL	May 21, 2014 Payroll Posting			\$175.46
001	55407	05/21/14	TAWNI S. O'NEILL	PAYROLL	May 21, 2014 Payroll Posting			\$277.05
001	55408	05/21/14	JOSEPH W. DIDIER	PAYROLL	May 21, 2014 Payroll Posting			\$184.70
001	55409	05/21/14	BRIANNA M. BRIGHT	PAYROLL	May 21, 2014 Payroll Posting			\$70.65
001	55410	05/21/14	BENJAMIN V. KILGORE	PAYROLL	May 21, 2014 Payroll Posting			\$134.64
001	55411	05/21/14	JOSHUA M. LILES	PAYROLL	May 21, 2014 Payroll Posting			\$233.84
001	55412	05/21/14	BRETT A. NIETO	PAYROLL	May 21, 2014 Payroll Posting			\$141.29
<b>Fund Total</b>								<b>\$31,306.41</b>

SERIES 2002 DEBT SERVICE FUND - 202

202	1010	05/05/14	PINEY Z CDD	050114	OPEN MMA WITH US BANK FOR DS REQUIREMENT	Due From Other Funds	131000	\$15,750.00
202	55421	05/30/14	US BANK NATIONAL ASSOC	052714	TRANSFER ASSESSMENT COLLECTIONS 2013-14	Due From Other Funds	131000	\$841.35
<b>Fund Total</b>								<b>\$16,591.35</b>
<b>Total Checks Paid</b>								<b>\$47,897.76</b>

## **Sixth Order of Business**

**6A.**

**FIRST AMENDMENT TO  
AMENDED AND RESTATED INTERLOCAL AGREEMENT  
(PINEY-Z COMMUNITY DEVELOPMENT DISTRICT)**

**THIS FIRST AMENDMENT TO THE AMENDED AND RESTATED INTERLOCAL AGREEMENT** ("First Amendment") dated December 1, 2010, and approved by the City Commission on November 23, 2010, dated this \_\_\_\_ day of \_\_\_\_\_, 2014, is entered by and between the CITY OF TALLAHASSEE, FLORIDA, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Commission (the "City"), and PINEY-Z COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government organized and existing under the laws of the State of Florida (the "District").

**WHEREAS**, the parties entered into an Interlocal Agreement, dated July 9, 1997 ("Interlocal Agreement") that, in relevant part, identified the projects to be undertaken by the District and voluntarily limited the scope of powers to be exercised by the District; and

**WHEREAS**, the Interlocal Agreement was amended by the parties on March 21, 2001 ("First Amendment"), to expand the scope of powers to be exercised by the District; and

**WHEREAS**, the Interlocal Agreement was replaced in its entirety by the Amended and Restated Interlocal Agreement dated December 1, 2010; and

**WHEREAS**, by action of the City Commission after public hearing on May 28, 2014, on the request of the Piney Z Land Company, LLC, to contract the boundaries of the District, the boundaries of the District have changed, and are now as described herein in Exhibit A to this First Amendment; and

**WHEREAS**, the District has requested an amendment to the Amended and Restated Interlocal Agreement to revise Section 5 to delete the requirement that the Piney-Z Community Development District be terminated when the District's debt is paid; and

**WHEREAS**, the City has considered, after public hearing on May 28, 2014, the District's request, and has approved Ordinance No. 14-O-25 amending Ordinance No. 97-O-33AA to delete the requirement that the Piney-Z Community Development District be terminated; and

**WHEREAS**, to make the Interlocal Agreement consistent with the implementing ordinance, as amended, the parties hereto agree that the Amended and Restated Interlocal Agreement between the parties shall be amended as provided herein.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

**Section 1. Recitals.** The recitals set forth above are true and correct, and are hereby incorporated herein by reference.

**Section 2. Exhibits.** Each exhibit referred to in this First Amendment forms an essential part of this First Amendment. The exhibits, if not physically attached, should be treated as part of this First Amendment and are incorporated herein by reference.

**Section 3. Amendment to Add Legal Description of District.** The Amended and Restated Interlocal Agreement is amended to add the revised legal description for the District, as described in Exhibit A to this First Amendment.

**Section 4. Amendment to Section 5 of the Amended and Restated Interlocal Agreement.** Section 5 of the Amended and Restated Interlocal Agreement shall be amended as follows:

**SECTION 5. DISSOLUTION.** ~~The District agrees and covenants that it shall file a petition to dissolve itself pursuant to section 190.046(9), Florida Statutes, within thirty (30) days following the retirement of the District's bonds or other debt incurred to finance all or any portion of the costs of the District Project and provided that it has no operating or maintenance responsibilities. Once the City has adopted a non-emergency ordinance granting the District's petition, the District shall be dissolved. Upon such dissolution pursuant to Section 190.046(9), Florida Statutes, any District Projects that have not previously been dedicated to the City will be so-dedicated, and any other property of the District shall be transferred to the City or such other entity as shall be designated by the City. Any District obligations (contractual, statutory or otherwise) existing at the time of dissolution related to the Association and/or the Fieldcrest subdivision as addressed in Section 3 of this Agreement shall revert to the Association upon termination of the District.~~

**Section 5. Savings Clause.** In all other respects, the Amended and Restated Interlocal Agreement shall remain in full force and effect as provided therein.

**Section 6. Effective Date.** This First Amendment shall be effective upon filing with the clerk of the circuit court pursuant to Section 163.01(11), Florida Statutes.

**IN WITNESS WHEREOF**, this First Amendment has been executed by the parties as of the date first above written.

Approved by the City Commission on May 28, 2014.

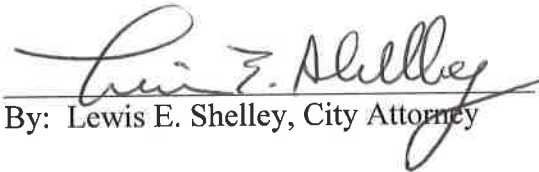
Approved by the Piney-Z Community Development District Board of Supervisors on \_\_\_\_\_.

**CITY OF TALLAHASSEE**

  
By: John R. Marks III, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

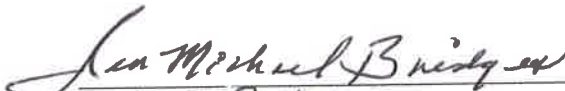
  
By: Lewis E. Shelley, City Attorney

\_\_\_\_\_  
By: James O. Cooke, IV, City Treasurer-Clerk

**PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**

  
Michael Lee, Chair  
Board of Supervisors

**ATTEST:**

  
By: Jan M. Bridges Assistant Secretary

**EXTERNAL BOUNDARIES OF THE DISTRICT, AS CONTRACTED**

Commence at a terra cotta monument marking the Southwest corner of Section 35, Township 1 North, Range 1 East, Leon County, Florida, and thence run North 01 degrees 19 minutes 57 seconds West along the Section Line 1839.30 feet to a point on the Southerly boundary of the proposed 300-foot wide right of way of the extension of Conner Boulevard for the POINT OF BEGINNING. From said POINT OF BEGINNING continue North 01 degrees 19 minutes 57 seconds West along the Section Line 810.06 feet, thence run South 88 degrees 40 minutes 03 seconds East 545.12 feet, thence run North 18 degrees 39 minutes 56 seconds East 1890.63 feet, thence run South 78 degrees 01 minutes 34 seconds East 1455.21 feet, thence run South 55 degrees 33 minutes 24 seconds East 941.17 feet, thence run South 71 degrees 14 minutes 32 seconds East 208.00 feet, thence run South 71 degrees 55 minutes 17 seconds East 1729.94 feet, thence run South 06 degrees 59 minutes 15 seconds East 342.79 feet, thence run South 28 degrees 37 minutes 43 seconds East 134.73 feet, thence run South 00 degrees 23 minutes 03 seconds East 2378.43 feet to the South Boundary of Section 36, Township 1 North, Range 1 East, Leon County, Florida, thence run North 89 degrees 30 minutes 48 seconds West along the South Boundary of said Sections 36 and 35 a distance of 2283.52 feet, thence run South 00 degrees 22 minutes 34 seconds West 817.44 feet, thence run North 89 degrees 35 minutes 19 seconds West 200.00 feet, thence run South 00 degrees 32 minutes 31 seconds West 172.15 feet, thence run South 89 degrees 53 minutes 09 seconds West 181.20 feet, thence run South 00 degrees 12 minutes 53 seconds West 523.23 feet, thence run North 89 degrees 47 minutes 05 seconds West 165.64 feet, thence run South 00 degrees 12 minutes 53 seconds East 84.14 feet, thence run South 89 degrees 47 minutes 05 seconds East 70.00 feet, thence run South 00 degrees 12 minutes 53 seconds West 321.13 feet to the Northerly right of way boundary of State Road No. 20 (Apalachee Parkway, U.S. Highway 27, or Perry Highway), thence run South 85 degrees 34 minutes 05 seconds West along said Northerly right of way boundary 521.73 feet to the West boundary of the proposed extension of Doy's Conner Boulevard (300 foot wide right of way), said point lying on a curve concave to the Easterly, thence run Northerly along said proposed right of way curve with a radius of 1800.00 feet, through a central angle of 18 degrees 48 minutes 37 seconds, for an arc distance of 590.94 feet (the chord of said arc being North 05 degrees 49 minutes 53 seconds East 588.28 feet), thence run North 15 degrees 14 minutes 11 seconds East along said proposed right of way boundary 905.49 feet to a point of curve to the left, thence along said proposed right of way boundary curve with a radius of 1500.00 feet, through a central angle of 26 degrees 43 minutes 55 seconds, for an arc distance of 699.84 feet, thence run North 11 degrees 29 minutes 44 seconds West 777.15 feet to a point of curve to the left, thence run along said proposed right of way boundary curve with a radius of 1500.00 feet, through a central angle of 65 degrees 14 minutes 02 seconds, for an arc distance of 1707.82 feet to a point of compound curve, thence run along said proposed right of way boundary curve with a



radius of 850.00 feet, through a central angle of 48 degrees 33 minutes 10 seconds, for an arc distance of 720.30 feet to a point of reverse curve, thence run along said proposed right of way boundary curve with a radius of 850.00 feet, through a central angle of 36 degrees 36 minutes 52 seconds, for an arc distance of 415.38 feet to the POINT OF BEGINNING, containing 345.56 acres, more or less.

**LESS AND EXCEPT:**

BEGIN at a concrete monument (#1254) marking the Northeast corner of PINEY Z, PHASE 9, a subdivision as per map or plat thereof recorded in Plat Book 13, Page 5, of the Public Records of Leon County, Florida, thence run South 00 degrees 22 minutes 40 seconds West a distance of 816.50 feet to a concrete monument (plain), thence run North 89 degrees 51 minutes 48 seconds West a distance of 200.00 feet to a concrete monument (#1254), thence run South 00 degrees 30 minutes 49 seconds West a distance of 172.35 feet to a concrete monument (#1254), thence run South 89 degrees 53 minutes 56 seconds West a distance of 181.19 feet, thence run South 00 degrees 12 minutes 43 seconds West a distance of 523.26 feet to a concrete monument (#1254), thence run North 89 degrees 44 minutes 32 seconds West a distance of 165.76 feet to a concrete monument (#732), thence run South 00 degrees 11 minutes 33 seconds West a distance of 84.19 feet to a concrete monument (#732), thence run South 89 degrees 52 minutes 18 seconds East a distance of 69.88 feet to an iron rod, thence run South 00 degrees 09 minutes 30 seconds West a distance of 320.86 feet to an iron rod (#4261) on the Northerly right of way boundary of Apalachee Parkway (width varies), thence run South 85 degrees 39 minutes 30 seconds West a distance of 225.13 feet to a concrete monument (#4261) at the intersection of said Northerly right of way boundary with the Easterly right of way boundary of Doyle Conner Boulevard (100' wide), said point being on a curve concave to the east, thence run northerly along said right of way curve having a radius of 1500.00 feet, through a central angle of 18 degrees 34 minutes 44 seconds for an arc distance of 486.39 feet (chord of said arc bears North 05 degrees 59 minutes 16 seconds East for a distance of 484.27 feet), thence run North 15 degrees 16 minutes 35 seconds East a distance of 1224.03 feet to a point on a curve concave to the west, thence run northerly along said curve having a radius of 1052.00 feet, through a central angle of 15 degrees 04 minutes 55 seconds for an arc distance of 276.92 feet (chord of said arc bears North 07 degrees 43 minutes 39 seconds East for a distance of 276.12 feet) to the Northwest corner of aforesaid PINEY Z, PHASE 9, thence leaving said Easterly right of way boundary run South 89 degrees 30 minutes 28 seconds East a distance of 301.45 feet to the POINT OF BEGINNING, containing 12.82 acres, more or less.

**FOR A TOTAL OF 332.74 ACRES.**

## **Seventh Order of Business**

PINEY-Z  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2015**

Version 3 - Modified Tentative Budget:  
(Printed 7/8/14)

Prepared by:



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Piney-Z  
Community Development District

**Operating Budget**

Fiscal Year 2015

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2015 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ADOPTED BUDGET FY 2014	ACTUAL THRU MAY-2014	PROJECTED JUN - SEP-2014	TOTAL PROJECTED FY 2014	ANNUAL BUDGET FY 2015
<b>REVENUES</b>								
Interest - Investments	\$ 1,535	\$ 1,255	\$ 1,047	\$ 550	\$ 518	\$ 122	\$ 640	\$ 300
Net Incr (Decr) In FMV-Invest	-	-	84	-	-	-	-	-
Interest - Tax Collector	54	42	32	-	-	-	-	-
Special Assmnts- Tax Collector	376,975	358,554	358,554	394,411	390,235	4,179	394,414	394,411
Special Assmnts- Discounts	(14,122)	(13,589)	(13,412)	(15,776)	(15,575)	-	(15,575)	(15,776)
Settlements	-	-	-	-	3,122	-	3,122	-
Other Miscellaneous Revenues	4,868	-	400	-	-	-	-	-
S/F Swimming Program Fees	-	-	-	-	-	1,000	1,000	1,000
Access Cards	50	-	-	-	270	-	270	-
Pavilion Rental	-	-	-	900	-	900	900	900
Lodge Rental	-	-	-	10,500	9,370	130	9,500	9,500
Pool Rental	-	-	-	600	-	600	600	600
Amenities Revenue	11,055	11,420	16,563	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>380,415</b>	<b>357,682</b>	<b>363,268</b>	<b>391,185</b>	<b>387,940</b>	<b>6,931</b>	<b>394,871</b>	<b>390,935</b>

**EXPENDITURES***Administrative*

P/R-Board of Supervisors	4,800	5,200	7,800	11,000	7,400	4,200	11,600	11,000
FICA Taxes	367	398	597	842	566	321	887	842
ProfServ-Engineering	795	-	-	500	-	500	500	500
ProfServ-Legal Services	21,600	33,127	30,521	35,000	36,670	11,802	48,472	35,000
ProfServ-Mgmt Consulting Serv	47,839	47,839	49,275	54,275	36,183	18,092	54,275	54,275
ProfServ-Special Assessment	4,546	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,200	3,300	3,400	3,500	3,000	-	3,000	3,000
Communication - Telephone	173	10	3	240	1	-	1	100

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2015 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ADOPTED BUDGET FY 2014	ACTUAL THRU MAY-2014	PROJECTED JUN - SEP-2014	TOTAL PROJECTED FY 2014	ANNUAL BUDGET FY 2015
Postage and Freight	800	863	1,193	2,000	646	1,354	2,000	2,000
Insurance - General Liability	7,055	8,074	8,136	10,954	6,161	2,407	8,568	10,591
Printing and Binding	2,205	1,925	2,671	2,500	1,424	1,076	2,500	2,500
Legal Advertising	1,033	1,512	2,879	1,500	1,178	822	2,000	1,500
Miscellaneous Services	589	2,156	1,239	1,200	596	67	663	500
Misc-Assessmnt Collection Cost	10,886	10,349	10,360	11,832	11,240	125	11,365	11,832
Misc-Contingency	1,550	-	1,175	2,000	-	1,500	1,500	1,500
Office Supplies	276	390	410	500	347	153	500	500
Annual District Filing Fee	175	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>107,889</b>	<b>119,955</b>	<b>124,471</b>	<b>142,655</b>	<b>110,224</b>	<b>42,420</b>	<b>152,644</b>	<b>140,452</b>
<b>Field</b>								
Contr-Landscape-Amenities Area	12,040	12,040	12,040	12,040	8,027	4,013	12,040	12,040
Misc-Contingency	456	2,433	8,892	8,500	1,850	6,650	8,500	5,500
<b>Total Field</b>	<b>12,496</b>	<b>14,473</b>	<b>20,932</b>	<b>20,540</b>	<b>9,877</b>	<b>10,663</b>	<b>20,540</b>	<b>17,540</b>
<b>Parks and Recreation - General</b>								
Payroll-Salaries	110,243	108,129	100,636	118,000	55,291	55,709	111,000	68,775
Payroll-Overtime	-	-	-	-	-	-	-	250
FICA Taxes	8,975	8,324	7,792	9,027	4,316	4,251	8,567	5,280
Pension Benefits	2,250	2,250	2,250	2,250	2,250	-	2,250	2,250
Life and Health Insurance	7,612	8,219	8,592	11,772	7,848	3,924	11,772	12,200
Workers' Compensation	4,276	3,704	4,247	4,884	3,027	1,230	4,257	5,412
Contracts-Security Services	2,516	4,530	2,813	2,504	3,884	645	4,529	4,000
Communication - Teleph - Field	5,851	2,542	1,821	2,280	1,451	1,005	2,456	1,620
Postage and Freight	348	404	494	900	694	206	900	900
Utility - General	24,774	24,333	24,792	28,000	10,177	15,823	26,000	28,000

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2015 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ADOPTED BUDGET FY 2014	ACTUAL THRU MAY-2014	PROJECTED JUN - SEP-2014	TOTAL PROJECTED FY 2014	ANNUAL BUDGET FY 2015
Utility - Other	2,276	2,347	2,239	3,000	1,635	758	2,393	2,293
R&M-General	15,749	15,389	24,643	14,100	16,850	1,150	18,000	9,674
R&M-Pest Control	430	390	2,948	790	568	222	790	790
Misc-Contingency	618	600	6,610	6,000	4,780	1,220	6,000	2,400
Office Supplies	6,720	5,140	4,482	3,000	4,561	1,853	6,414	2,750
Capital Outlay	9,861	32,360	23,799	25,000	3,170	21,830	25,000	31,900
<b>Total Parks and Recreation - General</b>	<b>202,499</b>	<b>218,661</b>	<b>218,158</b>	<b>231,507</b>	<b>120,502</b>	<b>109,826</b>	<b>230,328</b>	<b>178,494</b>
<b>Swimming Pool</b>								
Payroll-Salaries	-	-	-	-	-	-	-	32,365
Payroll-Overtime	-	-	-	-	-	-	-	750
FICA Taxes	-	-	-	-	-	-	-	2,533
ProfServ-Pool Maintenance	4,800	4,800	4,800	4,800	3,200	1,600	4,800	4,800
Communication - Teleph - Field	-	-	-	-	-	-	-	660
R&M-General	-	-	-	-	-	-	-	1,170
R&M-Pools	6,538	3,973	9,679	5,500	10,225	500	10,725	5,500
Op Supplies - Pool Chemicals	3,790	3,515	3,294	5,000	689	4,311	5,000	5,000
Misc- License & Permits	-	-	-	-	-	-	-	250
Misc-Contingency	-	-	-	-	-	-	-	1,800
Capital Outlay	-	-	-	-	-	-	-	2,400
<b>Total Swimming Pool</b>	<b>15,128</b>	<b>12,288</b>	<b>17,773</b>	<b>15,300</b>	<b>14,114</b>	<b>6,411</b>	<b>20,525</b>	<b>57,228</b>



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2015 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ADOPTED BUDGET FY 2014	ACTUAL THRU MAY-2014	PROJECTED JUN - SEP-2014	TOTAL PROJECTED FY 2014	ANNUAL BUDGET FY 2015
<b><i>Fitness Center</i></b>								
Payroll-Salaries	-	-	-	-	-	-	-	4,680
FICA Taxes	-	-	-	-	-	-	-	358
R&M-General	-	-	-	-	-	-	-	2,785
R&M-Equipment	1,030	2,123	1,536	2,300	1,281	1,019	2,300	2,300
Misc-Contingency	-	-	-	-	-	-	-	1,200
Capital Outlay	-	-	-	-	-	-	-	14,500
<b><i>Total Fitness Center</i></b>	<b>1,030</b>	<b>2,123</b>	<b>1,536</b>	<b>2,300</b>	<b>1,281</b>	<b>1,019</b>	<b>2,300</b>	<b>25,823</b>
<b><i>Park &amp; Grounds</i></b>								
Payroll-Salaries	-	-	-	-	-	-	-	4,180
FICA Taxes	-	-	-	-	-	-	-	320
R&M-General	-	-	-	-	-	-	-	1,370
Misc-Contingency	-	-	-	-	-	-	-	3,600
Capital Outlay	-	-	-	-	-	-	-	1,200
<b><i>Total Park &amp; Grounds</i></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,670</b>
<b><i>Reserves</i></b>								
Reserve - CDD Amenity	-	-	-	32,805	-	-	-	10,000
<b><i>Total Reserves</i></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,805</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>339,042</b>	<b>367,500</b>	<b>382,870</b>	<b>445,107</b>	<b>255,998</b>	<b>170,339</b>	<b>426,337</b>	<b>440,207</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2015 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ADOPTED BUDGET FY 2014	ACTUAL THRU MAY-2014	PROJECTED JUN - SEP-2014	TOTAL PROJECTED FY 2014	ANNUAL BUDGET FY 2015
Excess (deficiency) of revenues								
Over (under) expenditures	41,373	(9,818)	(19,602)	(53,922)	131,942	(163,408)	(31,466)	(49,272)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(53,922)	-	-	-	(49,272)
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	-	<b>(53,922)</b>	-	-	-	<b>(49,272)</b>
Net change in fund balance	41,373	(9,818)	(19,602)	(53,922)	131,942	(163,408)	(31,466)	(49,272)
<b>FUND BALANCE, BEGINNING</b>	171,151	212,524	202,706	183,104	183,104	-	183,104	151,638
<b>FUND BALANCE, ENDING</b>	<b>\$ 212,524</b>	<b>\$ 202,706</b>	<b>\$ 183,104</b>	<b>\$ 129,182</b>	<b>\$ 315,046</b>	<b>\$ (163,408)</b>	<b>\$ 151,638</b>	<b>\$ 102,366</b>

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2015	\$ 151,638
Net Change in Fund Balance - Fiscal Year 2015	(49,272)
Reserves - Fiscal Year 2015 Additions	10,000
<b>Total Funds Available (Estimated) - 9/30/2015</b>	<b>112,366</b>

**ALLOCATION OF AVAILABLE FUNDS*****Nonspendable Fund Balance***

Prepaid Items	2,154
Subtotal	<u>2,154</u>

***Assigned Fund Balance***

Operating Reserve - Operating Capital	47,407 <sup>(1)</sup>
Reserves - CDD Amenity	
FY 2012 Contribution	10,000
FY 2013 Contribution	10,000
FY 2014 Contribution	32,805
FY 2015 Contribution - proposed	10,000
Subtotal	<u>110,212</u>

<b>Total Allocation of Available Funds</b>	<b>112,366</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b>\$ <u>(0)</u></b>
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**Notes**

(1) Represents approximately 1.5 month of operating expenditures

**Budget Narrative**  
Fiscal Year 2015

**REVENUES**

**Interest – Investments**

The District will have all excess funds invested with financial institutions which are qualified as public depositories prior to deposit of public monies under Chapters 218 and 280, Florida Statutes. The budget is based upon the estimated average balance of funds available during the Fiscal Year.

**Special Assessments – Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments – Discounts**

The Special Assessment discount for early payment is calculated at 4% of the Non-Ad Valorem assessments.

**S/F Swimming Program Fees**

Children's Swim Lessons (American Red Cross Learn-to-Swim Program) are provided by Alan Cox Aquatics (ACA). The contract with Mr. Cox allows his company to conduct Swim Lessons, Day Campers Swim Days and other programs. At the conclusion of the season, ACA submits 50% of the tuition money collected from all of the swim lesson sessions and other programs to the Piney-Z CDD after deducting expenses.

**Pool Rental**

This is to account for revenue for renting the pool to residents, property owners or pass holders. The pool can only be rented during the swim season on Friday, Saturday or Sunday from 8:30pm to 11:00pm.

**Lodge Rental**

This is to account for revenue for renting the lodge to residents, property owners or pass holders for private functions or parties.

**Pavilion Rental**

This is to account for revenue for renting the pavilion to residents, property owners or pass holders for private functions or parties.

**Budget Narrative**  
Fiscal Year 2015

<b>EXPENDITURES</b>
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<b>Expenditures - Administrative</b>
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**Payroll – Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance plus payroll taxes. The amount for the Fiscal Year is based upon all supervisors attending and receiving compensation for all of the meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Professional Services – Engineering**

The District's engineer will provide general engineering services to the District as needed.

**Professional Services – Legal Services**

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, requests for proposals, etc.

**Professional Services – Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Environmental Services, Inc. The fees are related to the current contracted fees in the Management Agreement including Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Severn Trent in accordance with the management contract and the charge for records storage.

**Professional Services – Special Assessment**

Administrative costs to prepare the District's Special Assessment Roll, certify the roll to the County and provide estoppel services on request.

**Auditing Services**

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted fee is based on prior year engagement letter.

**Communication – Telephone**

Telephone and fax machine expenses.

**Postage & Freight**

Mailing and courier services costs for agenda packages, correspondence, bill payments, mailed notices, etc.

**Budget Narrative**  
Fiscal Year 2015

**Expenditures – Administrative (continued)**

**Insurance – General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust (FMIT). FMIT specializes in providing insurance coverage to governmental agencies. Currently, General Liability premium is \$5,131 and the Property Insurance premium is \$4,497. The budget is based on this year's premium plus 10% anticipated cost increase.

**Printing & Binding**

Printing and binding agenda packages for board meetings, printing of computerized checks, stationery, envelopes, etc.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

**Miscellaneous Services**

Bank charges and any other miscellaneous administrative expenses that may be incurred during the year.

**Misc. – Assessment Collection Cost**

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2015 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

**Misc. – Contingency**

Provides funds for administrative expenditures that may not have been anticipated in the budget.

**Office Supplies**

Miscellaneous office supplies.

**Annual District Filing Fees**

The District is required to pay an annual filing fee of \$175 to the Department of Economic Opportunity.

**Budget Narrative**  
Fiscal Year 2015

**Expenditures - Field**

*This Department accounts for the costs associated with the exterior maintenance and upkeep of the District's amenities.*

**Contracts – Landscape – Amenities Area**

The District currently has a contract with John Hurst Outdoor Services to provide landscaping and maintenance of the amenities area within the District. The current annual contract amount is \$12,040.

**Misc. – Contingency**

Represents needed services and repairs that fall outside the services specified in the Landscaping Contract. Examples are tree removal, dead limb trimming, extra plantings, sod, wood mulch applications, irrigation repairs, repairing asphalt (pot holes) in parking lot, additional walkway stones, etc.

**Expenditures - Parks and Recreation - General**

*This Department accounts for on-site administrative costs and costs related to maintenance, repairs, replacement of equipment and enhancements associated with the Lodge, Office, Lodge Restrooms, Garage, and Upstairs Break Room.*

**Payroll – Salaries**

Represents the cost of one (1) full-time Property Manager's Annual Salary (100%), four (4) part-time year round staff who perform custodial (40%) and custodial maintenance (45%), Head Maintenance (35%), and office administrative duties (100%).

**Payroll - Overtime**

Represents pay for any overtime hours that will be incurred.

**FICA Taxes**

Represents the cost for payroll tax for full-time Property Manager, and part-time year-around staff that perform maintenance, custodial, and office aid duties,

**Pension Benefits**

Represents the contribution to the retirement account for full-time Property Manager paid directly to Raymond James and Associates.

**Life and Health Insurance**

Represents the cost for health insurance for full-time Property Manager.

**Budget Narrative**  
Fiscal Year 2015

**Expenditures – Parks and Recreation - General (continued)**

**Workers' Compensation**

The District's policy is currently with Florida Municipal Insurance Trust.

**Contracts-Security Services**

Represents the annual monitoring (billed quarterly by Sonitrol) of the Lodge (Office, Garage, and Fitness Center) and providing a functioning Security Key Fob System for security control of who can enter the Pool Area (two gates). In addition, Key Fobs must be ordered from Sonitrol when supplies are running low. Also includes any repairs, maintenance or replacement needed for the Security Cameras (nine cameras) provided by Vector Security (formerly Certified Security).

**Communication – Telephone-Field**

Represents cost of a stipend associated with three designated staff needing cell phone service to perform their duties. The three staff receiving the \$45/mo. stipend maintain their own cell phone account in their name and the \$45/mo. is included in their paychecks.

**Postage and Freight**

Represents postage and shipping associated with the operation of the on-site CDD office, including FedEx and UPS needs, and postage for mailings.

**Utility – General**

Represents the cost associated with utility usage and refuse removal at Piney-Z Lodge.

**Utility – Other**

The service includes Comcast Bundle (Telephone, Internet, and Television) Classified as Business Account (non-residential).

**R&M – General**

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
A/C Annual Servicing	\$ 315
A/C Parts / Repairs	750
Wood floor cleaning of Lodge floor	1,200
Carpet / Rug Cleaning	250
Plumbing Repairs	350
Fire Protection Supplies/Inspections/Extinguisher	750
Painting	825
Electric Replace/Repairs/Enhance	1,125



**Budget Narrative**  
Fiscal Year 2015

**Expenditures – Parks and Recreation - General (continued)**

**R&M – General (continued)**

Misc. Carpentry Needs	320
Dumpster Rental	729
General Operating Supplies / Miscellaneous	3,060
TOTAL	<u>\$ 9,674</u>

**R&M – Pest Control**

This represents servicing of Lodge (Office, Garage, and Fitness Center) and grounds every other month. Also, includes 2-3 special treatments of ants, yellow jackets, etc. as they occur.

**Misc. – Contingency**

This provides funds for on-site operating expenditures that may not have been anticipated in the budget.

**Office Supplies**

Represents costs associated with all office operations at the CDD Property Manager's Office. Includes copier and computer paper, computer ink, computer software and anti-virus renewal, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for Board Members, file cabinet, etc.

**Capital Outlay**

Represents various Capital Outlay needs planned for or unexpected. Specifically recommended for FY2015 are the following \$9,900 for two (2) new AC / Heating Systems, \$16,000 to replace the roof on the Lodge (add an additional \$11,000 if a steel and stone system is preferred), plus an additional \$6,000 for unexpected repair and replacement.

**Expenditures – Swimming Pool**

*This Department accounts for the staffing, supplies, maintenance and repairs of the Swimming Pool, Pool Deck, Pool Fence, Shed, and related equipment.*

**Payroll – Salaries**

Represents the cost of head lifeguard (who may also be a year-round, part-time employee) and seasonal lifeguards during the pool season. Seasonal Lifeguards are assigned hours between mid-April and Mid-October. In addition three (3) to four (4) part-time year-round staff who perform maintenance (5%).

**Payroll - Overtime**

Represents pay for any overtime hours that will be incurred.

**Budget Narrative**  
Fiscal Year 2015

**Expenditures – Swimming Pool (continued)**

**FICA Taxes**

Represents the cost for payroll tax for the seasonal head lifeguards and all other lifeguards.

**Professional Services – Pool Maintenance**

Represents the cost associated with services provided by Alan Cox Aquatics for \$400 per month. One (1) weekly visit to clean the pool year around, training and placement of lifeguards at the pool, provide fee-generating aquatics programming such as children's swim lessons, coordinating with Property Manager the selection of programming and supervision of lifeguards; coordinating with Property Manager and Head Guards with the lifeguard staff meetings, scheduling of their work hours, guarding and maintaining pool during swim season; performing minor maintenance repairs to the pool.

**Communication – Telephone-Field**

Represents cost of one (1) Verizon cell phone service for lifeguard station phone at pool for emergencies and communication with management. (\$54.88/mo. / \$658.66/annually – 100% pool expense)

**R&M – General**

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
Plumbing Repairs	50
Painting	150
Electric Replace/Repairs/Enhance	125
Misc. Carpentry Needs	80
General Operating Supplies / Miscellaneous	765
<b>TOTAL</b>	<b>\$ 1,170</b>

**R&M – Pools**

Represents the cost associated with repairing the pool and pool equipment. Examples: Repair or replace pumps, Chlorinator, pipes, problems with deck, tiles, on-deck showers, replace / add deck furniture.

**Operating Supplies- Pool Chemicals**

Represents cost of pool chemicals, all required supplies such as chemical test kits, safety equipment such as rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, bleach, etc.

**Budget Narrative**  
Fiscal Year 2015

**Expenditures – Swimming Pool (continued)**

**Misc-License & Permits**

Represents Leon County Health Department pool licenses.

**Misc. – Contingency**

Provides funds for pool operating expenditures that may not have been anticipated in the budget.

**Capital Outlay**

Represents an allowance for various unexpected Capital Outlay needs for repair and replacement.

**Expenditures – Fitness Center**

*This Department accounts for the cost of maintenance, repairs and supplies to operate the Fitness Center including 4 treadmills, 3 cable weight stations, 3 elliptical machines, 1 stepper, 1 recumbent bike, 3 TV's, including monthly preventative maintenance servicing visits performed by Fitness Pro.*

**Payroll – Salaries**

Represents the cost of four (4) part-time year round staff who perform custodial (30%) and custodial maintenance (30%), Head Maintenance (20%).

**FICA Taxes**

Represents the cost for payroll tax for part-time year-around staff who perform custodial and maintenance.

**R&M – General**

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
A/C Annual Servicing	\$ 250
A/C Parts / Repairs	50
Carpet / Rug Cleaning	250
Plumbing Repairs	50
Painting	375

**Budget Narrative**  
Fiscal Year 2015

**Expenditures – Fitness Center (Continued)**

**R&M – General (continued)**

Electric Replace/Repairs/Enhance	750
Misc. Carpentry Needs	240
General Operating Supplies / Miscellaneous	765
TOTAL	<u>\$ 2,785</u>

**R&M – Equipment**

This represents monthly servicing / preventative maintenance of equipment in the Fitness Center plus any necessary repairs, parts and labor on exercise equipment. All equipment is commercial grade and currently includes: Four (4) Treadmills, Two (2) Elliptical Machines, One (1) Exercise Bike, One (1) Stepper Machine, multi-Station Apollo Weight Station Machine, Benches.

**Misc. – Contingency**

Provides funds for Fitness Center operating expenditures that may not have been anticipated in the budget.

**Capital Outlay**

This represents various Capital Outlay needs planned for or unexpected. Specifically recommended for FY2015 are the following \$5,100 for a new AC / Heating System, \$7,000 for two (2) new pieces of Exercise Equipment to replace two (2) that are at the end their life span, plus an additional \$2,400 for unexpected repair and replacement.

**Expenditures – Parks & Grounds**

*This Department accounts for general maintenance, repairs and supplies needed for upkeep of the Rosemary White Playground and Gazebo Park (including picnic tables, trash cans, & benches at the playground, grills, playground equipment), the large Pavilion and Restrooms, Picnic Grounds between the lodge and the pool.*

**Payroll – Salaries**

Represents the cost of four (4) part-time year round staff who perform custodial (30%) and custodial maintenance (20%), Head Maintenance (20%).

**Budget Narrative**  
Fiscal Year 2015

**Expenditures – Parks & Grounds (continued)**

**FICA Taxes**

This represents the cost for payroll tax for part-time year-around staff who perform custodial and maintenance.

**R&M – General**

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
Painting	150
Electric Replace/Repairs/Enhance	500
Misc. Carpentry Needs	160
General Operating Supplies / Miscellaneous	510
 TOTAL	 \$ 1,370

**Misc. – Contingency**

This provides funds for Parks & Grounds operating expenditures that may not have been anticipated in the budget.

**Capital Outlay**

This represents various unexpected Parks & Grounds Capital Outlay needs for repair and replacement.

**Expenditures – Reserves**

**Reserves – CDD Amenities**

For future repairs and maintenance of the CDD amenities.

Piney-Z  
Community Development District

**Debt Service Budgets**

Fiscal Year 2015

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2015 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ADOPTED BUDGET FY 2014	ACTUAL THRU MAY-2014	PROJECTED JUN - SEP-2014	TOTAL PROJECTED FY 2014	ANNUAL BUDGET FY 2015
<b>REVENUES</b>								
Interest - Investments	\$ 356	\$ 58	\$ 59	\$ 50	\$ 42	\$ 28	\$ 70	\$ 50
Special Assmnts- Tax Collector	78,801	82,527	79,195	81,881	81,013	868	81,881	79,355
Special Assmnts- Discounts	(2,952)	(3,128)	(2,962)	(3,275)	(3,233)	-	(3,233)	(3,174)
<b>TOTAL REVENUES</b>	<b>76,205</b>	<b>79,457</b>	<b>76,292</b>	<b>78,656</b>	<b>77,822</b>	<b>896</b>	<b>78,718</b>	<b>76,231</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Trustee	2,694	2,694	2,694	2,700	2,694	-	2,694	3,100
Misc-Assessmnt Collection Cost	2,275	2,382	2,288	2,456	2,333	26	2,359	2,381
<b>Total Administrative</b>	<b>4,969</b>	<b>5,076</b>	<b>4,982</b>	<b>5,156</b>	<b>5,027</b>	<b>26</b>	<b>5,053</b>	<b>5,481</b>
<i>Debt Service</i>								
Principal Debt Retirement	45,000	50,000	50,000	55,000	55,000	-	55,000	55,000
Principal Prepayments	10,000	-	-	-	-	-	-	-
Interest Expense	26,000	23,500	21,000	18,500	18,500	-	18,500	15,750
<b>Total Debt Service</b>	<b>81,000</b>	<b>73,500</b>	<b>71,000</b>	<b>73,500</b>	<b>73,500</b>	<b>-</b>	<b>73,500</b>	<b>70,750</b>
<b>TOTAL EXPENDITURES</b>	<b>85,969</b>	<b>78,576</b>	<b>75,982</b>	<b>78,656</b>	<b>78,527</b>	<b>26</b>	<b>78,553</b>	<b>76,231</b>
Excess (deficiency) of revenues Over (under) expenditures	(9,764)	881	310	-	(705)	869	164	-
Net change in fund balance	(9,764)	881	310	-	(705)	869	164	-
<b>FUND BALANCE, BEGINNING</b>	<b>107,252</b>	<b>97,488</b>	<b>98,369</b>	<b>98,679</b>	<b>98,679</b>	<b>-</b>	<b>98,679</b>	<b>98,843</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 97,488</b>	<b>\$ 98,369</b>	<b>\$ 98,679</b>	<b>\$ 98,679</b>	<b>\$ 97,974</b>	<b>\$ 869</b>	<b>\$ 98,843</b>	<b>\$ 98,843</b>

## SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/14	315,000	5.00%		7,875.00	
05/01/15	315,000	5.00%	55,000	7,875.00	70,750
11/01/15	260,000	5.00%		6,500.00	
05/01/16	260,000	5.00%	60,000	6,500.00	73,000
11/01/16	200,000	5.00%		5,000.00	
05/01/17	200,000	5.00%	65,000	5,000.00	75,000
11/01/17	135,000	5.00%		3,375.00	
05/01/18	135,000	5.00%	65,000	3,375.00	71,750
11/01/18	70,000	5.00%		1,750.00	
05/01/19	70,000	5.00%	70,000	1,750.00	73,500
			\$ 315,000	\$ 49,000	\$ 364,000



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2015 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ADOPTED BUDGET FY 2014	ACTUAL THRU MAY-2014	PROJECTED JUN - SEP-2014	TOTAL PROJECTED FY 2014	ANNUAL BUDGET FY 2015
<b>REVENUES</b>								
Interest - Investments	\$ 349	\$ 111	\$ 109	\$ 100	\$ 84	\$ 48	\$ 132	\$ 50
Special Assmnts- Tax Collector	227,306	227,306	227,306	227,306	224,898	2,408	227,306	227,306
Special Assmnts- Prepayment	-	-	-	-	901	-	901	-
Special Assmnts- Discounts	(8,515)	(8,615)	(8,503)	(9,092)	(8,976)	-	(8,976)	(9,092)
<b>TOTAL REVENUES</b>	<b>219,140</b>	<b>218,802</b>	<b>218,912</b>	<b>218,314</b>	<b>216,907</b>	<b>2,456</b>	<b>219,363</b>	<b>218,264</b>
<b>EXPENDITURES</b>								
<i><b>Administrative</b></i>								
ProfServ-Arbitrage Rebate	-	(600)	-	-	-	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Trustee	3,763	3,763	3,763	3,800	3,771	-	3,771	4,400
Misc-Assessmnt Collection Cost	6,564	6,561	6,567	6,819	6,478	72	6,550	6,819
<b>Total Administrative</b>	<b>11,327</b>	<b>10,724</b>	<b>11,330</b>	<b>11,619</b>	<b>11,249</b>	<b>72</b>	<b>11,321</b>	<b>12,219</b>
<i><b>Debt Service</b></i>								
Principal Debt Retirement	140,000	155,000	160,000	165,000	165,000	-	165,000	170,000
Principal Prepayments	10,000	-	-	-	-	-	-	-
Interest Expense	63,388	57,950	52,138	46,138	46,138	-	46,138	39,950
<b>Total Debt Service</b>	<b>213,388</b>	<b>212,950</b>	<b>212,138</b>	<b>211,138</b>	<b>211,138</b>	<b>-</b>	<b>211,138</b>	<b>209,950</b>
<b>TOTAL EXPENDITURES</b>	<b>224,715</b>	<b>223,674</b>	<b>223,468</b>	<b>222,757</b>	<b>222,387</b>	<b>72</b>	<b>222,459</b>	<b>222,169</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(5,575)	(4,872)	(4,556)	(4,443)	(5,480)	2,384	(3,096)	(3,905)

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2015 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ADOPTED BUDGET FY 2014	ACTUAL THRU MAY-2014	PROJECTED JUN - SEP-2014	TOTAL PROJECTED FY 2014	ANNUAL BUDGET FY 2015
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(4,443)	-	-	-	(3,905)
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	-	<b>(4,443)</b>	-	-	-	<b>(3,905)</b>
Net change in fund balance	(5,575)	(4,872)	(4,556)	(4,443)	(5,480)	2,384	(3,096)	(3,905)
<b>FUND BALANCE, BEGINNING</b>	177,001	171,426	166,554	161,998	161,998	-	161,998	158,902
<b>FUND BALANCE, ENDING</b>	<b>\$ 171,426</b>	<b>\$ 166,554</b>	<b>\$ 161,998</b>	<b>\$ 157,555</b>	<b>\$ 156,518</b>	<b>\$ 2,384</b>	<b>\$ 158,902</b>	<b>\$ 154,997</b>

## SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE (1)	PRINCIPAL	INTEREST	TOTAL
11/01/14	940,000	4.25%		19,975.00	
05/01/15	940,000	4.25%	170,000	19,975.00	209,950.00
11/01/15	770,000	4.25%		16,362.50	
05/01/16	770,000	4.25%	180,000	16,362.50	212,725.00
11/01/16	590,000	4.25%		12,537.50	
05/01/17	590,000	4.25%	190,000	12,537.50	215,075.00
11/01/17	400,000	4.25%		8,500.00	
05/01/18	400,000	4.25%	195,000	8,500.00	212,000.00
11/01/18	205,000	4.25%		4,356.25	
05/01/19	205,000	4.25%	205,000	4,356.25	213,712.50
			\$ 940,000	\$ 123,462.50	\$ 1,063,463

**Budget Narrative**  
Fiscal Year 2015

<b>REVENUES</b>
-----------------

**Interest-Investments**

The District earns interest income on their trust accounts with US Bank.

**Special Assessments – Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year.

**Special Assessment – Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the Non-Ad Valorem assessments.

<b>EXPENDITURES</b>
---------------------

<b>Expenditures - Administrative</b>
--------------------------------------

**Professional Services – Trustee**

The District issued the 2008 Series Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

**Professional Services - Dissemination Agent**

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

**Misc. – Assessment Collection Cost**

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2015 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

**Budget Narrative**  
Fiscal Year 2015

<b>Expenditures – Debt Service</b>
------------------------------------

**Principal Debt Retirement**

The District pays regular principal payments annually in order to pay down/retire the debt.

**Interest Expense**

The District pays interest expense on the debt twice during the year.

Piney-Z  
Community Development District

**Supporting Budget Schedules**

Fiscal Year 2015

**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2015 vs Fiscal Year 2014**

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2015	FY2014	Percent Change	FY2015	FY2014	Percent Change	FY2015	FY2014	Percent Change	FY2015	FY2014	Percent Change
36	28	\$469.54	\$469.54	0.00%	\$196.00	\$196.00	0.00%	\$67.88	\$70.04	-3.08%	\$733.42	\$735.58	-0.29%
40	104	\$469.54	\$469.54	0.00%	\$217.78	\$217.78	0.00%	\$75.43	\$77.83	-3.08%	\$762.75	\$765.15	-0.31%
50	291	\$469.54	\$469.54	0.00%	\$298.85	\$298.85	0.00%	\$94.28	\$97.28	-3.08%	\$862.67	\$865.67	-0.35%
60	62	\$469.54	\$469.54	0.00%	\$298.85	\$298.85	0.00%	\$113.13	\$116.73	-3.08%	\$881.52	\$885.12	-0.41%
75	183	\$469.54	\$469.54	0.00%	\$408.34	\$408.34	0.00%	\$141.41	\$145.91	-3.08%	\$1,019.29	\$1,023.79	-0.44%
90	67	\$469.54	\$469.54	0.00%	\$490.00	\$490.00	0.00%	\$175.16	\$180.74	-3.09%	\$1,134.70	\$1,140.28	-0.49%
65 *	8	\$469.54	\$469.54	0.00%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$774.44	\$774.44	0.00%
50 gar	12	\$469.54	\$469.54	0.00%	\$304.90	\$304.90	0.00%	\$12.87	\$13.28	-3.09%	\$787.31	\$787.72	-0.05%
20 TH *	85	\$469.54	\$469.54	0.00%	\$152.45	\$152.45	0.00%	\$0.00	\$0.00	n/a	\$621.99	\$621.99	0.00%
	840												

**7A.**



## **2015 Fiscal Year: Annual Operating and Debt Services Budget**

### **Suggestions/Comments...From Supervisor Joe Didier**

- Break-Out Utilities even if all under Expenditures - Administrative Still - currently we have 3 accounts with City of Tallahassee Utilities (One for all electric on property, one for irrigation water, and one for power to light poles around property).
- Create New Category: Website
- Create New Category: Computers & Software Licenses
- Create New Category: Payroll Software
- Create New Category: Memberships

## **Eighth Order of Business**

**8A.**

OFFICE DEPOT# 108

1416 Apalachee Pkwy

Tallahassee, FL 32301

(850) 656-3019

04/10/2014

14.1.5

12:22 PM

STR 108 REG1

TRN 3946 EMP 33756

SALE

Product ID	Description	Total
991330	PAD,EASEL,D/E,	31.99 S

Subtotal: 31.99

Sales Tax: 2.40

Total: 34.39

Amex 1002: 34.39

\*\*\*\*\*

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\*\*\*\*\*

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**office supplies, furniture and more.**  
(Excludes Technology. Limit 1 coupon per  
household/business.)

Visit [www.officedepot.com/feedback](http://www.officedepot.com/feedback)  
and enter the survey code below.

Survey Code:

**9407 MJNK YBT7**

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# STAPLES

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2345 Apalachee Parkway

Tallahassee, FL 32301

(850) 877-3500

SALE 1594644 4 006 04591

1060 06/09/14 06:44

QTY SKU PRICE

REWARDS NUMBER 3561531595

98 51-100 CLR 28LB PR

429796 0.590ea 57.82

SUBTOTAL 57.82

Standard Tax 7.50% 4.34

TOTAL \$62.16

Debit Tender: 62.16

Card No.: XXXXXXXXXXXX0520 [S]

Auth No.: 831017

**TOTAL ITEMS 98**

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## **Ninth Order of Business**

**9A.**

**Piney-Z Community Development District  
Property Manager's Report  
July 14, 2014**

**Facility / Amenities Use:** As of this writing the events, activities and meetings that took place or were scheduled to take place at the CDD Amenities between June 9 (last regular CDD Meeting) and July 14 are as follows:

7 Resident parties or function  
8 Zumba Classes  
1 HOA Meeting  
2 Camp Explorer Swim visits  
Swim Lesson Sessions  
Tours for new residents, potential residents, etc.

**Piney-Z CDD Amenities**

(Fitness Center, Lodge, Pavilion, Rosemary White Playground and Gazebo Park, and Swimming Pool and Aquatics)

**Fitness Center:** Regular custodial duties were performed by staff several times per week. Fitness Pro performed regular monthly preventative maintenance. A walk belt had to be replaced on a Treadmill.

**Lodge / Garage:** Regular maintenance was performed by staff several times per week. The painting of the interior of the Lodge meeting and function room was painted as scheduled. The painting project included walls, chair rails, window sills and baseboards. All parties, functions, meetings and Zumba classes were properly accommodated.

**Pavilion:** Regular weekly maintenance was performed by staff including restrooms and trash cans. In addition to these regular maintenance tasks, the restroom floors were professionally steam cleaned and a loose divider was fixed in the men's restroom.

**Rosemary White Playground and Gazebo Park:** Regular weekly maintenance was performed by staff. The area was checked for hazards and the bags changed in the trash cans regularly. John Hurst Outdoor Services sprayed to kill weeds and unwanted growth in path areas.

**Swimming Pool and Aquatics:** In addition to the services that Alan Cox Aquatic (ACA) provides, our Piney-Z staff and lifeguards performed regular maintenance at the pool in between visits from ACA.

Swim Lessons provided by ACA got off to a great start. The lesson sessions this summer are as follows:

Session 1: June 9 through June 19 .....6pm until 6:40pm  
Session 2: June 23 through July 3 .....6pm until 6:40pm  
Session 3: July 7 through July 17 .....6pm until 6:40pm



**Adult Swim:** Another weekday was added to the Adult Swim Schedule. Wednesday was added. Adult Swim currently takes place on Monday, Wednesday and Friday from 9am until 10am.

**Grounds:** The area adjacent to the Pavilion near picnic tables was checked for trash regularly and trash bags changed. The park style commercial grills were cleaned out and old charcoal thrown away. The grounds around the amenities was checked for trash, hazards, etc.

### Property Manager's Log of Payments from Amenity Rentals

Date sent to CDD Accounting	Piney-Z Resident and / or Name on check	Check #	Amenity Area	Date of Event	Amount
6/16/14	Earline Gaines	Money Order: R105904445339 (Paid for additional people to attend)	Lodge	6/14/14	\$150.00
6/16/14	Burennette Smith	1530 Base Fee	Lodge	6/20/14	\$150.00
6/16/14	April Schoen	561 Base Fee	Lodge	7/26/14	<u>\$150.00</u>
Total					\$450.00
7/1/14	Siva Nagamani Kadiyala / A. Kodela	243 Base / Rental Fees	Lodge	6/22/14	\$250.00
7/1/14	Lawrence C. White	1001 Base / Rental Fees	Lodge	7/12/14	\$250.00
7/1/14	Kimberly Bratton	2026 Base Fee	Lodge	7/13/14	\$150.00
7/1/14	BSB Murthy / Joti Vasantha Keshav	634 Base Fee	Lodge	7/27/14	\$150.00
7/1/14	Ellenne Cherisol / John/Lilian Kishe	106 Base and Rental Fees	Lodge	8/2/14	<u>\$250.00</u>
Total					\$1,050.00
<b>Total sent June 6, 2014: \$450.00</b>					
<b>Total sent July 1, 2014: <u>\$1,050.00</u></b>					
<b>TOTAL \$1,500.00</b>					

### Seeking Landscaping Estimates

I have been seeking landscaping estimates for work to be performed per contract agreement for the CDD Amenities from Landscaping companies. I have talked with several company owners or representatives and have walked the grounds with some of them and answered their questions. The timing of when my Property Manager's Report was due does not allow for estimates to be ready to be included in the agenda package. I will provide the Board estimates I have obtained at the July 14 CDD Board Meeting.

### Possibly of Adding More Exercise Classes

A Piney-Z resident approached me about teaching exercise classes that would not conflict with the Zumba class schedule. I told her I would look over the information she sent and bring it to the CDD Board for discussion. The following is the letter she emailed me:

July 2, 2014

Lance,

Please see attached for a packet including my resume, certifications, and letters of recommendation.

While I was working for the Stonebridge retirement community in Oxford, MS, I charged \$5 per person and asked all participants to bring their own equipment. While we were in the lodge, that included 3-5lbs weights and mats; in the pool, noodles and a ball. The class format that I taught in the lodge was called FUNctional Fitness. We worked on general exercises that would strengthen my participants for everyday activities. This includes all the major muscle groups (legs, core, arms). During class we worked standing, on the mat, and seated in a chair. If you would like a list of some of the exercises, I can provide that for you. In the pool we also worked the entire body. Noodles are great tools to work all of your major muscle groups. The water itself also creates resistance and is a fantastic way to work on the upper body and legs.

If possible, I would like to teach in the lodge on Mondays, Wednesdays, and Fridays from 8AM - 9AM. If the board is also willing to consider Aqua Aerobics, I would like to teach one class per week. Saturday mornings are a great time for Aqua Aerobics, but I am open to other times of the day as well for both the Lodge classes and Aqua Aerobics.

Thank you for considering my proposal,  
Laura

Laura Kitchens  
LKOKitchens Fitness LLC  
[sites.google.com/site/lkokitchens](http://sites.google.com/site/lkokitchens)  
Florida State University - Economics Department  
Alumni Coordinator

### **Additional Roofing and AC / Heating System Estimates**

You will recall I have submitted to you a Notebook of Estimates. In the Notebook are many estimates including estimates for a new roof and estimates for three needed AC and Heating Systems. I contacted Lowes and talked with the department that coordinates installations of various needs. They promptly made an appointment with me and came out to see me along with a roofing company representative and an Air Conditioning and Heating company representative. I will provide the estimates at the July 14, 2014 CDD Board Meeting.

## **Touching Base on Resources Provided in the Past**

Notebook of Estimates: You will recall that I submitted to you a Notebook of many estimates. It is called:  
Piney-Z Plantation Community Development District Amenities and Future Projects

The Notebook is divided into the following sections:

Amenities Future Projects Spreadsheet

Fitness Center

Lodge

Pavilion and 2 Bathrooms

Playground and Gazebo Park

Pool

Grounds

Parking Lot

Other

Potential New CDD Amenities

### Fitness Center Estimate and Lease Information Folder:

In addition to the Notebook I submitted a folder with information about the equipment needs in the Fitness Center and estimate to replace and an estimate to lease. The folder includes:

- Detailed Information from Fitness Pro the company where the equipment was originally purchased. They also provide monthly preventative maintenance.
- A letter from Jeff Miller of Fitness Pro which provided detailed information about our current equipment and a suggested way to replace to pieces of equipment by purchasing two new pieces per year for the next five years.
- Information about leasing all new equipment from Hill Financial so that we could replace all the equipment with new units and make monthly payments.
- Quotes from two other Fitness Companies. The total of the three separate estimates were as follows:

Fitness Center Sales .....	\$44,604.00
True Fitness .....	\$45,523.47
Fitness Pro .....	\$42,000.00

Folder submitted at June 9, 2014 Meeting:

The folder includes the following:

- Seven page report concerning past information discussed needs at the Amenities. The Document is called: Concerning Needs at the Piney-Z CDD Amenities.
- An updated quote and information from E & B Heating & Air Conditioning.  
NOTE: Quotes from other companies are in the Notebook of estimates submitted to the Board.
- Document called: Pool Needs and Renovations and included the previously obtained quotes from three pool contractors. The quotes are also in the Notebook of estimates.
- Document called: Re-Roofing the Lodge – Recommendation: Tadlock Roofing and Solar. NOTE: Quotes from other companies are in the Notebook of estimates.
- Document called: Information for Piney-Z CDD Lifeguards (38 pages). The information is presented to the lifeguards each year.

## **Tenth Order of Business**

**10B.**

## Piney-Z Asset Mgt and Inventory Log

*Amentity: Rosemary White Playground & Gazebo Park*

[illegible]

[illegible]