

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**SEPTEMBER 14, 2015**

**AGENDA PACKAGE**

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

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September 8, 2015

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, September 14, 2015 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop at 3:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. FY 2016 Budget**
- 5. Communication**
- 6. Lodge Electrical Study**
- 7. Exterior Painting**
- 8. HOA Meeting Schedule and Community Events**
- 9. HOA Playground Lease Addendum**
- 10. Amenities Project Updates**
- 11. General Liability, Property, Director & Officers Insurance and Workers' Compensation - Paula Davis**
- 12. Adjournment**

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. General Liability, Property, Directors & Officers and Worker's Compensation Insurance -Paula Davis**
- 5. Public Hearing to Consider the Adoption of the Budget for Fiscal Year 2016 and Levy of Non-Ad Valorem Maintenance Assessments**
  - A. Consideration of Resolution 2015-5 - Annual Appropriation and Adoption of the Budget
  - B. Consideration of Resolution 2015-6 - Levy of Non-Ad Valorem Maintenance Assessments

- 6. Business Matters**
  - A. HOA Meeting Schedule and Community Events
  - B. Ratification of Agreement with Leon County Tax Collector
- 7. Approval of the Minutes of the August 10, 2015 Workshop and Regular Meeting**
- 8. Acceptance of the July 2015 Financial Statements and Approval of the Check Register and Invoices**
- 9. District Manager's Report**
  - A. Agenda Timetable
  - B. Level of Effort
  - C. District Management Staffing
- 10. CDD Manager's Report**
  - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)
  - B. Lodge Electrical Study
  - C. Exterior Painting
- 11. District Attorney's Report**
  - A. HOA Playground Lease Addendum
  - B. Discussion of Memorandum in Response to Supervisor Kessler Questions
- 12. Supervisor Requests**
  - A. CDD Office Space - Supervisor Pincus
- 13. Adjournment**

Any additional supporting materials we have received for the items listed above are enclosed. Others may be distributed under separate cover. The balance of the agenda is routine in nature. If you have any questions, please give me a call at (904) 940-6044, extension 40592.

Sincerely,

Janice Eggleton Davis/ms  
District Manager

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

# **Regular Meeting**

## **Fifth Order of Business**

# **PINEY-Z**

Community Development District

## ***Annual Operating and Debt Service Budget***

**Fiscal Year 2016**

Version 6 - Modified Tentative Budget:

(Printed 9/4/15)

Prepared by:



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## **Piney-Z**

Community Development District

### **Operating Budget**

Fiscal Year 2016



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2016 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUL-2015	PROJECTED AUG- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>REVENUES</b>								
Interest - Investments	\$ 1,255	\$ 1,047	\$ 809	\$ 300	\$ 1,103	\$ 400	\$ 1,503	\$ 400
S/F Program Fees	-	-	391	-	-	-	-	-
S/F Swimming Program Fees	-	-	-	1,000	-	300	300	-
Net Incr (Decr) In FMV-Invest	-	84	(84)	-	-	-	-	-
Interest - Tax Collector	42	32	-	-	28	-	28	-
Special Assmnts- Tax Collector	358,554	358,554	394,414	354,503	354,503	-	354,503	394,707
Special Assmnts- Discounts	(13,589)	(13,412)	(14,772)	(14,180)	(13,322)	-	(13,322)	(15,788)
Settlements	-	-	3,122	-	33,924	-	33,924	-
Other Miscellaneous Revenues	-	400	-	-	1,142	-	1,142	-
Access Cards	-	-	510	-	310	90	400	-
Pavilion Rental	-	-	400	900	400	100	500	800
Lodge Rental	-	-	15,275	9,500	10,422	2,555	12,977	10,000
Pool Rental	-	-	-	600	-	-	-	-
Amenities Revenue	11,420	16,563	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>357,682</b>	<b>363,268</b>	<b>400,065</b>	<b>352,623</b>	<b>388,510</b>	<b>3,445</b>	<b>391,955</b>	<b>390,119</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
P/R-Board of Supervisors	5,200	7,800	12,000	11,000	11,000	4,600	15,600	22,000
FICA Taxes	398	597	918	842	842	352	1,194	1,683
ProfServ-Engineering	-	-	-	500	-	500	500	500
ProfServ-Legal Services	33,127	30,521	58,281	35,000	31,989	4,000	35,989	30,000
ProfServ-Mgmt Consulting Serv	47,839	49,275	54,275	54,275	45,229	9,046	54,275	54,275
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,300	3,400	3,000	3,000	3,000	-	3,000	3,150
Communication - Telephone	10	3	1	100	-	-	-	100
Postage and Freight	863	1,193	1,121	2,000	1,053	447	1,500	1,500
Insurance - General Liability	8,074	8,136	8,568	10,591	9,576	-	9,576	10,534
Printing and Binding	1,925	2,671	2,546	2,500	3,394	406	3,800	2,500

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2016 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUL-2015	PROJECTED AUG- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
Legal Advertising	1,512	2,879	3,225	1,500	892	608	1,500	1,500
Miscellaneous Services	2,156	1,239	636	500	296	204	500	500
Misc-Assessmnt Collection Cost	10,349	10,360	11,389	10,635	10,235	-	10,235	11,841
Misc-Contingency	-	1,175	783	500	600	-	600	500
Office Supplies	390	410	528	500	493	237	730	730
Annual District Filing Fee	175	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>119,955</b>	<b>124,471</b>	<b>162,083</b>	<b>138,255</b>	<b>123,411</b>	<b>20,400</b>	<b>143,811</b>	<b>146,125</b>
<b>Field</b>								
Contr-Landscape-Amenities Area	12,040	12,040	12,040	12,040	6,300	280	6,580	12,000
R&M-Tree Trimming	-	-	-	-	-	-	-	3,000
Misc-Contingency	2,433	8,892	5,223	5,500	6,164	4,796	10,960	3,500
<b>Total Field</b>	<b>14,473</b>	<b>20,932</b>	<b>17,263</b>	<b>17,540</b>	<b>12,464</b>	<b>5,076</b>	<b>17,540</b>	<b>18,500</b>
<b>Parks and Recreation - General</b>								
Payroll-Salaries	108,129	100,636	116,176	68,775	35,986	14,935	50,921	72,134
Payroll - Overtime	-	-	-	250	-	-	-	-
FICA Taxes	8,324	7,792	9,005	5,280	2,825	1,143	3,968	5,518
Pension Benefits	2,250	2,250	4,303	2,250	-	-	-	-
Life and Health Insurance	8,219	8,592	11,772	12,200	-	-	-	-
Workers' Compensation	3,704	4,247	4,257	5,412	4,928	-	4,928	5,421
ProfServ-Consultants	-	-	-	-	7,320	-	7,320	-
Contracts-Janitorial Services	-	-	-	-	-	-	-	6,760
Contracts-Security Services	4,530	2,813	5,885	4,000	4,903	183	5,086	6,596
Communication - Teleph - Field	2,542	1,821	2,291	1,620	945	86	1,031	100
Postage and Freight	404	494	812	900	6	110	116	1,300
Utility - General	24,333	24,792	16,661	21,777	10,297	3,703	14,000	14,000
Utility - Other	2,347	2,239	2,506	2,293	1,954	498	2,452	2,400
Electricity - Streetlighting	-	-	-	1,300	1,218	348	1,566	1,350
Utility - Irrigation	-	-	-	3,850	969	147	1,116	1,150
Utility - Refuse Removal	-	-	-	1,802	1,170	260	1,430	1,430

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2016 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUL-2015	PROJECTED AUG- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
R&M-General	15,389	24,643	24,091	8,945	7,358	8,213	15,571	9,000
R&M-Pest Control	390	2,948	1,008	790	858	-	858	998
Misc-Training	-	-	-	-	-	1,200	1,200	1,500
Misc-Contingency	600	6,610	6,448	2,400	5,078	2,181	7,259	1,500
Misc-Information Technology	-	-	-	1,000	1,373	4,100	5,473	1,140
Office Supplies	5,140	4,482	6,501	2,750	2,507	2,212	4,719	3,600
Subscriptions and Memberships	-	-	-	500	925	-	925	750
Impr. Sewer Connection	-	-	-	-	10,273	-	10,273	-
Capital Outlay	32,360	23,799	4,683	31,900	350	35,500	35,850	20,000
<b>Total Parks and Recreation - General</b>	<b>218,661</b>	<b>218,158</b>	<b>216,399</b>	<b>179,994</b>	<b>101,243</b>	<b>74,819</b>	<b>176,062</b>	<b>156,647</b>
<b>Swimming Pool</b>								
Payroll-Salaries	-	-	-	32,365	14,845	12,645	27,490	30,996
Payroll - Overtime	-	-	-	750	319	-	319	-
FICA Taxes	-	-	-	2,533	1,160	967	2,127	2,371
ProfServ-Pool Maintenance	4,800	4,800	4,800	4,800	4,500	1,000	5,500	6,000
Communication - Teleph - Field	-	-	-	660	693	217	910	100
R&M-General	-	-	-	1,170	1,690	5,982	7,672	1,750
R&M-Pools	3,973	9,679	13,512	5,500	4,954	750	5,704	8,100
Misc-Licenses & Permits	-	-	-	250	-	-	-	250
Misc-Contingency	-	-	-	1,800	1,160	225	1,385	1,500
Op Supplies - Pool Chemicals	3,515	3,294	3,994	5,000	2,305	2,000	4,305	5,000
Capital Outlay	-	-	-	2,400	-	500	500	3,500
<b>Total Swimming Pool</b>	<b>12,288</b>	<b>17,773</b>	<b>22,306</b>	<b>57,228</b>	<b>31,626</b>	<b>24,286</b>	<b>55,912</b>	<b>59,567</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2016 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUL-2015	PROJECTED AUG- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b><i>Fitness Center</i></b>								
Payroll-Salaries	-	-	-	4,680	871	389	1,260	2,734
FICA Taxes	-	-	-	358	67	30	97	209
R&M-General	-	-	-	2,785	837	559	1,396	2,000
R&M-Equipment	2,123	1,536	2,965	2,300	1,075	575	1,650	1,955
Misc-Contingency	-	-	-	1,200	-	-	-	1,200
Capital Outlay	-	-	-	14,500	7,844	11,287	19,131	5,500
<b>Total Fitness Center</b>	<b>2,123</b>	<b>1,536</b>	<b>2,965</b>	<b>25,823</b>	<b>10,694</b>	<b>12,840</b>	<b>23,534</b>	<b>13,598</b>
<b><i>Park &amp; Grounds</i></b>								
Payroll-Salaries	-	-	-	4,180	2,874	1,472	4,346	6,833
FICA Taxes	-	-	-	320	220	113	333	523
R&M-General	-	-	-	1,370	1,233	3,457	4,690	1,750
Misc-Contingency	-	-	-	3,100	4,953	400	5,353	3,500
Capital Outlay	-	-	-	1,200	430	-	430	7,000
<b>Total Park &amp; Grounds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,170</b>	<b>9,710</b>	<b>5,442</b>	<b>15,152</b>	<b>19,606</b>
<b><i>Reserves</i></b>								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	10,000
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>367,500</b>	<b>382,870</b>	<b>421,016</b>	<b>439,010</b>	<b>289,148</b>	<b>142,862</b>	<b>432,010</b>	<b>424,043</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(9,818)	(19,602)	(20,951)	(86,387)	99,362	(139,417)	(40,055)	(33,924)

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2016 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUL-2015	PROJECTED AUG- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(52,463)	-	-	-	-
Use of Fund Balance (Settlement)	-	-	-	(33,924)	-	-	-	(33,924)
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	-	<b>(86,387)</b>	-	-	-	<b>(33,924)</b>
Net change in fund balance	(9,818)	(19,602)	(20,951)	(86,387)	99,362	(139,417)	(40,055)	(33,924)
<b>FUND BALANCE, BEGINNING</b>	212,524	202,706	183,104	162,153	162,153	-	162,153	122,098
<b>FUND BALANCE, ENDING</b>	<b>\$ 202,706</b>	<b>\$ 183,104</b>	<b>\$ 162,153</b>	<b>\$ 75,766</b>	<b>\$ 261,515</b>	<b>\$ (139,417)</b>	<b>\$ 122,098</b>	<b>\$ 88,174</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2016	\$ 122,098
Net Change in Fund Balance - Fiscal Year 2016	(33,924)
Reserves - Fiscal Year 2016 Additions	10,000
<b>Total Funds Available (Estimated) - 9/30/2016</b>	<b>98,174</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - Operating Capital	-	(1)
Reserves - CDD Amenity		
FY 2012 Contribution	10,000	
FY 2013 Contribution	10,000	
FY 2014 Contribution	32,805	
FY 2015 Contribution	10,000	62,805
FY 2016 Contribution - proposed		10,000
Reserves - Other		
FY 2016 Settlement after use of 2nd installment		50,885
Subtotal		123,690
<b>Total Allocation of Available Funds</b>		<b>123,690</b>
<b>Total Unassigned (Deficit) Cash</b>	<b>\$</b>	<b>(25,517)</b>

**Notes**

Note (1) - No operating reserves remain, while at least 2 months reserve is recommended.

**REVENUES****Interest - Investments (366101-3000)**

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 (363010-3000)**

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 (363090-3000)**

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

**Pavilion Rental (369942-3000)**

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

**Lodge Rental (369943-3000)**

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

**EXPENDITURES****Expenditures - Administrative****Payroll - Board of Supervisors (511001-51101)**

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

**FICA Taxes (521001-51101)**

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 (531013-51500)**

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

**Professional Services - Legal Services (531023-51401)**

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.

**Budget Narrative**  
Fiscal Year 2016**Expenditures – Administrative (continued)****Professional Services - Management Consulting Services (531027-51201)**

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 record storage and 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.

**Professional Services - Special Assessment (531038-51301)**

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

**Auditing Services (532002-51301)**

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 the engagement letter.

**Communication - Telephone (541003-51301)**

Telephone and fax machine expenses.

**Postage & Freight (541006-51301)**

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

**Insurance - General Liability (545002-51301)**

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 \$5,300 and the Property Insurance premium is \$4,276. The budget is based on this year's premium plus 10% anticipated cost increase.

**Printing & Binding (547001-51301)**

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

**Legal Advertising (548002-51301)**

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

**Miscellaneous Services (549001-51301)**

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



**Budget Narrative**  
Fiscal Year 2016**Expenditures – Administrative (continued)****Misc. - Assessment Collection Cost (549070-51301)**

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 FY2016 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

**Misc. - Contingency (549900-51301)**

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

**Office Supplies (551002-51301)**

Miscellaneous office supplies.

**Annual District Filing Fees (554007-51301)**

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

**Expenditures - Field**

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

**Contracts - Landscape – Amenities Area (534053-53901)**

Contract to provide landscaping and maintenance services for the “amenities” area within the District.

**R&M - Tree Trimming**

To provide funds for tree trimming (tree removal, dead limb trimming, etc.) services for the “amenities” area within the District.

**Misc. - Contingency (549900-53901)**

Includes necessary services and repairs which fall outside those specified in the landscaping contract. Examples include extra plantings, sod, wood mulch applications, irrigation repairs, asphalt repairs (pot holes) in parking lot, additional walkway stones, application of chemicals for poison ivy, ants, etc.

**Budget Narrative**

Fiscal Year 2016

**Expenditures - Parks and Recreation - General**

*This department includes on-site administrative costs of the District as well as those associated with the maintenance, repair and replacement of equipment, and enhancements associated with the lodge (including the office, restrooms and second floor) and the garage.*

**Payroll - Salaries (512001-57201)**

Compensation of one full time CDD Manager (100%), and one part time Buildings and Grounds Manager (40%).

**FICA Taxes (521001-57201)**

Represents the cost for payroll tax for salaries above.

**Workers' Compensation (525001-57201)**

The District's policy is currently with Florida Municipal Insurance Trust. The budget is based on this year's premium plus 10% anticipated cost increase.

**Contracts - Janitorial Services (534026-57201)**

Quality Flooring, which does twice a week cleaning in the lodge and of the pavilion bathrooms.

**Contracts - Security Services (534037-57201)**

Annual monitoring (billed quarterly by Sonitrol) of the lodge (office, garage and fitness center). Also included are costs associated with the key fob system (utilized for fitness center, pool and side garage door access) to control and monitor entry. Additional costs included herein are the purchase of key fobs, and any repairs, maintenance or replacement of the security cameras, DVR and television.

**Communication - Telephone-Field (541005-57201)**

Purchase of TracFone for use by Buildings and Grounds Manager.

**Utility - General (543001-57201)**

Represents the cost associated with City of Tallahassee Utility charges for electricity, stormwater fees, fire service fees, water and sewer service for the District.

**Utility - Other (543004-57201)**

The budget includes Comcast for telephone, internet and television service in the lodge (including the fitness center).

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2016

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

##### Electricity - Streetlighting (543013-57201)

This represents the cost of City of Tallahassee Utility for electricity for the District's streetlights.

##### Utility - Irrigation (543014-57201)

This represents the cost of City of Tallahassee Utility charges for irrigation water usage for the District.

##### Utility - Refuse Removal (543020-57201)

Represents the cost associated with collecting dumpster by the City of Tallahassee Utility and for Marpan for dumpster rent at Piney-Z Lodge.

##### R&M - General (546001-57201)

Represents the following services:

##### Services:

Painting	900
Carpentry	425
Plumbing	400
Electrical	200
Carpet cleaning	275
General operating	5,162
Benson's	375
AC Parts and Repairs	850
Interstate Fire Systems	413
<b>TOTAL</b>	<b>\$ 9,000</b>

##### R&M - Pest Control (546070-57201)

Cost of annual termite inspection, and quarterly treatment of the lodge (including the fitness center) and the pavilion.

##### Misc. - Training (549059-57201)

Board of Supervisor and staff training.

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2016

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

##### **Misc. - Contingency (549900-57201)**

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

##### **Misc. - Information Technology (549942-57201)**

This expense provides funds for any technology expenses for IT support and website maintenance.

##### **Office Supplies (551002-57201)**

Costs associated with operations of the CDD Manager's office, including copier and computer paper, computer ink and software, anti-virus renewal, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for board members, computers and printers, etc.

##### **Subscriptions and Memberships (554001-57201)**

This expense provides funds for any subscriptions and/or memberships (Florida Association of Special Districts) for the District.

##### **Capital Outlay (564043-57201)**

Funds anticipated and unanticipated projects. Included in FY 2016 are funds for the re-wiring of the lodge, if necessary, possible upgrade of certain rooms within the lodge as well as possible security enhancements.

#### Expenditures – Swimming Pool

*This department includes costs associated with staffing, supplies, maintenance and repairs of the swimming pool and the associated deck, fence, gates, shed and related equipment.*

##### **Payroll - Salaries (512001-57205)**

Compensation of lifeguards (\$9.00 per hour), and one part-time Buildings and Grounds Manager (25%).

##### **FICA Taxes (521001-57205)**

Represents the cost for payroll tax for the Buildings and Grounds Manager and the seasonal lifeguards.

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2016

#### Expenditures – Swimming Pool (continued)

##### Professional Services - Pool Maintenance (531034-57205)

Services provided by Alan Cox Aquatics, to include one weekly visit, year-round, to clean the pool, training and placement of lifeguards at the pool, coordinating with the CDD Manager on the selection and supervision of lifeguards, coordinating with the CDD Manager lifeguard staff meetings, scheduling lifeguard work hours, guarding and maintaining pool during swim season and performing minor maintenance repairs to the pool.

##### Communication - Telephone-Field (541005-57205)

TracFone for lifeguard station.

##### R&M - General (546001-57205)

Represents the following services:

<u>Services:</u>	<u>Annual Amount</u>
Painting	150
Carpentry	125
Plumbing	300
Electric	175
General operating supplies and miscellaneous	1,000
<b>TOTAL</b>	<b>\$ 1,750</b>

##### R&M - Pools (546074-57205)

Repair of the pool and pool equipment, including pumps, chlorinator, pipes, problems with deck, tiles, on-deck showers, deck furniture, etc.

##### Operating Supplies - Pool Chemicals (552009-57205)

Pool chemicals, bleach and test kits, as well as safety equipment including rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, etc.

##### Misc. - License & Permits (549066-57205)

Leon County Health Department pool license (expires annually on June 30).

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2016

#### Expenditures – Swimming Pool (continued)

##### Misc. - Contingency (549900-57205)

Unanticipated operating expenses, including replacement of any equipment excluding deck furniture, the cost of which is budgeted below.

##### Capital Outlay (564043-57205)

Replacement of deck furniture and other unanticipated capital needs.

#### Expenditures – Fitness Center

*This department includes costs associated with the maintenance, repair and supplies required in the fitness center.*

##### Payroll - Salaries (512001-57214)

Compensation of one part time Buildings and Grounds Manager (10%).

##### FICA Taxes (521001-57214)

Represents the cost for payroll tax for one part time Buildings and Grounds Manager.

##### R&M - General (546001-57214)

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
Painting	375
Carpentry	250
Plumbing	50
Electric	750
AC annual inspection	54
General operating supplies and miscellaneous	521
<b>TOTAL</b>	<b>\$ 2,000</b>

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2016

#### Expenditures – Fitness Center (Continued)

##### **R&M - Equipment (546022-57214)**

Monthly preventative maintenance contract with FitnessPro, as well as any repairs (including parts and Labor) required to keep all equipment fully operational.

##### **Misc. - Contingency (549900-57214)**

Unanticipated operating expenses.

##### **Capital Outlay (564043-57214)**

Purchase of new equipment to include either a treadmill or an elliptical, depending upon service records and age.

#### Expenditures – Parks & Grounds

*This department includes general maintenance, repair and supplies required for the upkeep of the Rosemary White Playground and Gazebo Park (including picnic tables, trash cans, benches, grills and playground equipment), as well as of the pavilion (including restrooms) and the picnic grounds located between the lodge and the swimming pool.*

##### **Payroll - Salaries (512001-57240)**

Compensation of one part time Buildings and Grounds Manager (25%).

##### **FICA Taxes (521001-57240)**

This represents the cost for payroll tax for one part time Buildings and Grounds Manager.

##### **Misc. - Contingency (549900-57214)**

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

**Piney-Z**

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2016

**Expenditures – Parks & Grounds (continued)****R&M - General (546001-57240)**

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
Painting	150
Carpentry	160
Electric	500
General operating supplies and miscellaneous	<u>940</u>
<b>TOTAL</b>	<b>\$ 1,750</b>

**Capital Outlay (564043-57240)**

FY '16 recommendations include stabilizing the retaining wall behind the lodge, possible replacement of pavilion fans, etc.

**Expenditures – Reserves****Reserves - CDD Amenities (568044-58100)**

Unanticipated future repairs and maintenance of the District's amenities.



## **Piney-Z**

Community Development District

### **Debt Service Budgets**

Fiscal Year 2016

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2016 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUL-2015	PROJECTED AUG- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>REVENUES</b>								
Interest - Investments	\$ 58	\$ 59	\$ 63	\$ 50	\$ 51	\$ 5	\$ 56	\$ 50
Special Assmnts- Tax Collector	82,527	79,195	81,881	79,355	79,355	-	79,355	56,000
Special Assmnts- Prepayment	-	-	861	-	-	-	-	-
Special Assmnts- Discounts	(3,128)	(2,962)	(3,067)	(3,174)	(2,982)	-	(2,982)	(2,240)
<b>TOTAL REVENUES</b>	<b>79,457</b>	<b>76,292</b>	<b>79,738</b>	<b>76,231</b>	<b>76,424</b>	<b>5</b>	<b>76,429</b>	<b>53,810</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Trustee Fees	2,694	2,694	2,694	3,100	3,502	-	3,502	3,502
Misc-Assessmnt Collection Cost	2,382	2,288	2,364	2,381	2,291	-	2,291	1,680
<b>Total Administrative</b>	<b>5,076</b>	<b>4,982</b>	<b>5,058</b>	<b>5,481</b>	<b>5,793</b>	<b>-</b>	<b>5,793</b>	<b>5,182</b>
<i>Debt Service</i>								
Principal Debt Retirement	50,000	50,000	55,000	55,000	55,000	-	55,000	60,000
Principal Prepayments	-	-	-	-	5,000	-	5,000	-
Interest Expense	23,500	21,000	18,500	15,750	15,625	-	15,625	12,750
<b>Total Debt Service</b>	<b>73,500</b>	<b>71,000</b>	<b>73,500</b>	<b>70,750</b>	<b>75,625</b>	<b>-</b>	<b>75,625</b>	<b>72,750</b>
<b>TOTAL EXPENDITURES</b>	<b>78,576</b>	<b>75,982</b>	<b>78,558</b>	<b>76,231</b>	<b>81,418</b>	<b>-</b>	<b>81,418</b>	<b>77,932</b>
Excess (deficiency) of revenues Over (under) expenditures	881	310	1,180	-	(4,994)	5	(4,989)	(24,122)
Net change in fund balance	881	310	1,180	-	(4,994)	5	(4,989)	(24,122)
<b>FUND BALANCE, BEGINNING</b>	<b>97,487</b>	<b>98,368</b>	<b>98,678</b>	<b>99,858</b>	<b>99,858</b>	<b>-</b>	<b>99,858</b>	<b>94,869</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,368</b>	<b>\$ 98,678</b>	<b>\$ 99,858</b>	<b>\$ 99,858</b>	<b>\$ 94,864</b>	<b>\$ 5</b>	<b>\$ 94,869</b>	<b>\$ 70,747</b>

## SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/15	\$255,000.00	5.00%		\$6,375.00	
05/01/16	\$255,000.00	5.00%	\$60,000.00	\$6,375.00	\$72,750.00
11/01/16	\$195,000.00	5.00%		\$4,875.00	
05/01/17	\$195,000.00	5.00%	\$65,000.00	\$4,875.00	\$74,750.00
11/01/17	\$130,000.00	5.00%		\$3,250.00	
05/01/18	\$130,000.00	5.00%	\$65,000.00	\$3,250.00	\$71,500.00
11/01/18	\$65,000.00	5.00%		\$1,625.00	
05/01/19	\$65,000.00	5.00%	\$65,000.00	\$1,625.00	\$68,250.00
			\$255,000.00	\$32,250.00	\$287,250.00

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2016 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUL-2015	PROJECTED AUG- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>REVENUES</b>								
Interest - Investments	\$ 111	\$ 109	\$ 111	\$ 50	\$ 84	\$ 36	\$ 120	\$ 50
Special Assmnts- Tax Collector	227,306	227,306	227,306	214,348	214,130	-	214,130	214,130
Special Assmnts- Prepayment	-	-	54,490	-	-	-	-	-
Special Assmnts- Discounts	(8,615)	(8,503)	(8,513)	(8,574)	(8,047)	-	(8,047)	(8,565)
<b>TOTAL REVENUES</b>	<b>218,802</b>	<b>218,912</b>	<b>273,394</b>	<b>205,824</b>	<b>206,167</b>	<b>36</b>	<b>206,203</b>	<b>205,615</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Arbitrage Rebate	(600)	-	-	-	-	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Trustee Fees	3,763	3,763	3,771	4,400	4,903	-	4,903	4,903
Misc-Assessmnt Collection Cost	6,561	6,567	6,564	6,430	6,182	-	6,182	6,424
<b>Total Administrative</b>	<b>10,724</b>	<b>11,330</b>	<b>11,335</b>	<b>11,830</b>	<b>12,085</b>	<b>-</b>	<b>12,085</b>	<b>12,327</b>
<i>Debt Service</i>								
Principal Debt Retirement	155,000	160,000	165,000	170,000	170,000	-	170,000	180,000
Principal Prepayments	-	-	-	-	55,000	-	55,000	-
Interest Expense	57,950	52,138	46,138	39,950	38,781	-	38,781	30,388
<b>Total Debt Service</b>	<b>212,950</b>	<b>212,138</b>	<b>211,138</b>	<b>209,950</b>	<b>263,781</b>	<b>-</b>	<b>263,781</b>	<b>210,388</b>
<b>TOTAL EXPENDITURES</b>	<b>223,674</b>	<b>223,468</b>	<b>222,473</b>	<b>221,780</b>	<b>275,866</b>	<b>-</b>	<b>275,866</b>	<b>222,715</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(4,872)	(4,556)	50,921	(15,956)	(69,699)	36	(69,663)	(17,100)

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2016 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUL-2015	PROJECTED AUG- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(15,956)	-	-	-	(17,100)
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	-	<b>(15,956)</b>	-	-	-	<b>(17,100)</b>
Net change in fund balance	(4,872)	(4,556)	50,921	(15,956)	(69,699)	36	(69,663)	(17,100)
<b>FUND BALANCE, BEGINNING</b>	171,426	166,554	161,998	212,919	212,919	-	212,919	143,256
<b>FUND BALANCE, ENDING</b>	<b>\$ 166,554</b>	<b>\$ 161,998</b>	<b>\$ 212,919</b>	<b>\$ 196,963</b>	<b>\$ 143,220</b>	<b>\$ 36</b>	<b>\$ 143,256</b>	<b>\$ 126,156</b>

## SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/15	\$715,000	4.25%		\$15,194	
05/01/16	\$715,000	4.25%	\$180,000	\$15,194	\$210,388
11/01/16	\$535,000	4.25%		\$11,369	
05/01/17	\$535,000	4.25%	\$175,000	\$11,369	\$197,738
11/01/17	\$360,000	4.25%		\$7,331	
05/01/18	\$360,000	4.25%	\$175,000	\$7,331	\$189,663
11/01/18	\$185,000	4.25%		\$3,188	
05/01/19	\$185,000	4.25%	\$185,000	\$3,188	\$191,375
			\$715,000	\$74,163	\$789,163

**Budget Narrative**

Fiscal Year 2016

**REVENUES****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.

**EXPENDITURES****Expenditures - Administrative****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 FY2016 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

**Budget Narrative**

Fiscal Year 2016

<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 2016

**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2016 vs Fiscal Year 2015**

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2016	FY2015	Percent Change	FY2016	FY2015	Percent Change	FY2016	FY2015	Percent Change	FY2016	FY2015	Percent Change
36	28	\$522.79	\$469.54	11.34%	\$196.00	\$196.00	0.00%	\$47.90	\$67.88	-29.43%	\$766.69	\$733.42	4.54%
40	104	\$522.79	\$469.54	11.34%	\$217.78	\$217.78	0.00%	\$53.75	\$76.17	-29.43%	\$794.32	\$763.49	4.04%
50	291	\$522.79	\$469.54	11.34%	\$298.85	\$298.85	0.00%	\$66.53	\$94.28	-29.43%	\$888.17	\$862.67	2.96%
60	62	\$522.79	\$469.54	11.34%	\$298.85	\$298.85	0.00%	\$79.83	\$113.13	-29.44%	\$901.47	\$881.52	2.26%
75	183	\$522.79	\$469.54	11.34%	\$408.34	\$408.34	0.00%	\$99.79	\$141.41	-29.43%	\$1,030.92	\$1,019.29	1.14%
90	67	\$522.79	\$469.54	11.34%	\$490.00	\$490.00	0.00%	\$123.61	\$175.16	-29.43%	\$1,136.40	\$1,134.70	0.15%
65	8	\$522.79	\$469.54	11.34%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$827.69	\$774.44	6.88%
50 gar	12	\$522.79	\$469.54	11.34%	\$304.90	\$304.90	0.00%	\$9.08	\$12.87	-29.45%	\$836.77	\$787.31	6.28%
	755												

**5A.**

## **RESOLUTION 2015-5**

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2015, submitted to the Board of Supervisors (the “Board”) a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the Piney-Z Community Development District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the proposed annual budget (the “Proposed Budget”), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

**WHEREAS**, the Board set September 14, 2015 as the date for a public hearing, and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1 of each year, the District Board adopt by resolution a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget that projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

#### **Section 1. Budget**

- a. That the Board of Supervisors has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Records Office, and hereby approves the Proposed Budget as amended, as shown in Section 2 below.
- b. That the Proposed Budget, attached hereto as Exhibit “A,” as amended by the Board after the public hearing, is hereby adopted in accordance with the

provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2015 and/or revised projections for Fiscal Year 2016.

- c. That the adopted budget, as amended, shall be maintained in the Office of the District Manager and the District’s Records Office and identified as “The Budget for Piney-Z Community Development District for the Fiscal Year Ending September 30, 2016, as Adopted by the Board of Supervisors on September 14, 2015.”

**Section 2. Appropriations**

There is hereby appropriated out of the revenues of the Piney-Z Community Development District, for the fiscal year beginning October 1, 2015, and ending September 30, 2016, the sum of \$\_\_\_\_\_to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
2002 SERIES DEBT SERVICE FUND	\$_____
2008 SERIES DEBT SERVICE FUND	\$_____
TOTAL ALL FUNDS	\$_____

**Section 3. Supplemental Appropriations**

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided such transfers do not exceed \$10,000 or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred, previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 14th day of September, 2015.

ATTEST:

**BOARD OF SUPERVISORS OF  
THE PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

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Janice Eggleton Davis  
Secretary

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Joseph Didier  
Chairman

**5B.**

## **RESOLUTION 2015-6**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Piney-Z Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted Improvement Plan and Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) hereby determines to undertake various operations and maintenance activities described in the District’s budget for Fiscal Year 2015-2016 (“Operations and Maintenance Budget”), attached hereto as Exhibit “A” and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s budget for Fiscal Year 2015-2016; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefited lands within the District; and

**WHEREAS**, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

**WHEREAS**, the District has previously evidenced its intention to utilize this Uniform Method; and

**WHEREAS**, the District has approved an Agreement with the Property Appraiser and Tax Collector of Leon County to provide for the collection of the special assessments under the Uniform Method; and



**WHEREAS**, the District has previously levied an assessment for debt service, which the District now desires to collect on the tax roll pursuant to the Uniform Method and which is also indicated on Exhibit “A”; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments; and

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll of the Piney-Z Community Development District (the “Assessment Roll”), attached to this Resolution as Exhibit “B” and incorporated herein as a material part of this Resolution by this reference, and to certify the Assessment Roll to the Leon County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the Leon County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for Leon County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT.** The provision of the services, facilities, and operations as described in Exhibit “A” confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands is shown in Exhibit “A.”

**SECTION 2. ASSESSMENT IMPOSITION.** A special assessment for operation and maintenance as provided for in Chapter 190, Florida Statutes, is hereby imposed and levied on benefited lands within the District in accordance with Exhibit “A.”

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments shall be at the same time and in the same manner as Leon County taxes in accordance with the Uniform Method. The District shall also collect its previously levied debt service assessment pursuant to the Uniform Method as indicated on Exhibit “A.”

**SECTION 4. ASSESSMENT ROLL.** The District's Assessment Roll, attached to this Resolution as Exhibit “B,” is hereby certified to the Leon County Tax Collector and the assessments shall be collected by Leon County Tax Collector in the same manner and time as Leon County taxes. The proceeds therefrom shall be paid to the Piney-Z Community Development District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep appraised of all updates made to the Leon County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District’s Assessment Roll in accordance with

any such updates, for such time as authorized by Florida law, to the Leon County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Piney-Z Community Development District.

**PASSED AND ADOPTED** this 14th day of September, 2015.

ATTEST:

**BOARD OF SUPERVISORS OF THE  
PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

---

Janice Eggleton Davis  
Secretary

---

Joseph Didier  
Chairman

## **Sixth Order of Business**

**6A.**

# **Homeowners Association**

## **Requests to Use CDD Facilities**

**(Lodge, unless noted)**

### **2015**

October 24/Saturday	4:00 pm	barbecue (Lodge or Pavilion)
December 12/Saturday	9:00 am	Brunch with Santa
December 15/Tuesday	5:00 pm	Newcomers mixer*

### **2016**

January TBD	TBD	Piney-Z Fitness Day CDD to co-sponsor (Lodge and Fitness Center)
February TBD	TBD	Bingo Night
March TBD	TBD	Newcomers mixer
March 26	TBD	Easter Egg hunt (Grounds)
April TBD	TBD	Family Movie Night (Pavilion)

\*may shift to January

## HOA Board Meetings

August 11, 2015  
October 13, 2015  
December 8, 2015  
February 9, 2016  
April 12, 2016  
June 14, 2016  
July 19, 2016 (Annual Meeting)  
August 9, 2016

Regular meetings begin at 6:30 p.m. The annual meeting begins at 7:00 p.m.

**6B.**

**Mailing Address**

Post Office Box 1835  
Tallahassee, Florida 32302-1835  
(850) 606-4700

**Administrative Services**

Metro 8, 1276 Metropolitan Blvd., Suite 401



**Service Centers**

Metro 8, 1276 Metropolitan, Suite 102  
Cross Creek, 1210 Capital Circle, SE  
Lake Jackson, 3840 N. Monroe St, Suite 102  
Southside, 3477 S. Monroe St.  
Westside, 870-1 Blountstown Hwy.

[www.leontaxcollector.net](http://www.leontaxcollector.net)

August 10, 2015

Piney-Z Community Development Dist.  
Attn: Joseph W. Didier  
950 Piney-Z Plantation Road  
Tallahassee, FL 32311

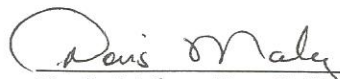
RE: Piney-Z CDD Uniform Method for Tax Collection - 2015

Dear Mr. Didier:

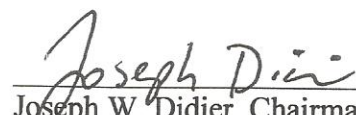
This document will serve as an Agreement with the Tax Collector's Office for an annual compensation or commission at 3% of the amount of non-ad valorem assessments collected and remitted. This Agreement shall be in place for the Piney-Z Tax Roll for the year 2015.

This is the Agreement intended by the Tax Collector's Office. Please execute below and return the original to this office.

Sincerely,

  
Doris Maloy, Tax Collector

AGREED this 10<sup>th</sup> day of August, 2015.

  
Joseph W. Didier, Chairman  
Piney-Z Community Development District

/aj



## **Seventh Order of Business**

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

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held Monday, August 10, 2015 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present were:

Joseph Didier	Chairman
Richard Kessler	Vice Chairman
Michael Lee	Assistant Secretary (via phone)
Ann Pincus	Assistant Secretary
M. Melinda Parker	CDD Manager
Rick Evans	Grounds and Buildings Manager

*The following is a summary of the discussions at the August 10, 2015 Piney-Z Community Development District's Board of Supervisors Workshop.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was led by Ms. Pincus.

**FOURTH ORDER OF BUSINESS**

**Board Discussion**

- Ms. Parker provided an overview of her report.
- **Landscaping**
  - Seven bids were received and two firms interviewed. They have elected to go with S&R Lawn Care.
  - The landscaping scope was discussed - reduce visits, reduce plantings and mulch.
- **Roofing**
  - A contractor has been selected for the roof - Code Engineered.
  - Work will begin the last week of August / first week of September.

- Mr. Evans noted the green shingles are period correct.
- The Board has approved \$16,000 for the roof and \$2,000 for the gutters.
- 91 feet of new gutter will be installed.
- It is recommended the overhang that currently has three pieces of metal be replaced with a single sheet.

*The record will reflect Mr. Lee joined via phone.*

- Ms. Lytle suggested checking into replacing the flat roof over the porch with a roof with the proper pitch. The roof is unsightly.
- Discussion followed on gutter covers with Mr. Evans noting there are gutter screens on everything up now and will be included with all the new gutters.
- Ms. Pincus suggested Ms. Parker contact the roofing contractor for pricing to replace the porch roof.
  - Mr. Evans noted this is more construction than roofing work and changing the porch roof will be a costly venture. He noted the cosmetic look/detail of the roof will be addressed with the current job.
  - Mr. Didier requested all work to be performed be included in the scope of work.
- **Trees**
  - There were three bids and they have accepted a \$3,000 bid to remove three pine trees and limbs to create a four-foot area around the roof. In addition bushes that block light will be removed.
- **Fitness Equipment**
  - Proposals to replace the universal machine at \$7,088 and purchase an elliptical at \$4,199.
- **A/C Unit for Upstairs Break room**
  - Benson's recommends downsizing from a 3-ton unit to 1½ ton unit at a cost of approximately \$3,100.
  - A 12,000 BTU mini-split unit was discussed - no quotes have been received at this time.

- **Capital Improvement Log**
  - This will be an ongoing document.
- **Electrical Study update**
  - There will be money for an update and it is worth doing.
  - Mr. Didier suggested reaching out to the District Engineer to ask if they have done anything related to the electrical or had any concerns.
  - Mr. Evans noted a question that will be asked by electricians is what they are trying to accomplish by upgrading the electrical system. Discussion followed.
  - Mr. Didier requested the records be reviewed to see if any upgrades have been made to electrical.
- **Pool Incident**
  - On July 31 a child walked off the edge of the pool. Emma was right there, scooped him out and he was not injured.
  - Due to a language barrier the mother was not able to provide information. Two witnesses signed the incident form and all information has been transmitted to Coral Springs.
  - Mr. Didier requested the information be provided to Mr. Lyon and the Board. He also requested the video from that timeframe be requested from Sonitrol.
- **HOA Room Reservations**
  - Saturday, October 24<sup>th</sup> - pavilion and possibly the Lodge depending on the weather.
- **Updates**
  - Met with the lifeguards on August 5<sup>th</sup>. A schedule was set for the remainder of the season.
  - Mr. Evans gave a presentation on chemicals testing.
  - Mr. Cox will be repairing a sharp tile in the pool.
  - A small shed will be purchased for the pool deck to store miscellaneous items.

- Lifeguards were asked to return their fobs at the end of the season.
- Discussion followed on personnel procedures and job description with it being noted most have signed it.
- There was a payroll issue with regard to minors and when they can work. Ms. Parker spoke with Mr. Cox about the matter.
- Ms. Karen Kline inquired if adult swim can continue and requested the pool be opened earlier for adult swim - from 6:00 a.m. to 10:00 a.m.
  - Ms. Pincus addressed people not signing the waivers and not using key fobs.
  - Ms. Kline noted some people are coming as guest and do not have fobs.
  - A waiver is still needed.
- Discussion followed on what action to take regarding those accessing the pool without waivers.
  - Mr. Evans will be at the pool in the mornings until they are comfortable the situation is better or corrected.
  - Key fobs have to be used regardless of whether they are arriving as a group.
  - Photos to be submitted with waivers may be a future direction.
- Discussion followed on working through the key fob system - owners, renters, former residents.
- Ms. Nancy Benham inquired if residents should fob in for guests?
  - Mr. Didier noted this is where the sign-in helps - the guest can be listed.
  - Ms. Benham requested the timeframe for adult swim be extended into October.
  - Mr. Didier noted the District rules still need to be addressed with regard to the pool operations.
  - Ms. Benham requested that if a change is agreed upon that it be posted on the website.
- Mr. Evans is currently working 7:30 a.m. to 12:30 p.m.
- Ms. Lytle asked if there is a reason the front gate is cabled at night.
  - Mr. Didier responded there are still some problems with the front gate even though it is operational.
  - Discussion followed on ADA compliance.
- Ms. Parker noted the intent is to have adult swim until September 27<sup>th</sup>.

- Mr. Didier requested Ms. Parker follow up with Mr. Lyon as to the impact of extending swim season with regard to the rules.
- Ms. Kline inquired if it is possible to have signage at the gate addressing the need for a key fob and a signed pool waiver.
- Ms. Pincus addressed the Employment Agreement with Ms. Parker noting the changes are pay rate, job title, and deletion of cell and mileage reimbursement. It has been sent to Mr. Lyon and he does not see anything wrong with it.
  - The position title for Ms. Parker is CDD Manager.
  - Ms. Pincus noted the position is full-time.
- Discussion followed on insurance.
- Telephone / communication budget was addressed.
- Notice of meetings was discussed with it being noted if they move to the third week of the month they can have current financials.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

- Discussion followed on the agenda or the lack thereof for the workshop with comments from Ms. Mildred Barringer. Mr. Kessler was acknowledged but declined to speak at this time.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further, the workshop was adjourned.



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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, August 10, 2015 at 6:30 p.m. at the Piney-Z Plantation Lodge; 950 Piney-Z Plantation Road; Tallahassee, Florida.

Present and constituting a quorum were:

Joseph Didier	Chairman
Richard Kessler	Vice Chairman
Michael Lee	Assistant Secretary (via phone)
Cheryl Hudson	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
M. Christopher Lyon, Esq.	District Counsel
M. Melinda Parker	CDD Manager
Rick Evans	Grounds & Building Manager
Residents	

*The following is a summary of the discussions and actions taken at the August 10, 2015 Piney-Z Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was led by Ms. Hudson.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the July 13, 2015 Workshop and Regular Meeting**



On MOTION by Ms. Hudson seconded by Ms. Pincus, the minutes of the July 13, 2015 workshop and regular meeting, were approved with votes as follows:

**Richard Kessler - Aye**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Aye**

## **FIFTH ORDER OF BUSINESS**

### **Acceptance of the June 2015 Financial and Approval of the Check Register and Invoices**

- Discussion followed on the invoices.
  - It was noted that both entries for payments to Severn Trent state May and one should be June.

Mr. Kessler MOVED to accept the June 2015 Financial statements and approve the check register and invoices as amended and Ms. Hudson seconded the motion.

- The amount of a payroll entry for one Supervisor was questioned and confirmed as correct.

The prior motion was approved with votes as follows:

**Richard Kessler - Aye**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Aye**

## **SIXTH ORDER OF BUSINESS**

### **District Manager's Report**

#### **A. Discussion of Proposed FY 2016 Budget**

- Ms. Davis reviewed the revised budget which brings the increase down to 11.34% on the O&M assessments for the General Fund.
- Ms. Davis requested the budget adoption be addressed at the earliest on the September agenda so the information can be provided to STS for the assessment roll to be sent to the County on September 15<sup>th</sup>. A request for a two-day extension to submit the roll was denied by the County Tax Collector's Office.
- Ms. Parker outlined the following for the FY 2016 budget:

- If the pool hours remain the same as FY 2015, the budget will be short by \$2,700 on payroll. Discussion followed. No action was taken.

**B. Consideration of Proposed FY 2016 Notice of Meetings**

- Discussion followed on the meeting schedule.
- Tabled at this time.

**EIGHTH ORDER OF BUSINESS**

**CDD Manager's Report**

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

- Ms. Parker and Mr. Evans reviewed the report provided in the agenda package.

**C. Roofing Contract**

- The consensus of the Board is to go with the green roof.
- There would be savings of the sales tax if the CDD purchases the materials. It was questioned if this would affect the warranty with it being noted it would not.

**D. Fitness Equipment Purchase Proposal**

- Ms. Parker outlined proposals to replace the universal machine at \$7,088 and purchase an elliptical at \$4,199.

On MOTION by Ms. Pincus seconded by Ms. Hudson, the purchase of a universal machine and elliptical at a cost of \$11,287, was approved with votes as follows:

**Richard Kessler - Aye**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Aye**

**E. Replacement of Heating-Cooling Unit for Second Floor Break room**

- Mr. Evans addressed heating and cooling for the break room.
  - Benson's - to replace existing with smaller unit (1.5 ton) - \$3,100
  - Install a mini-split unit (12,000 BTU) - \$2,950
- Discussion followed on the service agreement currently in place with Benson's to service the four units.

Ms. Hudson MOVED to approve the purchase of a heating-cooling unit for the break room at a cost not to exceed \$3,100 and execution of the contract

- Mr. Kessler requested a friendly amendment to the motion to increase to \$3,200.

Ms. Hudson amended the motion to \$3,200 and Mr. Kessler seconded.

The prior motion was approved with votes as follows:

**Richard Kessler - Aye**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Aye**

**\*F. Additional Items Added to the FY 2016 Budget Per Ms. Parker**

- Electrical study - \$4,200
- Trim painting
- Camera overhaul
- Pool gate repair - back gate

**\*G. Pool Gate**

- Discussion followed on the back pool gate not functioning and concerns about ADA compliance.

**NINTH ORDER OF BUSINESS**

**District Attorney's Report**

**A. Volunteer Confidentiality Policy**

- Mr. Lyon outlined the Volunteer Confidentiality Policy.
  - Would like Board members sign it.
- Mr. Lyon reported the following activity:
  - Insurance
  - Working on HR policies
  - Addressing Records Retention policy questions. Ms. Parker noted she believes they are fine on this item.
- Discussion followed on insurance with Ms. Davis noting that Ms. Paula Davis of STS submitted an application to PRIA for a quote. An application was submitted to the current insurance carrier, FMIT [Florida League of Cities] with the acreage left blank

while Mr. Didier and Mr. Lyon discuss this further. As STS understands the issue, FMIT's stance is coverage is based upon the acres within the District boundaries, as the exposure is relative to the properties assessed by the District within its boundaries.

- Mr. Kessler addressed his concerns regarding the workshop agenda.
  - Mr. Lyon noted there is no requirement in law that every item to be discussed, considered or voted on by the Board must be on the agenda. It is best practice to do so, but there is no legal requirement.

## **EIGHTH ORDER OF BUSINESS**

## **CDD Manager's Report (continued)**

### **B. Lawn Care Contract**

- Ms. Parker reported they have interviewed two lawn care companies—Heinz and S & R and have selected S & R.
  - If they reduced from 52 to 46 weekly visits, do not do any flower plantings and reduce the applications of pine straw from two to one they can reduce the costs to \$11,233 annually.
  - S & R is willing to do a month-to-month agreement.
- Discussion followed on the service.

*The record will reflect Mr. Lee joined the meeting via phone.*

Mr. Kessler MOVED to approve an annual contract with a 30-day cancellation clause with S & R Landscaping for landscape services at \$11,250 and authorizing the Chair to execute and Ms. Hudson seconded the motion.

The prior motion was approved with votes as follows:

**Richard Kessler - Aye**  
**Michael Lee - Aye**  
**Ann Pincus - Aye**  
**Cheryl Hudson - Aye**  
**Joseph Didier - Aye**

### **\*H. Supervisor Receipts**

On MOTION by Ms. Hudson seconded by Ms. Pincus, to reimburse Mr. Didier \$55.17 was approved with votes as follows:

**Richard Kessler - Aye**

**Michael Lee - Aye**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Aye**

**\*I. Adult Swim**

- Mr. Gene Pressley asked if the hours are changing for FY 2016?
  - Mr. Didier responded the hours have not changed at this point. A question has been raised of extending the adult swim hours.
  - Discussion continued on adult swim continuing to September 27<sup>th</sup>.
- Mr. Frank Cicone addressed pool usage noting people are using the pool but not all swipe their key fob.

Ms. Pincus MOVED for adult swim hours to be Monday through Friday from 8:00 a.m. to 10:00 a.m.

Ms. Pincus amended the motion to have adult swim hours Monday through Sunday from 8:00 a.m. to 10:00 a.m. until September 27, 2015.

- Mr. Lyon addressed the pool hours and days being in the Rules of the District, noting to change this, they will need to go through the rulemaking and rule development process.

The motion was withdrawn.

- Ms. Mary Jo Ferreros inquired if, based on current rules, they will be losing adult swim?
  - Mr. Didier responded not currently.

**SIXTH ORDER OF BUSINESS**

**District Manager's Report (continued)**

**B. Consideration of Proposed FY 2016 Notice of Meetings**

- Discussion followed on the meeting schedule and noticing cancelled meetings.
  - There is no consensus to hold a December, 2015 meeting.
  - Discussion ensued on changing meetings to the third Monday of the month.

Mr. Kessler MOVED to approve the FY 2016 notice of meetings was approved as amended to the third Monday of the month and Ms. Hudson seconded the motion.

Mr. Kessler amended the motion for the January meeting to be held on the second Monday and Ms. Hudson seconded the amended motion.

- Mr. Lyon suggested not scheduling meetings on Federal or state holidays and February 15 [third Monday] is a Federal holiday.
- Meetings to be held on the second Monday are January 11, 2016 and February 8, 2016 to avoid these holidays.
- The dates for the FY 2016 meetings would then be: October 19, 2015, November 16, 2015, January 11, 2016, February 8, 2016, March 21, 2016, April 18, 2016, May 16, 2016, June 20, 2016, July 18, 2016, August 15, 2016 and September 19, 2016.
- Discussion followed on meetings and workshops, noting that the current workshop scheduling makes for a very long day.

The prior motion was approved with votes as follows:

**Richard Kessler - Aye**

**Michael Lee - Aye**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Aye**

## **SEVENTH ORDER OF BUSINESS**

### **Business Matters**

#### **A. Consideration of Employment Agreement with Melinda J. Parker**

- Ms. Pincus provided an overview of the Employment Agreement and an executed copy of the agreement, a copy of which is incorporated hereby.
- Discussion followed on the hours per week.

Ms. Hudson MOVED to approve Employment Agreement as presented.

- Discussion continued on the hours per week.
- Use of Replicon was addressed; it was noted this will be placed on future agenda.

Ms. Pincus seconded the motion.

- Discussion followed on overtime, compensation and authorization for overtime.
- Discussion continued on an Employment Agreement.

The prior motion failed with votes as follows:

**Richard Kessler - Nay**

**Michael Lee - Nay**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Nay**

- Mr. Lyon will review whether the position being a salaried position will meet the exemption for overtime.
- Discussion continued on the Employment Agreement:
  - Mr. Kessler suggested a process whereby overtime could be approved by two Board members.
  - Mr. Lyon addressed his concern of a Sunshine Law violation with this approach.
  - Mr. Didier noted the Agreement does not provide for Ms. Parker to hire and manage personnel and it should.
  - Discussion continued on what they would like the Employment Agreement to reflect, with the current options being:
    - ❖ (1) As presented
    - ❖ (2) Maximum 35 hours
    - ❖ (3) Salaried position
  - Mr. Didier directed Mr. Lyon to make the Employment Agreement 40 hours on a salaried basis and to include the hiring and managing of personnel.

Mr. Kessler MOVED to approve the Employment Agreement as presented with the inclusion of the parameters stated by Mr. Didier.

- Discussion ensued.

Mr. Kessler MOVED to approve the Agreement as presented and Ms. Pincus seconded the motion.

- Further discussion ensued.
- Mr. Lyon suggested Mr. Kessler move to reconsider the prior vote.
- After additional discussion, Mr. Lyon wanted them to be clear that the motion is to approve the Agreement as written.

The prior motion was approved with votes as follows:

**Richard Kessler - Aye**

**Michael Lee - Nay**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Nay**

- Mr. Didier noted the Employment Agreement is already executed.
- Mr. Lyon requested the Board ratify this action.

On MOTION by Mr. Kessler seconded by Ms. Hudson, to ratify the execution of the Employment Agreement by Ms. Parker and Ms. Pincus was approved with votes as follows:

**Richard Kessler - Aye**

**Michael Lee - Nay**

**Ann Pincus - Aye**

**Cheryl Hudson - Aye**

**Joseph Didier - Nay**

#### **TENTH ORDER OF BUSINESS**

#### **Supervisor Requests**

- Placing the Replicon discussion on the workshop agenda was addressed.
- Ms. Davis addressed previous comments regarding the agenda and topics.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Adjournment**

There being no further business, the meeting was adjourned.

---

Janice Eggleton Davis  
Secretary

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Joseph Didier  
Chairman



## **Eighth Order of Business**

## MEMORANDUM



**TO:** Board of Supervisors  
**FROM:** Tiziana Cessna, District Accountant  
**CC:** Janice Eggleton Davis, District Manager / Stephen Bloom, Assistant Treasurer  
**DATE:** September 4, 2015  
**SUBJECT:** July Financial Report

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Please find attached the July 2015 financial report. During your review, please keep in mind that the goals for revenues are to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. To further assist with your review, an overview of each of the District's funds is provided below. Should you have any questions or require additional information, please do not hesitate to contact me at [Tiziana.Cessna@STServices.com](mailto:Tiziana.Cessna@STServices.com).

### General Fund

Total Revenues for the General Fund were at a favorable 111% of the YTD budget, due to the settlement portion for 2015.

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

Total Expenditures through July were at a favorable 79% of the YTD budget (prorated). Below find notes for certain variances for the fiscal year:

- Administration Department - Payroll and FICA Taxes are over budget due to payments for workshops and extra meetings. Legal Services are billed through May 19 from Maureen M. Daughton LLC and Lewis Longman & Walker through July 31, 2015. Printing and Binding are over budget due to larger agenda volume and additional agenda books. Payroll and FICA taxes are over budget due to payments for workshops and extra meetings.
- Field Department - Misc.-Contingency - Sod behind parking lot and installation of a drainage swale, purchase of blower, and irrigation repairs.
- Parks and Recreation Department - Salaries are lower due to reduced hours of the District's staff and reduced staff. Pension Benefits and Life and Health Insurance were budgeted for the Property Manager who resigned. These benefits are not being provided currently. A payment was made for a sewer connection to the City of Tallahassee. Misc.-Contingency includes lodge cleaning, HVAC work (Benson's), water heater replacement, and advertising for new CDD Manager. Misc.-Information Technology - Various support and set up fees.
- Swimming Pool Department - For this pool season, the lifeguards attendance has been kept minimal. ProfServ-Pool Maintenance - Increase of the contract with Alan Cox Aquatics, Inc. Communication-Telephone-Field includes wireless phone services as of July. R&M-General includes lift chair batteries, pressure washing, gate maintenance and lifeguard swimsuits. R&M-Pool - Five areas of pool decking were repaired (Premier Pools), supplies from Alpha Foundation Specialists, fence and gate maintenance, and pool permit.
- Fitness Center Department - Capital Outlay represents a purchase of new fitness equipment.
- Park & Grounds - Misc.-Contingency - Removal of dead trees and trimming branches. Replacing old, broken and cracked signs; partial top survey; and painting of pool bathrooms.

### Debt Service Funds

On November 1, 2014, the semi-annual interest payments were made and a principal prepayment was made from the prepaid 85 units, owned by Piney-Z Land Co. that were extracted from the District.

**PINEY-Z**  
**Community Development District**

*Financial Report*

*July 31, 2015*

**Prepared by**



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**Piney-Z**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**July 31, 2015**

**Balance Sheet**

July 31, 2015

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2002 DEBT SERVICE FUND</b>	<b>SERIES 2008 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 45,996	\$ -	\$ -	\$ 45,996
Cash On Hand/Petty Cash	2,000	-	-	2,000
Due From Other Funds	2,072	-	-	2,072
Investments:				
Money Market Account	309,749	-	-	309,749
SBA Account	145	-	-	145
Prepayment Account	-	250	1	251
Redemption Fund	-	646	-	646
Reserve Fund	-	15,500	-	15,500
Revenue Fund	-	80,540	143,219	223,759
Prepaid Items	221	-	-	221
<b>TOTAL ASSETS</b>	<b>\$ 360,183</b>	<b>\$ 96,936</b>	<b>\$ 143,220</b>	<b>\$ 600,339</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 12,891	\$ -	\$ -	\$ 12,891
Accrued Expenses	967	-	-	967
Unearned Revenue	84,810	-	-	84,810
Due To Other Funds	-	2,072	-	2,072
<b>TOTAL LIABILITIES</b>	<b>98,668</b>	<b>2,072</b>	<b>-</b>	<b>100,740</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	221	-	-	221
<b>Restricted for:</b>				
Debt Service	-	94,864	143,220	238,084
<b>Assigned to:</b>				
Operating Reserves	63,155	-	-	63,155
Reserves - CDD Amenity	62,805	-	-	62,805
Reserves - Other	84,810	-	-	84,810
<b>Unassigned:</b>	50,524	-	-	50,524
<b>TOTAL FUND BALANCES</b>	<b>\$ 261,515</b>	<b>\$ 94,864</b>	<b>\$ 143,220</b>	<b>\$ 499,599</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 360,183</b>	<b>\$ 96,936</b>	<b>\$ 143,220</b>	<b>\$ 600,339</b>

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

For the Period Ending July 31, 2015

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 300	\$ 250	\$ 1,103	\$ 853
S/F Swimming Program Fees	1,000	-	-	-
Interest - Tax Collector	-	-	28	28
Special Assmnts- Tax Collector	354,503	354,503	354,503	-
Special Assmnts- Discounts	(14,180)	(14,180)	(13,322)	858
Settlements	-	-	33,924	33,924
Other Miscellaneous Revenues	-	-	1,142	1,142
Access Cards	-	-	310	310
Pavilion Rental	900	750	400	(350)
Lodge Rental	9,500	7,918	10,422	2,504
Pool Rental	600	360	-	(360)
<b>TOTAL REVENUES</b>	<b>352,623</b>	<b>349,601</b>	<b>388,510</b>	<b>38,909</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	11,000	9,000	11,000	(2,000)
FICA Taxes	842	688	842	(154)
ProfServ-Engineering	500	417	-	417
ProfServ-Legal Services	35,000	29,170	31,989	(2,819)
ProfServ-Mgmt Consulting Serv	54,275	45,230	45,229	1
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,000	3,000	3,000	-
Communication - Telephone	100	80	-	80
Postage and Freight	2,000	1,670	1,053	617
Insurance - General Liability	10,591	10,591	9,576	1,015
Printing and Binding	2,500	2,080	3,394	(1,314)
Legal Advertising	1,500	1,500	892	608
Miscellaneous Services	500	420	296	124
Misc-Assessmnt Collection Cost	10,635	10,635	10,235	400
Misc-Contingency	500	420	600	(180)
Office Supplies	500	420	493	(73)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>138,255</b>	<b>120,133</b>	<b>123,411</b>	<b>(3,278)</b>
<b>Field</b>				
Contr-Landscape-Amenities Area	12,040	10,033	6,300	3,733
Misc-Contingency	5,500	4,580	6,164	(1,584)
<b>Total Field</b>	<b>17,540</b>	<b>14,613</b>	<b>12,464</b>	<b>2,149</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2015

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Parks and Recreation - General</b>				
Payroll-Salaries	68,775	57,310	35,986	21,324
Payroll - Overtime	250	250	-	250
FICA Taxes	5,280	4,400	2,825	1,575
Pension Benefits	2,250	2,250	-	2,250
Life and Health Insurance	12,200	10,170	-	10,170
Workers' Compensation	5,412	5,412	4,928	484
ProfServ-Consultants	-	-	7,320	(7,320)
Contracts-Security Services	4,000	4,000	4,903	(903)
Communication - Teleph - Field	1,620	1,350	945	405
Postage and Freight	900	750	6	744
Utility - General	21,777	18,150	10,297	7,853
Utility - Other	2,293	1,910	1,954	(44)
Electricity - Streetlighting	1,300	1,080	1,218	(138)
Utility - Irrigation	3,850	3,208	969	2,239
Utility - Refuse Removal	1,802	1,500	1,170	330
R&M-General	8,945	7,454	7,358	96
R&M-Pest Control	790	659	858	(199)
Misc-Contingency	2,400	2,000	5,078	(3,078)
Misc-Information Technology	1,000	830	1,373	(543)
Office Supplies	2,750	2,290	2,507	(217)
Subscriptions and Memberships	500	500	925	(425)
Impr. Sewer Connection	-	-	10,273	(10,273)
Capital Outlay	31,900	26,580	350	26,230
<b>Total Parks and Recreation - General</b>	<b>179,994</b>	<b>152,053</b>	<b>101,243</b>	<b>50,810</b>
<b>Swimming Pool</b>				
Payroll-Salaries	32,365	25,892	14,845	11,047
Payroll - Overtime	750	750	319	431
FICA Taxes	2,533	2,027	1,160	867
ProfServ-Pool Maintenance	4,800	4,000	4,500	(500)
Communication - Teleph - Field	660	550	693	(143)
R&M-General	1,170	975	1,690	(715)
R&M-Pools	5,500	4,580	4,954	(374)
Misc-Licenses & Permits	250	250	-	250
Misc-Contingency	1,800	1,500	1,160	340
Op Supplies - Pool Chemicals	5,000	4,170	2,305	1,865
Capital Outlay	2,400	2,000	-	2,000
<b>Total Swimming Pool</b>	<b>57,228</b>	<b>46,694</b>	<b>31,626</b>	<b>15,068</b>



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

For the Period Ending July 31, 2015

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Fitness Center</b>				
Payroll-Salaries	4,680	3,900	871	3,029
FICA Taxes	358	300	67	233
R&M-General	2,785	2,320	837	1,483
R&M-Equipment	2,300	1,918	1,075	843
Misc-Contingency	1,200	1,000	-	1,000
Capital Outlay	14,500	12,080	7,844	4,236
<b>Total Fitness Center</b>	<b>25,823</b>	<b>21,518</b>	<b>10,694</b>	<b>10,824</b>
<b>Park &amp; Grounds</b>				
Payroll-Salaries	4,180	3,483	2,874	609
FICA Taxes	320	266	220	46
R&M-General	1,370	1,140	1,233	(93)
Misc-Contingency	3,100	2,580	4,953	(2,373)
Capital Outlay	1,200	1,000	430	570
<b>Total Park &amp; Grounds</b>	<b>10,170</b>	<b>8,469</b>	<b>9,710</b>	<b>(1,241)</b>
<b>Reserves</b>				
Reserve - CDD Amenity	10,000	-	-	-
<b>Total Reserves</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>439,010</b>	<b>363,480</b>	<b>289,148</b>	<b>74,332</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(86,387)	(13,879)	99,362	113,241
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(86,387)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(86,387)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (86,387)	\$ (13,879)	\$ 99,362	\$ 113,241
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>162,153</b>	<b>162,153</b>	<b>162,153</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 75,766</b>	<b>\$ 148,274</b>	<b>\$ 261,515</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 40	\$ 51	\$ 11
Special Assmnts- Tax Collector	79,355	79,355	79,355	-
Special Assmnts- Discounts	(3,174)	(3,174)	(2,982)	192
<b>TOTAL REVENUES</b>	<b>76,231</b>	<b>76,221</b>	<b>76,424</b>	<b>203</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Trustee Fees	3,100	3,100	3,502	(402)
Misc-Assessmnt Collection Cost	2,381	2,381	2,291	90
<b>Total Administration</b>	<b>5,481</b>	<b>5,481</b>	<b>5,793</b>	<b>(312)</b>
<b>Debt Service</b>				
Principal Debt Retirement	55,000	55,000	55,000	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	15,750	15,750	15,625	125
<b>Total Debt Service</b>	<b>70,750</b>	<b>70,750</b>	<b>75,625</b>	<b>(4,875)</b>
<b>TOTAL EXPENDITURES</b>	<b>76,231</b>	<b>76,231</b>	<b>81,418</b>	<b>(5,187)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(10)	(4,994)	(4,984)
Net change in fund balance	\$ -	\$ (10)	\$ (4,994)	\$ (4,984)
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>99,858</b>	<b>99,858</b>	<b>99,858</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 99,858</b>	<b>\$ 99,848</b>	<b>\$ 94,864</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 40	\$ 84	\$ 44
Special Assmnts- Tax Collector	214,348	214,348	214,130	(218)
Special Assmnts- Discounts	(8,574)	(8,574)	(8,047)	527
<b>TOTAL REVENUES</b>	<b>205,824</b>	<b>205,814</b>	<b>206,167</b>	<b>353</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Trustee Fees	4,400	4,400	4,903	(503)
Misc-Assessmnt Collection Cost	6,430	6,430	6,182	248
<b>Total Administration</b>	<b>11,830</b>	<b>11,830</b>	<b>12,085</b>	<b>(255)</b>
<b>Debt Service</b>				
Principal Debt Retirement	170,000	170,000	170,000	-
Principal Prepayments	-	-	55,000	(55,000)
Interest Expense	39,950	39,950	38,781	1,169
<b>Total Debt Service</b>	<b>209,950</b>	<b>209,950</b>	<b>263,781</b>	<b>(53,831)</b>
<b>TOTAL EXPENDITURES</b>	<b>221,780</b>	<b>221,780</b>	<b>275,866</b>	<b>(54,086)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(15,956)	(15,966)	(69,699)	(53,733)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(15,956)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(15,956)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (15,956)	\$ (15,966)	\$ (69,699)	\$ (53,733)
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>212,919</b>	<b>212,919</b>	<b>212,919</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 196,963</b>	<b>\$ 196,953</b>	<b>\$ 143,220</b>	

**PINEY-Z**  
**Community Development District**

Supporting Schedules

July 31, 2015

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

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2015				\$ 647,988	\$ 354,503	\$ 79,355	\$ 214,130
Allocation %				100%	55%	12%	33%
11/06/14	\$ 6,687	\$ 363	\$ 207	\$ 7,257	\$ 3,970	\$ 889	\$ 2,398
11/25/14	136,468	7,405	4,221	148,093	81,019	18,136	48,938
12/09/14	360,946	15,505	11,163	387,614	212,057	47,469	128,089
12/26/14	57,551	1,835	1,780	61,166	33,463	7,491	20,212
01/16/15	9,618	307	297	10,223	5,593	1,252	3,378
02/12/15	6,070	128	188	6,385	3,493	782	2,110
03/18/15	8,872	92	274	9,238	5,054	1,131	3,053
04/08/15	10,337	-	320	10,657	5,830	1,305	3,522
05/07/15	4,329	-	134	4,463	2,441	547	1,475
06/15/15	4,051	(1,283)	125	2,893	1,583	354	956
<b>TOTAL</b>	<b>\$ 604,928</b>	<b>\$ 24,350</b>	<b>\$ 18,709</b>	<b>\$ 647,988</b>	<b>\$ 354,503</b>	<b>\$ 79,355</b>	<b>\$ 214,130</b>
% COLLECTED				100.00%	100.00%	100.00%	100.00%

**Cash and Investment Report**

*July 31, 2015*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Operating Checking Account	BB&T	Business checking	0.00%	\$45,996
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$309,749
Operating Account - FUND A	SBA	Investment Pool	0.16%	\$145
			<b>Subtotal</b>	<u>\$355,890</u>
<b>DEBT SERVICE FUNDS</b>				
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$646
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$15,500
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$80,540
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$250
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$143,219
			<b>Total</b>	<u><u>\$596,046</u></u>

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

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

**Bank Account No.** 2471  
**Statement No.** 07-31  
**Statement Date** 07/31/15

<b>G/L Balance (\$)</b>	45,996.05	<b>Statement Balance</b>	50,109.72
<b>G/L Balance</b>	45,996.05	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	50,109.72
<b>Subtotal</b>	45,996.05	<b>Outstanding Checks</b>	4,113.67
<b>Negative Adjustments</b>	0.00	<b>Total Differences</b>	0.00
<b>Ending G/L Balance</b>	45,996.05	<b>Ending Balance</b>	45,996.05
<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>						
02/11/15	Payment	55889	MARIA E. ZEA	4.62	0.00	4.62
05/07/15	Payment	56000	JOSHUA M. LILES	90.27	0.00	90.27
06/30/15	Payment	56098	PETTY CASH	513.12	0.00	513.12
07/16/15	Payment	56110	QUINTUS S. LAMAR	150.59	0.00	150.59
07/17/15	Payment	56113	RICHARD A. KESSLER, JR.	184.70	0.00	184.70
07/17/15	Payment	56117	DELORES A. PINCUS	184.70	0.00	184.70
07/21/15	Payment	56124	PINEY Z HOMEOWNERS ASSOCIATION	600.00	0.00	600.00
07/27/15	Payment	56129	COMCAST	194.59	0.00	194.59
07/27/15	Payment	56130	EVERITE TIME & EQUIPMENT,LLC	825.00	0.00	825.00
07/27/15	Payment	56131	FLORIDA ASSOCIATION OF SPECIAL DISTRICTS	425.00	0.00	425.00
07/27/15	Payment	56132	VERIZON WIRELESS	70.62	0.00	70.62
07/29/15	Payment	56133	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
07/29/15	Payment	56134	PETTY CASH	633.82	0.00	633.82
07/29/15	Payment	56135	TALLAHASSEE DEMOCRAT	119.54	0.00	119.54
07/30/15	Payment	56128	QUINTUS S. LAMAR	91.10	0.00	91.10
Total Outstanding Checks . . . . .				4,113.67		

**Piney-Z**  
**Community Development District**

**Check Register by Fund**  
**For the Period from 7/1/15 to 7/31/15**  
**(Sorted by Check No.)**

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
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**GENERAL FUND - 001**

001	56100	07/13/15	ALAN COX AQUATICS, INC.	JULY 2015	Pool Management July 2015	ProfServ-Pool Maintenance	531034-57205	\$500.00
001	56101	07/13/15	BENSON'S HEATING AND AIR CONDITIONING, INC	5737275	Break Room Unit Blower Motor Diagnosis	R&M-General	546001-57201	\$17.36
001	56102	07/13/15	CITY OF TALLAHASSEE	5610 063015	Utilities 5/28/15-6/28/15	Utility - General	543001-57201	\$1,325.57
001	56102	07/13/15	CITY OF TALLAHASSEE	5610 063015	Utilities 5/28/15-6/28/15	Utility - Refuse Removal	543020-57201	\$91.00
001	56102	07/13/15	CITY OF TALLAHASSEE	5460485610 063015	Utilities 5/28/15-6/28/15	Utility - Irrigation	543014-57201	\$142.02
001	56103	07/13/15	FEDEX	5-080-24113	Services thru 6/30/15	Postage and Freight	541006-51301	\$9.58
001	56104	07/13/15	PEDDIE CHEMICAL COMPANY	410031084	Chlorine Sticks & Triclor Acid	Op Supplies - Pool Chemicals	552009-57201	\$774.50
001	56105	07/13/15	QUALITY FLOOR CLEANING, LLC	5160	Lodge Gen Cleaning 5/4/15-5/28/15	Misc-Contingency	549900-57201	\$400.00
001	56106	07/13/15	SONITROL	256340	25 Key Fobs	Contracts-Security Services	534037-57201	\$228.00
001	56106	07/13/15	SONITROL	255593	Qlty Maintenance & Monitoring 07/01/15-09/30/15	Contracts-Security Services	534037-57201	\$775.65
001	56107	07/13/15	TALL TIMBERS SERVICES, INC.	16004	Backflow Certification	Utility - Other	543004-57201	\$105.00
001	56107	07/13/15	TALL TIMBERS SERVICES, INC.	16004	Replaced Pop Off Valve & New Coupling	Misc-Contingency	549900-57201	\$155.00
001	56112	07/14/15	SARITHA DUBBAKA	16004 BACKFLOW	RENTAL REFUND	Legal Rental	369943	\$400.00
001	56119	07/21/15	CITY OF TALLAHASSEE	052115	Utilities from 6/12/15-07/13/15	Electricity - Streetlighting	543013-57201	\$110.83
001	56119	07/21/15	FEDEX	5-094-33446	Services thru 7-14-15	Postage and Freight	541006-51301	\$45.33
001	56120	07/21/15	FITNESS PRO	9234	July Preventative Maintenance	R&M-Equipment	546022-57214	\$100.00
001	56121	07/21/15	LEWIS, LONGMAN, & WALKER, P.A.	107175	General Legal 6/5/15-6/30/15	ProfServ-Legal Services	531023-51401	\$2,000.00
001	56122	07/21/15	MELINDA PARKER	FINAL	Consulting - Final Installment	ProfServ-Consultants	531075-57201	\$2,443.34
001	56123	07/21/15	PICKINWEE CORP	010753/1	Trash Bags Halogen Bulb	R&M-General	546001-57201	\$21.98
001	56124	07/21/15	PINEY Z HOMEOWNERS ASSOCIATION	072015	Annual Fee HOA Newsletter	Misc-Contingency	549900-51301	\$600.00
001	56126	07/21/15	QUALITY FLOOR CLEANING, LLC	5210	Lodge Gen Cleaning 6/1/15-6/29/15	Misc-Contingency	549900-57201	\$400.00
001	56126	07/21/15	TALLAHASSEE DEMOCRAT	0000936908	Legal Ad 6/1/15	Legal Advertising	548002-51301	\$108.10
001	56129	07/27/15	COMCAST	5015 071415	Cable Service 06/25/15-07/24/15	Prepaid Items	155000	\$194.59
001	56130	07/27/15	EVERITE TIME & EQUIPMENT LLC	14775	Hydraulic Verriclose	R&M-General	546001-57201	\$825.00
001	56131	07/27/15	FLORIDA ASSOCIATION OF SPECIAL DISTRICTS	10506	Conference Registration Didier	Subscriptions and Memberships	554001-51302	\$425.00
001	56132	07/27/15	VERIZON WIRELESS	9748878545	321347673-00001 06/12/15-07/12/15	Communication - Teleph - Field	541005-57205	\$70.62
001	56133	07/29/15	MARPAN SUPPLY CO., INC.	1358675	Container Rental 08/01/15	Prepaid Items	155000	\$26.00
001	56134	07/29/15	PETTY CASH	072115	Reimbursement for 6/17/15-7/21/15	Cash On Hand/Petty Cash	102000	\$633.82
001	56135	07/29/15	TALLAHASSEE DEMOCRAT	0000923733	Legal Ad 5/19 Notice of Meeting	Legal Advertising	548002-51301	\$119.54
001	56096	07/02/15	RICHARD B. STOWERS	PAYROLL	July 02, 2015 Payroll Posting			\$488.43
001	56097	07/02/15	EMMA K. FRANCIS	PAYROLL	July 02, 2015 Payroll Posting			\$447.35
001	DD000071	07/01/15	LUKE J. LILES	PAYROLL	July 01, 2015 Payroll Posting			\$232.85
001	DD000072	07/01/15	EVAN V. FRANCIS	PAYROLL	July 01, 2015 Payroll Posting			\$206.59
001	DD000073	07/01/15	BENJAMIN V. KILGORE	PAYROLL	July 01, 2015 Payroll Posting			\$576.71
001	DD000074	07/01/15	JOSHUA M. LILES	PAYROLL	July 01, 2015 Payroll Posting			\$149.15
001	DD000075	07/01/15	BRETT A. NIETO	PAYROLL	July 01, 2015 Payroll Posting			\$283.22
001	DD000076	07/01/15	CORINTHIAN F. BARNES	PAYROLL	July 01, 2015 Payroll Posting			\$164.59
001	DD000077	07/01/15	BAILEY A. SMITH	PAYROLL	July 01, 2015 Payroll Posting			\$263.98
001	DD000078	07/01/15	MELINDA J. PARKER	PAYROLL	July 01, 2015 Payroll Posting			\$1,713.63
001	56108	07/16/15	RICHARD B. STOWERS	PAYROLL	July 16, 2015 Payroll Posting			\$281.67



**Piney-Z**  
**Community Development District**

**Check Register by Fund**  
**For the Period from 7/1/15 to 7/31/15**  
**(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	56109	07/16/15	EMMA K. FRANCIS	PAYROLL	July 16, 2015 Payroll Posting			\$489.35
001	56110	07/16/15	QUINTUS S. LAMAR	PAYROLL	July 16, 2015 Payroll Posting			\$150.59
001	56111	07/16/15	RICKY S EVANS	PAYROLL	July 16, 2015 Payroll Posting			\$415.57
001	DD000079	07/15/15	LUKE J. LILES	PAYROLL	July 15, 2015 Payroll Posting			\$469.87
001	DD000080	07/15/15	EVAN V. FRANCIS	PAYROLL	July 15, 2015 Payroll Posting			\$210.10
001	DD000081	07/15/15	BENJAMIN V. KILGORE	PAYROLL	July 15, 2015 Payroll Posting			\$341.34
001	DD000082	07/15/15	JOSHUA M. LILES	PAYROLL	July 15, 2015 Payroll Posting			\$225.48
001	DD000083	07/15/15	BRETT A. NIETO	PAYROLL	July 15, 2015 Payroll Posting			\$217.84
001	DD000084	07/15/15	CORINTHIAN F. BARNES	PAYROLL	July 15, 2015 Payroll Posting			\$85.84
001	DD000085	07/15/15	BAILEY A. SMITH	PAYROLL	July 15, 2015 Payroll Posting			\$256.98
001	DD000086	07/15/15	MELINDA J. PARKER	PAYROLL	July 15, 2015 Payroll Posting			\$1,713.63
001	56113	07/17/15	RICHARD A. KESSLER, JR.	PAYROLL	July 17, 2015 Payroll Posting			\$184.70
001	56114	07/17/15	MICHAEL D. LEE	PAYROLL	July 17, 2015 Payroll Posting			\$369.40
001	56115	07/17/15	CHERYL M. HUDSON	PAYROLL	July 17, 2015 Payroll Posting			\$174.28
001	56116	07/17/15	JOSEPH W. DIDIER	PAYROLL	July 17, 2015 Payroll Posting			\$184.70
001	56117	07/17/15	DELORES A. PINCUS	PAYROLL	July 17, 2015 Payroll Posting			\$518.36
001	DD000087	07/29/15	LUKE J. LILES	PAYROLL	July 29, 2015 Payroll Posting			\$278.33
001	DD000088	07/29/15	EVAN V. FRANCIS	PAYROLL	July 29, 2015 Payroll Posting			\$225.84
001	DD000089	07/29/15	BENJAMIN V. KILGORE	PAYROLL	July 29, 2015 Payroll Posting			\$133.44
001	DD000090	07/29/15	JOSHUA M. LILES	PAYROLL	July 29, 2015 Payroll Posting			\$88.31
001	DD000091	07/29/15	BRETT A. NIETO	PAYROLL	July 29, 2015 Payroll Posting			\$232.85
001	DD000092	07/29/15	CORINTHIAN F. BARNES	PAYROLL	July 29, 2015 Payroll Posting			\$215.87
001	DD000093	07/29/15	BAILEY A. SMITH	PAYROLL	July 29, 2015 Payroll Posting			\$1,713.63
001	DD000094	07/29/15	MELINDA J. PARKER	PAYROLL	July 29, 2015 Payroll Posting			\$871.13
001	DD000095	07/29/15	RICKY S EVANS	PAYROLL	July 29, 2015 Payroll Posting			\$264.93
001	56127	07/30/15	EMMA K. FRANCIS	PAYROLL	July 30, 2015 Payroll Posting			\$91.10
001	56128	07/30/15	QUINTUS S. LAMAR	PAYROLL	July 30, 2015 Payroll Posting			
<b>Fund Total</b>								<b>\$28,164.16</b>

<b>Total Checks Paid</b>	<b>\$28,164.16</b>
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## **Ninth Order of Business**

**9A.**

#### 1.4 Meetings and Workshops.

(1) Notice. Except in emergencies, or as otherwise provided in these Rules, at least seven (7) days' public notice shall be given of any meeting or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:

- (a) The date, time, and place of the meeting or workshop;
- (b) A brief description of the nature, subjects and purposes of the meeting or workshop;
- (c) The address where persons may obtain a copy of the agenda.

(d) The notice shall state that if a person decides to seek review of any official decision made at the Board meeting, a record of the proceedings will be required and the person intending to appeal will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence necessary for the appeal.

(e) When a previously noticed meeting is canceled, notice of cancellation shall be given in substantially the same manner as notice for the meeting or in any manner that will give adequate notice of cancellation.

(2) Agenda. The District Manager shall prepare a notice of the meeting or workshop and an agenda. The notice and agenda shall be available to the public in the offices of the District Manager at least seven days before each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.

(3) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may advise the District Manager or secretary at the Board's office. Such persons shall furnish a mailing address in writing and may be required to pay the cost of copying and mailing.

(4) Emergency Meeting. The chair, or the vice-chair if the chair is unavailable, may convene an emergency meeting of the Board without first having complied with Subsections (1), (2), and (3), to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the chair shall make reasonable efforts to notify all Board members of an emergency meeting 24 hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

(5) Public Comment. The Board shall set aside a reasonable amount of time at each regular meeting for public comment, which time for audience comment shall be identified in the agenda. Persons wishing to address the Board may be required to notify the secretary of the Board prior to the "audience comment" section on the agenda. In its discretion, the Board may

## **Tenth Order of Business**

**10A.**

Property Manager's Report  
Piney-Z Community Development District  
September 4, 2015

LODGE/GARAGE

- Much of the deep cleaning of the kitchen and removal of broken or worn out pitchers, platters, etc., has been completed. Thanks to the nearly 30 hours spent by two resident volunteers – Ruth Quigg and Gerry Cashin – the shelving beneath the countertops is now hidden behind gray and white fabric panels.
- The new Daikin mini-split was installed in the second floor breakroom.
- A new mailbox has been purchased and will be installed as soon as the roofing is complete.
- The annual fire inspection revealed potential deficiencies with the sprinkler system – no audible tone, and a pressure gauge which may need to be replaced. We intend to address the issue of the non-existing audible at the next service call.
- Leak repaired at far left kitchen sink
- New door closer to kitchen repaired subsequent to event in the lodge
- Odor absorbers were placed in lodge bathrooms.
- Commenced shop inventory

- Cleaned ceiling over main walkway at lodge
- Replaced multiple lights

#### FITNESS CENTER

- Ordered elliptical approved 8-10-15
- Ordered universal approved 8-10-15
- Replaced two oscillating fans

#### PAVILION

- Work continues on filling cracks in the floor.

#### POOL

- We have 35 signed adult swim waivers (26 residents and 9 guests).
- A pool inspection on August 19, 2015 resulted in the dumping of up to ½ of the water in the pool, to address the chemical imbalances noted. The cost of the chemicals (calcium chloride and muriatic acid) necessary to help re-balance the water was \$210.67. The water bill reflecting the necessary water replacement has not yet been received.
- There is a crack through six pieces of tile, which will have to wait until pool close to repair. Alan has done a preliminary grouting, and advises that there is no danger to our swimmers. Grouting in several cracks in



- the deck, next to the pole anchors, was also necessary.
- We purchased a chemicals testing kit to ensure that all five necessary tests are done regularly.
- Added silicone caulk to control box on rear gate, in an effort to address moisture getting in and causing high-pitched squeal
- The rear (ADA) gate remains an issue. We have contacted three local vendors, none of whom will even speak with us. The only bid we have in-house is from Everite, for \$3,950.

## PLAYGROUND

- Repaired crack on slide; we shall monitor it on a regular basis to ensure it is “holding”

## PARKS AND GROUNDS

- A pole cordless power saw was purchased, to begin raising the canopy.
- An unforeseen leak at the backflow at the front of the lodge cost \$405.12 to repair.
- Began testing of emergency lighting, and completed nighttime inspection of all lights. We will have to hire an electrician to check/replace bulbs in many fixtures.
- Removed lots of vines from rear of lodge/staff

- We have discovered multiple irrigation issues, which have only become apparent since regular rain has abated.

## GENERAL

- A new lifeguard position description was written
- A general joint waiver was written for exercise classes in the lodge and for adult swim in the pool. This should be approved by our attorney prior to use.
- A "take along" piece was developed for new fob acquisitions, to highlight responsibilities as to use and surrender.
- A system for processing accident paperwork on the property was written.
- Two years of rental records, as well as five years of rental income, were reviewed to assist in marketing/scheduling of the amenities in the years head
- Contracts/proposals were executed with:
  - Code Engineered Systems, for the roof
  - Key Heating, for the new Daikin unit
  - AAA Tree, for removal and trimming around the lodge
  - S&R Lawn Care
  - Alpha Foundations, to address issues at the pool, by the pavilion and behind the lodge
  - Gutterhawk, for gutters at the lodge

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

September 1	Ensure new website will go live by 10-1-2015 Ensure email providing URL has been sent to Florida Department of Economic Opportunity
September 14	Workshop, 3:30 PM Board Meeting, 6:30 PM/Budget adoption Consider electrical study proposals Consider painting proposals
September 30	Agreement with Cox Aquatics automatically renews in three months, unless terminated in two

### October 2015

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

- October 1 CDD website must be live
- October 11 Purchase trickle chargers for ADA chair battery packs  
Pool closes for the season, at dusk  
Zoll defibrillator should be cleaned and taken to Fitness Center  
Put ADA chair lift batteries on trickle chargers  
Clean and store pool furniture and equipment as possible
- October 13 HOA board meeting
- October 19 Board Meeting, 6:30 PM
- October 23 FASD meeting, Jupiter, Florida
- October 24 HOA barbecue, 5:00 PM
- October 31 Agreement with Cox Aquatics automatically renews in two months, unless terminated in one

# November 2015

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

November 16      Board Meeting, 6:30 PM

## **Capital Improvement/Repair and Maintenance Log**

### **Piney-Z Community Development District**

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

#### **LODGE/GARAGE**

- 9-14-15    Extra cleaning of kitchen, disposal of old cracked and broken kitchen items  
Addition of fabric panels to hide shelving beneath countertops/volunteers/\$53.04  
Daikin mini-split installed on second floor/Key Heating/\$2,958.65 with breaker  
Inspection of sprinkler system, fire suppression system and fire  
extinguishers/Interstate  
Leak repaired, kitchen sink/staff/\$15.46  
New door closer to kitchen repaired subsequent to rental event/staff/\$2.99  
Hoover carpet steamer purchased to facilitate staff cleaning of rugs, upholstery  
and seats of metal chairs in lodge/\$168.00  
Commenced shop inventory  
Cleaned ceiling over walkway at front of lodge
- 8-10-15    Organized and cleaned garage/staff  
Changed all AC filters/staff  
Replaced toilet seat, women's restroom/staff/\$29.99  
Added lock, re-keyed office doors/staff/\$26.97  
Added door stop tip on kitchen door/staff/\$2.99

Replaced door hold, kitchen door/staff/\$8.99  
 Added thumb locks to office windows/staff/\$3.77  
 7-13-15 AC on second floor fails for final time; replacement ideas under consideration  
 Two roofing bids received  
 6-14-15 Women's toilet unclogged/McNeill/\$42.57  
 AC on second floor repaired/Benson's/\$518.76  
 (replaced condenser fan motor and capacitor)  
 AC for office repaired/Benson's/\$236.43  
 (r-22 refrigerant; leaking valve core found)  
 Phone jack activated in meeting room/Fraser's/\$172.50  
 Front of lodge pressure washed/staff  
 Leaves and dirt blown out between iron and windows/staff  
 5-11-15 Sonitrol reader added at side garage door/Sonitrol/\$1,080  
 Soffit repaired at rear porch  
 Update stove and sink area in kitchen/not in FY 2016 budget  
 Address wood rot at front door to garage; add gutters to ameliorate  
 Address cracks in retaining wall at rear/in FY 2016 budget  
 Paint all trim and wrought iron; \$5,000 estimate  
 2-9-15 Two zone AC duct system created; programmable thermostats installed  
 1-12-15 Need to add power vents to roof/FY 2015 budget  
 Electrical panel may be overloaded...or not/study in FY 2015 budget  
 10-13-14 Upgrade electrical service to permit installation of ceiling fan/light kits  
 Upgrade electrical service to kitchen

- 7-14-14 Meeting room and hall to bathrooms painted, including walls, window sills, chair rails and baseboards/10 Point/\$1,750
- 6-9-14 Windows washed, inside and outside/staff  
Faucet leak at rear of garage repaired/McNeill  
Men's and women's restroom portion of lodge pressure washed outside
- 4-14-14 Garage organized/staff  
Termite damage repaired

## **FITNESS CENTER**

- 9-14-15 Replaced two oscillating fans (\$24.96 each)
- 5-11-15 Exterior walls pressure washed  
Add new lock on men's restroom door  
Mold remediated  
**Cracks in floor need to be addressed**
- 4-13-15 New water heater installed  
**Re-painting (full or touch-up) needed**  
**Universal requires replacement/\$9,399**
- 3-9-15 Universal repaired
- 1-12-15 Repaired downspout which comes off gutter over center  
Physio Step purchased/Fitness Pro/\$2,895  
True treadmill purchased/Fitness Pro/\$4,749
- 9-8-14 Pulley cable repaired on stacked weights  
Treadmill belt and deck replaced
- 8-11-14 Treadmill belt and deck replaced



7-14-14 Treadmill belt replaced  
6-9-14 Large metal plate fabricated to repair universal  
5-12-14 Elliptical removed to garage...  
4-14-14 Bike pedal strap replaced

## PAVILION

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

French drain should be considered to prevent pooling along side

8-11-14 Floor pressure washed

## **POOL**

9-14-15 Pool inspection of August 19, 2015 revealed a chemical imbalance which required closing the pool, dumping much of the water and adding calcium chloride and muriatic acid/\$210.67 for the chemicals alone

Added caulk to control box at rear gate, to address moisture issue/staff/\$5.99

8-10-15 Sharp tile to be repaired (Ben Kilgore to point out)

Cement shaving required in two places

7-13-15 ADA lift chair batteries replaced; 4 new in 2 battery packs/Battery Source/\$98 for 2 of 4

Front pool gate requires lock repair and post re-setting/\$400

6-14-15 Second ADA lift chair battery pack charger purchased/Allied Electronics/\$32.71

Zoll de-fibrillator required: 10 new batteries/Zoll Medical/\$75

Pedi pad/Zoll Medical/\$95

Bag for equipment/Zoll Medical/\$105

Shower hose bibb replaced/McNeill/\$42.57

Front pool gate hydraulic verticlose added/Everite/\$825

ADA/rear pool gate to be repaired/Everite est. \$3,950

5-11-15 Deck and walks pressure washed

Two pool cameras replaced/Signalhouse/\$838

Pool gates require replacement

Shed required to store pool furniture in off-season

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

## **PLAYGROUND**

9-14-15 Repaired crack in blue slide/staff/\$4.79  
 6-14-15 Sprayed for poison ivy/John Hurst/\$75  
 5-11-15 Re-mulching needed/\$735  
 Five inch crack in blue slide  
 2-9-15 Mulch leveled under swings

9-8-14 Sprayed for weeds  
7-14-14 Sprayed for weeds  
6-9-14 Pathways mulched

## **PARKS/GROUNDS**

9-14-15 Purchased pole saw, cordless with extra battery/\$219.28  
Repair required at backflow at front of lodge/McNeill/\$405.12  
Began testing of emergency lighting around property  
**Issues pending with irrigation system**  
8-10-15 Pressure washed retaining wall/staff  
Limbed oak tree at street so sign is more visible  
7-13-15 22 lawn care bid packets sent out  
5-11-15 Hunter irrigation control box replaced  
Swale created by MayDay at rear of property  
**Consider replacing some picnic tables**  
**Repair/replace stairs at rear of lodge**  
**Level pavers by handicapped picnic tables**  
3-9-15 14 trees removed/Miller's  
Sewer hook-up completed/\$10,273  
6-9-14 Gazebos re-roofed/10 Point/\$1,190

## **GENERAL**

8-10-15 Drilled out, tapped and repaired wheel bracket on pressure washer  
Treated all fire ant mounds with Amdro/staff/\$11.97  
Replaced flappers in 8 of 10 toilets/\$41.22

7-13-15 Backflow certifications done on all but fire line/Tall Timbers/\$105  
Pop-off valve replaced, new coupling added, pool unit/Tall Timbers/\$155  
5/15 Everite bid to replace 5 cameras and DVR: \$2,250  
---- Vector Security bid to replace 5 cameras: \$3,330  
---- Sonitrol bid to replace all cameras and DVR: \$3,675  
1-12-15 Most signs on property replaced  
10-13-14 Lightning strikes multiple cameras; only 2 replaced  
6-9-14 Sand and sand bags purchased

7-30-15

## **Eleventh Order of Business**

**11A.**

**Addendum to Lease of Real Property By and Between Piney-Z Plantation  
Homeowners Association, Inc., and Piney-Z Community Development District**

Re: Lessor: The Piney-Z Plantation Homeowners Association, Inc.  
Lessee: Piney-Z Community Development District  
Property: That certain portion of the Piney Z development recorded as Piney Z Phase 1 recorded in Plat Book 12, Page 54, that is used for an outdoor recreational playground area and located within Parcel Number: 113528 0001

The parties hereby agree to amend said contract as follows:

LESSEE, at its expense, shall maintain property and liability insurance coverage for the Leased Property.

**Addendum supersedes contract:** The provisions of this addendum are made a part of the subject contract and shall supersede, govern and control all contract provisions in conflict therewith. A facsimile ("fax") copy of the Contract or this addendum and any signatures hereon shall be considered for all purposes as originals. This contract and/or addendum may be executed in several counterparts, each of which shall be construed as an original, but all of which shall constitute one instrument.

Piney-Z Plantation Homeowners Association, Inc.

Signature:

Print Name:

Title:

Date:

Piney-Z Community Development District

Signature:

Print Name:

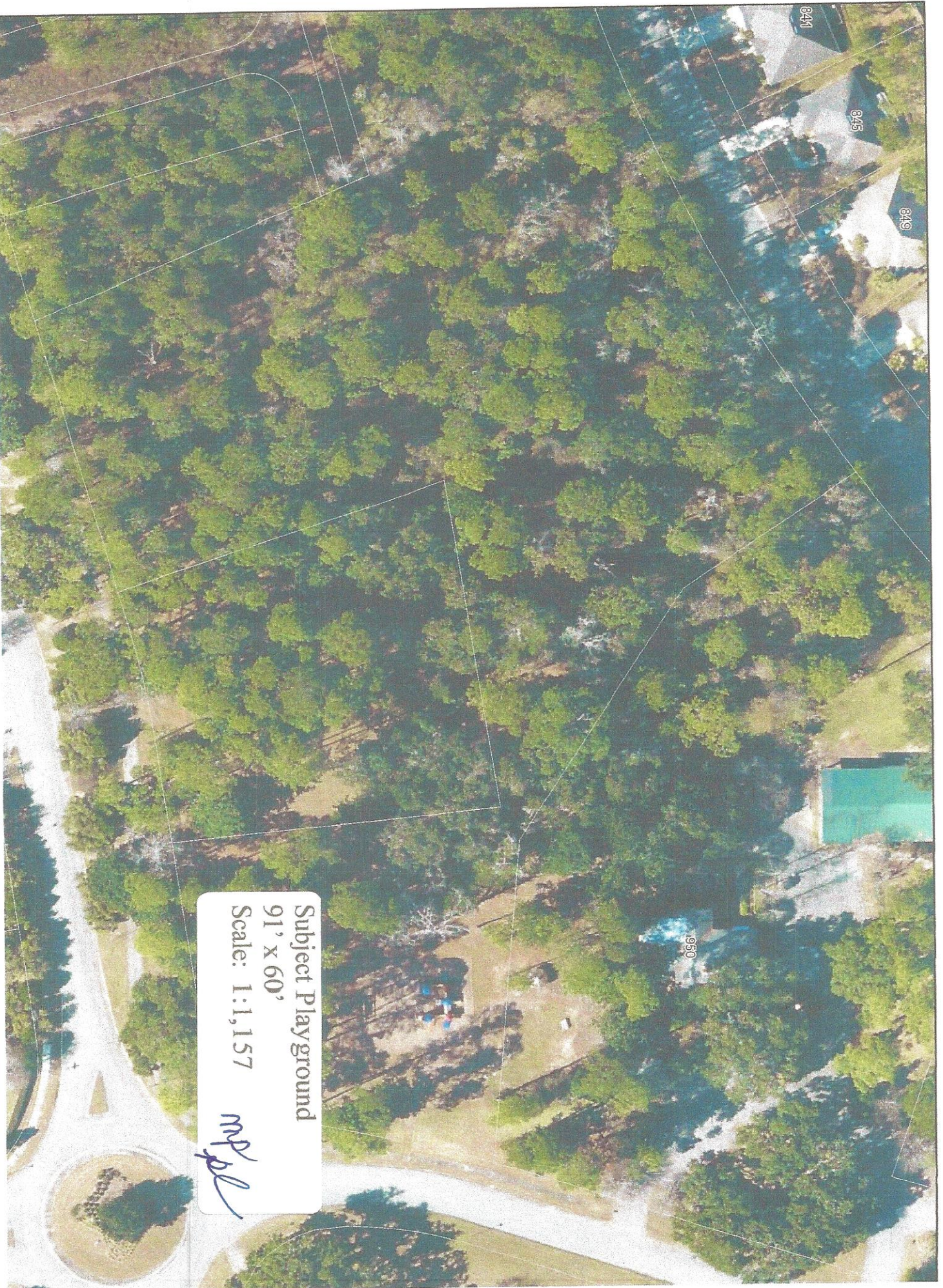
Title:

Date:

*See subject aerial, attached.*



# Leon County Property Appraiser



Subject Playground  
91' x 60'  
Scale: 1:1,157  
*mp*





**LEASE OF REAL PROPERTY BY AND BETWEEN  
PINEY-Z PLANTATION HOMEOWNERS ASSOCIATION, INC.,  
AND PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**

This Lease, dated as of this 16<sup>th</sup> day of July, 2012, is entered into by and made between THE PINEY-Z PLANTATION HOMEOWNERS ASSOCIATION, INC., a Florida non-profit corporation, whose address is Post Office Box 12236, Tallahassee, Florida 32317-2236 (the "LESSOR"), and PINEY-Z COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government organized and existing under the laws of the State of Florida, whose address is 950 Piney-Z Plantation Road, Tallahassee, Florida 32311 (the "LESSEE").

In consideration of the rents reserved and of the covenants and provisions set forth herein, LESSOR agrees to lease to LESSEE real property located in the City of Tallahassee, Leon County, Florida, identified as follows:

**That certain portion of the Piney Z development recorded as Piney Z  
Phase 1 recorded in Plat Book 12, Page 54, that is used for an  
outdoor recreational playground area and located within Parcel  
Number: 113528 0001**

("Leased Property").

LESSOR hereby grants to LESSEE the full power to improve and maintain the Leased Property for the purpose of being used as a public playground. LESSEE hereby expressly covenants and agrees to maintain the groundcover and playground equipment and facilities located on the Leased Property in compliance with all statutes, rules and other laws, as applicable.

The Leased Property is to be held by LESSEE, subject to any easements affecting the Leased Property, from the date this Lease is last signed by one of the parties for a term of one (1) year. This Lease shall be automatically renewable for additional one-year periods unless LESSEE or LESSOR provides written notice to the other party, at the address provided above, of its intent not to renew this Lease at least thirty (30) days in advance of the annual renewal date.

LESSEE shall use the Leased Property solely as a public playground and recreation area for LESSEE, and for no other purpose.

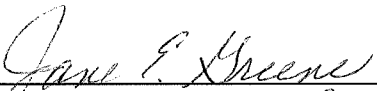
LESSEE agrees to pay to LESSOR a nominal rent of \$1.00 per year so long as the Leased Property is used by LESSEE for the purposes stated above.

LESSEE agrees that it will use the Leased Property for the use and enjoyment of the people of Tallahassee, and it will keep and maintain the Leased Property for that purpose.

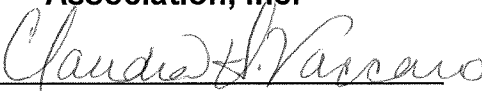
LESSEE agrees that it will not assign or sublet this Lease without first obtaining the consent in writing of LESSOR.

A duly authorized representative of each party has executed this Lease on the date provided below.

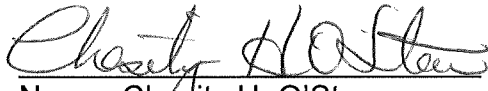
**Witness**

  
Name: JANE E. GREENE

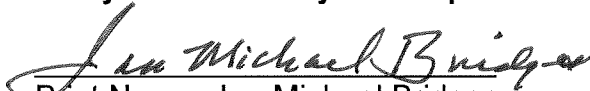
**Piney-Z Plantation Homeowners  
Association, Inc.**

  
Print Name: Claudia Vaccaro  
Title: President  
Date: 7/2/12

**Attest:**

  
Name: Chasity H. O'Steen  
Legal Counsel

**Piney-Z Community Development District**

  
Print Name: Jan Michael Bridges  
Title: Chairman  
Date: 7/16/12

**11B.**



*Reply to: Tallahassee*

### **MEMORANDUM**

**TO:** Piney-Z Board of Supervisors

**FROM:** Chris Lyon  
Terry Lewis  
Seth Behn

**DATE:** August 18, 2015

**SUBJECT:** Notice and Agenda Requirements for Public Meetings

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#### **Question Presented**

We were asked me to review the public meeting notice requirements in Florida, particularly the extent to which specific topics or agenda items must be included in any required notice.

#### **Brief Answer**

The Florida Sunshine law requires that “reasonable notice” be provided for all public meetings. The courts have defined this term to require timely notice only of when and where such meetings are to be held. The courts have specifically rejected any claim that every item to be discussed must be included on a published agenda, or event that an agenda is required at all.

#### **Discussion**

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Meeting notice requirements are derived from the Florida Constitution Article, I, s. 24(b) which states in part: “All meetings...shall be open and noticed to the public...” This requirement is echoed in the “Sunshine Law” Fla. Stat. 286.011(1) which states “The board or commission must provide reasonable notice of all such meetings.”

The 1<sup>st</sup> DCA has held that “reasonable notice is mandatory, although a posted agenda is unnecessary.” Yarbrough v. Young, 462 So.2d 515, 517 (Fla. 1<sup>st</sup> DCA, 1985). It has been further held that even when an agenda is published, a meeting that deviates from the agenda has not violated the Sunshine Law requirements. Law and Info. Servs., Incl v. City of Riviera Beach, 670 So.2d 1014, 1016 (Fla. 4<sup>th</sup> DCA, 1996).

Attorney General Opinion 2003-53 quotes these rulings, noting that mandatory agendas might have the effect of foreclosing easy access by the public to the governmental body. The AGO opinion only recommended that a board should consider postponing consideration of a potentially controversial topic until specific notice of the item is made. However this recommendation is merely to comply with the “spirit” of the Sunshine Law, it is not mandatory.