

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

APRIL 13, 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

April 8, 2015

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, April 13, 2015 the Board of Supervisors of the Piney-Z Community Development District will hold a Amenities Manager Candidate Review Committee meeting at 1:00 p.m., a workshop from 3:30 p.m. to 5:30 p.m., and a Rule Development workshop from 4:30 p.m. to 5:30 p.m., followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshops and meetings:

Amenities Manager Candidate Review Committee: 1:00 p.m.

- 1. Roll Call**
- 2. Review and Discussion of Amenities Manager Candidates**
- 3. Adjournment**

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Pool Preparation**
- 5. Staffing (Amenities Manager, Assistant Office Manager, Lifeguards, etc.)**
- 6. Facilities Rental Calendar**
- 7. Board & Staff Training**
 - i. Records Management Seminar - Tuesday, April 28th at 9:00 a.m.
 - ii. Leadership Tallahassee Building Better Boards - Tuesday, May 5th at 4:30 p.m.
 - iii. FASD Conference – Monday, June 22nd - Thursday, June 25th
- 8. Detailed Property Survey**
- 9. Modification to Operational Hours and/or Amenities**
- 10. Consultant & Project Updates**
- 11. Board Priorities (Chairman Didier)**
- 12. Discussion of Draft Budget for FY 2016**
- 13. Adjournment**

Rule Development Workshop: 4:30 p.m. - 5:30 p.m.

- 1. Audience Comments**
- 2. Discussion of Rule Development for Establishing Rate for Leasing Amenity Facilities**
- 3. Adjournment**

Regular Meeting 6:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Acceptance of Fiscal Year 2014 Audit Report Prepared by Berger, Toombs, et al**
- 5. Organizational Matters**
 - A. Ratification of Actions Taken at the March 25, 2015 Emergency Board Meeting
 - B. Ratification of Agreement with Melinda J. Parker for Consulting Services
 - C. Consultative Update from Melinda J. Parker
- 6. Approval of the Minutes of the March 9, 2015 Workshop and Regular Meeting**
- 7. Acceptance of the February 2015 Financial Statements and Approval of the Check Register and Invoices**
- 8. Amenities Manager's Report**
 - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)
 - B. Authorization for Repairs to Pavilion Bathroom Exhaust Fans, Flood Lights, Gate(s), Phone at Pool, and/or Painting, etc.
- 9. District Attorney's Updates and Discussions**
 - A. Authorization to Draft and Advertise Notice of Proposed Rule Regarding Rental of Amenities
 - B. Adult Swim Waiver and Release
- 10. Business Matters**
 - A. Pool Preparation - Opening Day is Saturday, April 18, 2015 at 10:00 a.m.
 - B. Staffing (Amenities Manager, Assistant Officer Manager, Lifeguards, etc.)
 - C. Board & Staff Training
 - i. Records Management Seminar - Tuesday, April 28th at 9:00 a.m.
 - ii. Leadership Tallahassee Building Better Boards - Tuesday, May 5th at 4:30 p.m.
 - iii. FASD Conference – Monday, June 22nd - Thursday, June 25th
 - D. Detailed Property Survey
 - E. Modification to Operational Hours and/or Amenities
- 11. District Manager's Report**
 - A. Discussion of Draft Budget Priorities and Process for FY 2016
- 12. Supervisor Requests**
- 13. Adjournment**

Piney-Z CDD
April 8, 2015

Enclosed for your review are copies of the minutes of the March 9, 2015 workshop and regular meeting and the February 2015 financials. The independent auditor's report prepared by Berger, Toombs, Elam, Frank and Gaines for fiscal year ended September 30, 2014 is enclosed separately for your review. A draft FY 2016 Budget will be distributed separately.

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:	Maureen Daughton	Bob Reid	David Bailey
	Pati Lytle	Brett Sealy	Claudia Vaccaro

COMMITTEE MEETING

Second Order of Business

Vettye L. Gibbs



Qualifications: More than twenty years of budget preparation, purchasing, payroll, conducting research and technical assistance. Departmental Benefit Coordinator for ten years and over fifth-teen years of supervisory experience.

Education: Master of Education in Adult Education Administration, Florida A&M University, August 1994
Bachelor of Science in Business Education Office Administration and Management, Florida A&M University, April 1984

Experience:

7/01 – 5/12

Electric Utility, Hopkins Power Plant, *Administrative Specialist III/Warehouse Supervisor*

- Supervise Warehouse Staff
- Prepare and maintain Division's operating and capital budget
- Prepare monthly capital projects report
- Advise Plant Manager on Policies and Procedures
- Serve as Division's Purchasing Agent
- Maintain inventory of equipment and parts valued at approximately \$13.5M
- Conduct annual inventory of over 8,000 items
- Prepare monthly inventory reports
- Authorize stock purchase up to \$5,000
- Transfer Champs requisitions into purchase orders and sign on behalf of Plant Manager, Asst. Plant Manager and Senior Engineer.
- Serve as division's contact for Accounts Payable and Procurement inquiries and resolve related issues
- Respond to inquiries from staff within and outside of City government
- Serve as Division's and Departmental United Way Coordinator
- Serve as City's Rewards and Recognition Program Chairman for two years
- Serve as Division's Fixed Asset Sub-custodian
- Serve as Division's Information System Super User
- Serve as Champs database administrator

- Serve as Division's co-Benefit Coordinator

6/98 – 7/2001

Neighborhood and Community Services, *Administrative Specialist II*

- Manage department's purchase card system, which includes coding charges and verifying purchases
- Process all personnel paperwork, leave and payroll for the department
- Serve as Department's Purchasing Agent - process purchase orders, check requests, invoices for all divisions within the Department and resolve any related issues
- Signature authority not to exceed \$2500
- Monitors and maintain department's operating budget and process budget transfers
- Assist with department's budget preparation
- Review and process all travel requests for department
- Serve as department's contact person for responding to Accounts Payable and Procurement related issues
- Respond to inquiries from staff within and outside of the department
- Serve on City's Rewards and Recognition Council
- Serve on Procurement People Soft User's Group Committee

12/96 – 6/98

Neighborhood and Community Services, *Executive Secretary*

- Maintained Director's calendar
- Responded to inquiries from citizens and staff
- Prepared correspondence for Director's signature
- Monitored budget expenditures for Administrative Division
- Proofed, processed, and routed City Commission agenda items for the department
- Prepared and processed Purchase Orders for Administrative Division
- Maintained annual and sick leave for Administrative Division
- Supervised Receptionist position and temporary office staff

5/96 – 12/96

Neighborhood and Community Services, *Secretary III*

- Prepared down-pay assistance program files
- Maintained database on SHIP, HOME & ESG fund expenditures
- Served as back up to Administrative Specialist II for processing grant fund disbursements
- Generated and process leave request and travel for Housing Division
- "Acting" as Executive Secretary to the Director
- Responded to inquires from City Commission and City Manager's office
- Responded to inquires from citizens on various departmental issues

- Proofed, processed, and routed City Commission agenda items for the department
- Coordinated and maintained Director's schedule
- Monitored operating expenditures for Housing Division and Director's office

4/96 – 5/96

Cable Communications, *Secretary IV*

- Responded to citizen inquiries on cable issues
- Maintained Administrator's calendar
- Maintained consultant's file and process payments
- Prepared payroll and process leave reports

3/90 – 9/95

Streets and Drainage Division, *Administrative Specialist II*

- Prepared Division's operating and capital budget
- Responsible for the daily monitoring of budget expenditures
- Supervised staff of four
- Responsible for monitoring all of Division's purchasing transactions which included monitoring all restricted purchase orders processed by Secretary III, monitoring all requisitions prepared by Secretary IV and converting all requisitions into purchase orders under \$10,000
- Responsible for Division's human resource duties which included preparing and processing employment reports, termination/dismissal reports, disciplinary actions and change of employment status reports
- Served as Benefit Coordinator for Division and process all payroll transactions
- Prepared and monitored all capital projects for Street Resurfacing and Drainage Maintenance programs
- Provided technical support to City administrative staff
- Performed research and presented findings to administrative staff and citizens of Tallahassee
- Served as Division's representative on various special projects ensuring staff was informed and carried out their responsibilities in making the events successful
- Implemented and performed orientation for all new hires within the division

Other Experience:

Proficient in Excel, Word, PowerPoint, and PeopleSoft

Reference provided upon request

MARK ROBERSON



SUMMARY

Established administrative and educational expertise as well as management and problem solving skills comprise my experience. Counseling and organizational skills along with extensive service as a funeral officiate (more than ten years' experience as funeral home agent) have developed and enriched my interpersonal skills and crisis management capability.

As an instructor and educational facilitator I am adept to mentor, teach, train, and counsel students, staff, and office personnel as well as provide guidance and encouragement to develop goal oriented persons.

My goal is to find employment that will engage individuals in critical thinking, personal development, higher education, and group dynamic development to achieve success and obtain determined goals dictated by the market place and team mission.

APPLICABLE SKILLS

Computer

- Fundamental

Teaching

- Elementary Level
- High School Level
- College Level

Note: College level teaching spans 13 years and includes practical pastoral and ministry applications, theology, and cultural evangelism, counseling, logic, and critical thinking.

Public Speaking

- Senior Pastor / 35 yrs.
- Public Events /, Funerals, Memorials, Banquets etc. / 40 years.
- Entertainment / After Dinner, Seminar, Training / 30+ years.

Counseling

- Marriage / Pre-Marital & Problem Solving
- Grief / Family and Individual
- Life Crisis
- Mentoring of pastoral staff and credential candidates

Pastoral Care and Outreach

- Hospital Care (family and personal chaplaincy) – 35 years
- Community / Public Relations – concurrent with pastor assignments
- Funerals – 450+
- Weddings – 300+

Organizational and Administrative**Associate Pastor:**

This work constituted my earlier ministry in the fields of: children's programs, teen instruction and mentoring, music, community transportation, evangelism, administrative, and assistant pastor ministries

Senior Pastor:

Churches in Georgia, Maryland, Michigan, and Delaware.

Chairman of Trustee and Church Elder Boards

Budget Development

Constitutional and by-law administrator

Church Plant and Organization

Open Gate Ministries Waldorf, MD – 8 year tenure. Began with two families and expanded to \$950,000.00 in property and buildings and 150 members. Developed By-laws, constitution, leadership structure, and financial plan for development and funding of operational expense.

Executive Pastor:

Calvary Gospel Church Waldorf, MD- Three Years- Established an 8 AM service, managed a \$215,000.00 Roofing project, managed staff and ministry funds.

Musical

Soloist: Tenor

- 3 recording projects – Mark Roberson: Rejoice / Oh Happy Day / He's Coming Back
- Conducted Worship Seminar's
- Conducted Choral Work Shop's
- Participated in General Conferences, Camp meeting's, Church programs as soloist.
- Instructor in vocal training

EMPLOYMENT

1976-1981 Associate pastor serving in youth, music, evangelism (bus), and children's ministry. Affiliation - *Church of God Cleveland TN*

North Cleveland Church of God, Cleveland TN

Riverview Church of God, Riverview MI

Brooklyn Church of God, Baltimore MD

During this time period I worked with youth groups, bus ministry, and praise and worship direction, as well as work with choirs, bands, and special groups.

1982-1992 Senior Pastor, Affiliation- *Church of God, Cleveland TN*

Dagsboro Church of God, Dagsboro DE
Odom Church of God, Odom GA
Waldorf Church of God, Waldorf, MD.

2004-2011

Founding Pastor, Open Gate Church; Waldorf, MD,
Affiliation – Independent Protestant

2011-2014

Executive Pastor , Calvary Gospel Church; Waldorf, MD,
Affiliation - Independent Protestant
Praise and Worship Band
Presiding Pastor 8:00 AM Service

EDUCATION

1974	High School Diploma, <i>Clintondale High School, Clinton MI</i>
1975	Lee University, <i>Cleveland TN, (1 yr.)</i>
2000	Bachelor of Theology, <i>Logos Christian College, Jacksonville FL</i>
2004	Master of Theology, <i>Calvary Christian College, Waldorf MD</i>
2012	Doctor of Ministry, <i>Calvary Christian College, Waldorf MD</i>

YuVonda Steward



Summary	Diverse professional with background in customer service, office organization/communication, and successful independent efficiency. Seeking challenging employment opportunity which will provide vital skills and experiences required to advance further in a career oriented setting.	
Education	Bachelor of Arts, Political Science Minor: Business Administration <i>Magna Cum Laude</i> Florida A&M University, Tallahassee, FL	2014
	High School Diploma Leon High School, Tallahassee, FL	2002
Certification(s)	Notary Public State of Florida	2011-

Experience

Realtor , Kingdom First Realty- Tallahassee, FL	<i>Apr 2012-</i>
<ul style="list-style-type: none">Responsible for providing consistent accurate communications to staff and potential customers.Developed positive team work and customer service qualities necessary to accomplish realty initiatives.Accountable for development of sales paraphernalia and the utilization of technology to create presentations to assist in the persuasion of clientele.	
Deputy Clerk/Court Specialist II , Leon County Clerk of Courts- Tallahassee, FL	<i>Mar 2006- Oct 2011</i>
<ul style="list-style-type: none">Responsible for mail distribution and processing for incoming, outgoing, and staff/administration correspondence.Ensured the accurate organization & delivery of legal/administrative documents, subpoenas, and other important information.Utilized internal databases to create/initiate new casework and successfully ensure the docket was regularly maintained.	

Achievements

- Valedictorian, Bachelor of Arts in Political Science Program
Florida A&M University, Fall Graduating Class of 2014
- Psi Theta Chapter, Pi Sigma Alpha
The National Political Science Honor Society
- Golden Key International Honour Society
- Fundraiser, American Cancer Society

REFERENCES AVAILABLE UPON REQUEST

R E S U M E

ELAINE SWAFFORD



January 5, 2015 – Present
Tax Return Preparer
AARP Tax Aide Program

Prepare 1040 tax returns on a volunteer basis for clients with a wide range of taxable reporting approximately 20 hours weekly.

March, 2010 – December 31, 2014
Vice President, Special Assets Group
Cadence Bank, N.A. (formerly Superior Bank)

Management and disposition of 60+ bank owned commercial, residential and vacant lots and land properties located from Tallahassee to Panama City, Florida; responsible for inspections, management of tenants, clean up and preparation for sale, listing with realtors, negotiating contracts, and overseeing closings including resolution of title problems. Related duties include negotiating with vendors for property maintenance and payment of invoices, maintaining the website of properties for sale, reports on sales, expenses and status of property to bank management. Gross property sales through October, 2014 for 150 parcels totaled \$23 million.

June, 2000 – March, 2010
Vice President, Commercial Lending
Premier Bank

Duties consisted of management of a \$48 Million portfolio of commercial and commercial real estate loans. Related duties were business development, sales calls, collections, generating loans and deposits for the bank, and promoting bank products. The loan approval process included underwriting and presentation of loan terms. The closing process involved coordinating with the borrower, appraisers, law firms and others to finalize the closing. Duties also included handling workout loans, collection and disposition of bank owned assets. Attended community functions with the Chamber of Commerce, Habitat for Humanity, and other business groups. For the first 18 months with Premier Bank, position was as credit administrator responsible for development of reserve calculations, preparing the policy manual, workout loans, credit analysis, underwriting and presentation, loan review, loan grading and reporting to the Board of Directors on loan quality.

November, 1986 – January, 2000
Vice President, Commercial Lending
SunTrust Banks

Credit Department Manager - Duties consisted of credit analysis, underwriting and presentation of credit packages for loan approval, loan review, and supervision of Credit Department.

Commercial Lender – Origination and management of a commercial and commercial real estate portfolio, calling and business development, underwriting and loan presentation. A portion of the portfolio was adversely graded and problem loans requiring negotiation of workout terms and forbearance agreements.

Educational Background – BS in Finance (minor in Accounting), Florida State University, completion of graduate level accounting classes and MBA classes.

Community activities and other training – Chamber of Commerce, volunteer for Guardian Ad Litem program, Habitat for Humanity; Dale Carnegie, H&R Block tax preparation class, Quickbooks Level 1 Training, AARP Tax Aide Training, Board of Realtors contracts, Treasurer for The Shelter Board of Directors, proficient in Word, Excel, and Outlook.

WORKSHOP

Sixth Order of Business

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
			<div>8am - FUNCTIONal</div> <div>8am - Sonitrol</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div>	<div>Agenda package</div> <div>9:30am - Function</div>	<div>Pavilion Rental</div>
5	6	7	8	9	10	11
<div>11am - Payroll</div>	<div>8am - FUNCTIONal</div> <div>12pm - send out</div> <div>1pm - Trim down</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div>	<div>9:30am - Function</div>	
12	13	14	15	16	17	18
	<div>8am - FUNCTIONal</div> <div>12pm - send out</div> <div>1pm - CDD</div> <div>6:30pm - CDD</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div>	<div>6am - SEI Lodge</div> <div>9:30am - Function</div>	<div>Lodge Rental</div>
19	20	21	22	23	24	25
<div>8am - SEI Pool</div> <div>11am - Payroll</div>	<div>8am - FUNCTIONal</div> <div>12pm - send out</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div> <div>6pm - SEI Class</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>1pm - Back up har?</div> <div>2:30pm - Check A/C</div>	<div>9:30am - Function</div> <div>11am - Agenda</div>	<div>Lodge Rental</div>
26	27	28	29	30	1	2
	<div>8am - FUNCTIONal</div> <div>12pm - send out</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div> <div>6pm - SEI Pool</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>6pm - SEI Class</div>	<div>Agenda package</div> <div>8am - Sonitrol</div> <div>9:30am - Function</div>	<div>Lodge Rental</div>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
	<div>8am - FUNCTIONal</div> <div>12pm - send out</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div> <div>6pm - SEI Pool</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>6pm - SEI Class</div>	<div>Agenda package</div> <div>8am - Sonitrol</div> <div>9:30am - Function</div>	<div>Lodge Rental</div>
3	4	5	6	7	8	9
<div>8am - SEI Pool</div> <div>11am - Payroll</div>	<div>8am - FUNCTIONal</div> <div>12pm - send out</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div> <div>6pm - SEI Class</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>6pm - SEI Pool</div>	<div>9:30am - Function</div>	<div>5pm - Lodge</div>
10	11	12	13	14	15	16
	<div>8am - FUNCTIONal</div> <div>12pm - send out</div> <div>3:30pm - CDD</div> <div>6:30pm - CDD</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div> <div>6pm - SEI Class</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>6pm - SEI Pool</div>	<div>9:30am - Function</div>	
17	18	19	20	21	22	23
<div>Lodge Rental</div> <div>11am - Payroll</div>	<div>8am - FUNCTIONal</div> <div>12pm - send out</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div> <div>6pm - SEI Class</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div>		
24	25	26	27	28	29	30
	<div>12pm - send out</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>1pm - Back up har?</div> <div>2:30pm - Check A/C</div>	<div>Agenda package</div> <div>9:30am - Function</div> <div>11am - Agenda</div>	<div>Lodge Rental</div>
31	1	2	3	4	5	6
<div>11am - Payroll</div>	<div>8am - FUNCTIONal</div> <div>8am - Sonitrol</div> <div>12pm - send out</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div> <div>3pm - Take</div>	<div>8am - FUNCTIONal</div> <div>3pm - Bring in</div>	<div>9am - Zumba</div> <div>11:30am - To Do:</div>	<div>9:30am - Function</div>	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 11am - Payroll	1 8am - FUNCTIONal 8am - Sonitrol 12pm - send out	2 9am - Zumba 11:30am - To Do: 3pm - Take	3 8am - FUNCTIONal 3pm - Bring in	4 9am - Zumba 11:30am - To Do:	5 9:30am - Function	6
7	8 8am - FUNCTIONal 12pm - send out 3:30pm - CDD 6:30pm - CDD	9 9am - Zumba 11:30am - To Do: 3pm - Take	10 8am - FUNCTIONal 3pm - Bring in	11 9am - Zumba 11:30am - To Do:	12 9:30am - Function 11am - Send	13
14 11am - Payroll	15 8am - FUNCTIONal 12pm - send out	16 9am - Zumba 11:30am - To Do: 3pm - Take 6pm - SEI Class	17 8am - FUNCTIONal 3pm - Bring in	18 9am - Zumba 11:30am - To Do: 6pm - SEI Class	19 9:30am - Function	20
21 8am - SEI Pool	22 8am - FUNCTIONal 12pm - send out	23 9am - Zumba 11:30am - To Do: 3pm - Take 6pm - SEI Class	24 8am - FUNCTIONal 3pm - Bring in	25 9am - Zumba 11:30am - To Do: 1pm - Back up har? 2:30pm - Check A/C 6pm - SEI Pool	26 9:30am - Function 11am - Agenda	27 Lodge Rental
28 11am - Payroll	29 8am - FUNCTIONal 8am - SEI Pool 12pm - send out	30 9am - Zumba 11:30am - To Do: 3pm - Take	1	2	3	4

RULE DEVELOPMENT WORKSHOP

Second Order of Business

NOTICE OF RULE DEVELOPMENT WORKSHOP

Piney-Z Community Development District Rule Development Workshop

DATE/TIME: Monday, April 13, 2015 at 4:30 p.m.-5:30 p.m.

LOCATION: Piney-Z Plantation Lodge

950 Piney-Z Plantation Road

Tallahassee, Florida 32311

SUBJECT: The purpose of this workshop is to discuss establishment of fees for the rental of the District's recreational amenity facilities by members of the public, residing both inside and outside of the District.

SPECIFIC AUTHORITY: 190.011(5), F.S.

LAW IMPLEMENTED: 190.038, F.S.

It is not anticipated that a draft of the Proposed Rule will be available prior to the workshop.

ANY PERSON REQUIRING SPECIAL ACCOMMODATION AT THE WORKSHOP BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE PINEY-Z AMENITIES MANAGER AT (850) 656-4007.

The CDD contact person for this workshop is the District Manager, Janice Eggleton Davis, at Janice.Davis@STServices.com or (904) 940-6044, extension 40592.

Regular Meeting

Fourth Order of Business

**Piney-Z Community
Development District**

ANNUAL FINANCIAL REPORT

September 30, 2014

Piney-Z Community Development District

ANNUAL FINANCIAL REPORT

Fiscal Year Ended September 30, 2014

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue

Suite 200

Fort Pierce, Florida 34950

772/461-6120 // 461-1155

FAX: 772/468-9278

REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Piney-Z Community Development District
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Piney-Z Community Development District as of and for the year ended September 30, 2014, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Supervisors
Piney-Z Community Development District

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of Piney-Z Community Development District as of September 30, 2014, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Management's Discussion and Analysis

The Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated March 30, 2015 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Piney-Z Community Development District's internal control over financial reporting and compliance.

*Berger, Toombs, Elam,
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

March 30, 2015

**Piney-Z Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2014**

Management's discussion and analysis of Piney-Z Community Development District (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position are reported in three categories; 1) invested in capital assets, net of related debt, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**Piney-Z Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2014**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including improvements and infrastructure, are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as general obligation bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliation is provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2014.

- ◆ The District's total liabilities exceeded total assets by \$(193,793) (net deficit). Net investment in capital assets for the District was \$(645,515). Unrestricted net position for Governmental Activities was \$162,153. Governmental activities restricted net position was \$289,569.
- ◆ Governmental activities revenues totaled \$753,195 while governmental activities expenses totaled \$559,003.

**Piney-Z Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2014**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2014	2013
Current assets	\$ 286,409	\$ 176,661
Restricted assets	329,349	279,177
Capital assets	568,929	613,514
Total Assets	<u>1,184,687</u>	<u>1,069,352</u>
Deferred Outflow of Resources	<u>25,428</u>	<u>35,301</u>
Total Assets and Deferred Outflows	<u>1,210,115</u>	<u>1,104,653</u>
Current liabilities	389,036	258,989
Non-current liabilities	1,014,872	1,233,649
Total Liabilities	<u>1,403,908</u>	<u>1,492,638</u>
Net position - net investment in capital assets	(645,515)	(575,145)
Net position - restricted	289,569	233,745
Net position - unrestricted	<u>162,153</u>	<u>(46,585)</u>
Total Net Position	<u>\$ (193,793)</u>	<u>\$ (387,985)</u>

The increase in current assets was primarily related to the excess of revenues over expenditures at the fund level.

The decrease in capital assets was due to current year depreciation.

The decrease in total liabilities was primarily related to principal payments on bonds.

**Piney-Z Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2014**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Change In Net Position

	Governmental Activities	
	2014	2013
Program Revenues		
Charges for services	\$ 732,599	\$ 640,178
General Revenues		
Miscellaneous	19,697	16,963
Investment earnings	899	1,331
	<u>753,195</u>	<u>658,472</u>
Total Revenues		
Expenses		
General government	178,475	140,783
Culture/recreation	273,440	243,461
Physical environment	30,078	36,219
Interest on long-term debt	77,010	88,835
	<u>559,003</u>	<u>509,298</u>
Total Expenses		
Change in Net Position	194,192	149,174
Net Position - Beginning of Year	<u>(387,985)</u>	<u>(537,159)</u>
Net Position - End of Year	<u><u>\$ (193,793)</u></u>	<u><u>\$ (387,985)</u></u>

The increase in special assessments revenues was caused by an increase in special assessments levied.

The income in general government expenses was the result of increased legal fees.

The increase in culture/recreation was due to increased pool repairs and salaries.

**Piney-Z Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2014**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2014 and 2013.

	<u>Governmental Activities</u>	
	<u>2014</u>	<u>2013</u>
Recreational amenities	\$ 819,850	\$ 819,850
Infrastructure	384,444	384,444
Equipment	41,017	41,017
Less: accumulated depreciation	<u>(676,382)</u>	<u>(631,797)</u>
Governmental Activities Capital Assets	<u>\$ 568,929</u>	<u>\$ 613,514</u>

During the year depreciation was \$44,585.

General Fund Budgetary Highlights

The final budget exceeded actual expenditures primarily because of budgeted reserve expenditures for amenities that were not required.

An amendment was made to reduce the September 30, 2014 budget by decreasing general repairs and recreational amenities salaries.

Debt Management

Governmental Activities debt includes the following:

- ◆ In February 2002, the District issued \$850,000 Series 2002 Capital Improvement Revenue Bonds. These bonds were issued to finance the acquisition of certain amenity improvements within the District. The balance outstanding on the Series 2002 Bonds at September 30, 2014 was \$315,000.
- ◆ In February 2008, the District issued \$1,960,000 of Capital Improvement Revenue Refunding Bonds. These bonds were issued to refund and redeem the outstanding principal balance of the \$2,125,000 Series 1997 Bonds Anticipation Notes and finance the acquisition and construction of certain infrastructure improvements within the District. The balance outstanding on the Series 2008 Bonds at September 30, 2014 was \$940,000.

**Piney-Z Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2014**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Economic Factors and Next Year's Budget

Piney-Z Community Development District does not expect any economic factors to have any significant effect on the financial position or results of operations of the District in fiscal year 2015.

Request for Information

The financial report is designed to provide a general overview of Piney-Z Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Piney-Z Community Development District, Severn Trent Management Services, Inc., 210 North University Drive, Suite 702, Coral Springs, Florida 33071.

Piney-Z Community Development District
STATEMENT OF NET POSITION
September 30, 2014

	Governmental Activities
ASSETS	
Current Assets	
Cash	\$ 280,692
Investments	480
Accounts receivable	1,611
Prepaid expenses	3,626
Total Current Assets	<u>286,409</u>
Non-Current Assets	
Restricted Assets	
Investments	329,349
Capital Assets, Being Depreciated	
Recreational amenities	819,850
Infrastructure	384,444
Equipment	41,017
Less: accumulated depreciation	<u>(676,382)</u>
Total Non-current Assets	<u>898,278</u>
Total Assets	<u>1,184,687</u>
Deferred Outflow of Resources	
Deferred amount on refunding	<u>25,428</u>
Total Assets and Deferred Outflow of Resources	<u>1,210,115</u>
LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	22,094
Bonds payable	225,000
Accrued interest	23,208
Unearned revenues	<u>118,734</u>
Total Current Liabilities	<u>389,036</u>
Non-Current Liabilities	
Bonds payable	<u>1,014,872</u>
Total Liabilities	<u>1,403,908</u>
NET POSITION	
Invested in capital assets, net of related debt	(645,515)
Restricted for debt service	289,569
Unrestricted	<u>162,153</u>
Total Net Position (Deficit)	<u><u>\$ (193,793)</u></u>

See accompanying notes to financial statements.

Piney-Z Community Development District
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2014

Functions/Programs	Expenses	Program Revenues	Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Governmental Activities
Governmental Activities			
General government	\$ (178,475)	\$ 140,576	\$ (37,899)
Culture and recreation	(273,440)	215,375	(58,065)
Physical environment	(30,078)	23,691	(6,387)
Interest on long-term debt	(77,010)	352,957	275,947
Total Governmental Activities	<u>\$ (559,003)</u>	<u>\$ 732,599</u>	<u>173,596</u>
General Revenues			
	Investment earnings		899
	Miscellaneous revenues		19,697
	Total General Revenues		<u>20,596</u>
	Change in Net Position		194,192
	Net Position - October 1, 2013		<u>(387,985)</u>
	Net Position - September 30, 2014		<u><u>\$ (193,793)</u></u>

See accompanying notes to financial statements.

Piney-Z Community Development District
BALANCE SHEET
GOVERNMENTAL FUNDS
September 30, 2014

	General	2002 Debt Service	2008 Debt Service	Total Governmental Funds
ASSETS				
Cash	\$ 280,692	\$ -	\$ -	\$ 280,692
Investments, at fair value	480	-	-	480
Accounts receivable	641	404	566	1,611
Due from other funds	17,542	-	-	17,542
Prepaid expenses	3,626	-	-	3,626
Restricted assets				
Investments, at fair value	-	116,996	212,353	329,349
Total Assets	\$ 302,981	\$ 117,400	\$ 212,919	\$ 633,300
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Unearned Revenue	\$ 118,734	\$ -	\$ -	\$ 118,734
Due to other funds	-	17,542	-	17,542
Accounts payable and accrued expenses	22,094	-	-	22,094
Total Liabilities	140,828	17,542	-	158,370
Fund Balances				
Nonspendable:				
Prepaid expenses	3,626	-	-	3,626
Restricted:				
Debt service	-	99,858	212,919	312,777
Assigned:				
Operating reserves	63,155	-	-	63,155
Amenities	52,805	-	-	52,805
Unassigned	42,567	-	-	42,567
Total Fund Balances	162,153	99,858	212,919	474,930
Total Liabilities and Fund Balances	\$ 302,981	\$ 117,400	\$ 212,919	\$ 633,300

See accompanying notes to financial statements.

Piney-Z Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2014

Total Governmental Fund Balances	\$ 474,930
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets being depreciated (infrastructure, \$384,444, equipment \$41,017, recreational amenities, \$819,850; net of accumulated depreciation, \$(676,382)) used in governmental activities are not financial resources and; therefore, are not reported in the funds.	568,929
Long-term liabilities, including bonds payable, \$(1,255,000) net of bond discount, \$15,128, are not due and payable in the current period and; therefore, are not reported in the funds.	(1,239,872)
Deferred outflow of resources (deferred amount on refunding) are not financial resources and therefore, are not reported in the funds.	25,428
Accrued interest expense for long-term debt is not a financial use and; therefore, is not reported in the funds.	<u>(23,208)</u>
Net Position of Governmental Activities	<u><u>\$ (193,793)</u></u>

See accompanying notes to financial statements.

Piney-Z Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Year Ended September 30, 2014

	General	2002 Debt Service	2008 Debt Service	Totals Governmental Funds
Revenues				
Special assessments	\$ 379,642	\$ 79,674	\$ 273,283	\$ 732,599
Miscellaneous revenues	19,697	-	-	19,697
Investment earnings	725	63	111	899
Total Revenues	<u>400,064</u>	<u>79,737</u>	<u>273,394</u>	<u>753,195</u>
Expenditures				
Current				
General government	162,082	5,058	11,335	178,475
Culture and recreation	241,670	-	-	241,670
Physical environment	17,263	-	-	17,263
Debt service				
Principal	-	55,000	165,000	220,000
Interest	-	18,500	46,138	64,638
Total Expenditures	<u>421,015</u>	<u>78,558</u>	<u>222,473</u>	<u>722,046</u>
Net Change in Fund Balances	<u>(20,951)</u>	<u>1,179</u>	<u>50,921</u>	<u>31,149</u>
Fund Balances - October 1, 2013	<u>183,104</u>	<u>98,679</u>	<u>161,998</u>	<u>443,781</u>
Fund Balances - September 30, 2014	<u>\$ 162,153</u>	<u>\$ 99,858</u>	<u>\$ 212,919</u>	<u>\$ 474,930</u>

See accompanying notes to financial statements.

Piney-Z Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2014

Net Change in Fund Balances -Total Governmental Funds	\$ 31,149
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount depreciation in the current period.	(44,585)
Repayments of long-term liabilities are expenditures in the governmental funds, funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	220,000
Governmental funds report bond discounts as expenditures. However, in the Statement of Activities, the cost of those assets are allocated based on an effective interest rate as amortization expense. This is the amount of amortization expense in the current year.	(6,223)
The amortization for deferred amount on refunding of debt is recognized as a component of interest expense in the Statement of Activities, but not in the governmental funds. This is the amount of current year interest.	(9,873)
In the Statement of Activites, interest is accrued on outstanding bonds; whereas in governmental funds, interest expenditures are reported when due. This is the change in accrued interest in the current period.	<u>3,724</u>
Change in Net Position of Governmental Activities	<u><u>\$ 194,192</u></u>

See accompanying notes to financial statements.

Piney-Z Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - BUDGET AND ACTUAL - GENERAL FUND
For the Year Ended September 30, 2014

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	\$ 378,635	\$ 378,635	\$ 379,642	\$ 1,007
Miscellaneous revenues	12,000	12,000	19,697	7,697
Investment earnings	550	550	725	175
Total Revenues	<u>391,185</u>	<u>391,185</u>	<u>400,064</u>	<u>8,879</u>
Expenditures				
Current				
General government	142,655	142,655	162,082	(19,427)
Culture and recreation	256,912	256,912	241,670	15,242
Physical environment	20,540	20,540	17,263	3,277
Capital outlay	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>25,000</u>
Total Expenditures	<u>445,107</u>	<u>445,107</u>	<u>421,015</u>	<u>24,092</u>
Net Change in Fund Balances	(53,922)	(53,922)	(20,951)	32,971
Fund Balances - October 1, 2013	<u>183,104</u>	<u>183,104</u>	<u>183,104</u>	<u>-</u>
Fund Balances - September 30, 2014	<u><u>\$ 129,182</u></u>	<u><u>\$ 129,182</u></u>	<u><u>\$ 162,153</u></u>	<u><u>\$ 32,971</u></u>

See accompanying notes to financial statements.

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was created on June 11, 1997, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), by the City of Tallahassee, Florida, as a Community Development District. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or outside the boundaries of the Piney-Z Community Development District. The District is governed by a Board of Supervisors who are elected to four year terms. The District operates within the criteria established by Chapter 190.

As required by GAAP, these financial statements present the Piney-Z Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth in Governmental Accounting Standards Board Statement Number 61, The Financial Reporting Entity, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments and interest. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District reports fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy - For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”.

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

3. Basis of Presentation

a. Governmental Major Funds

General Fund - The General Fund is the District’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

2002 Debt Service Fund - Accounts for debt service requirements to retire certain special assessment bonds which were used to finance the acquisition of certain District amenity improvements. The bonds are secured by a first lien on and pledge of the Pledged Revenues.

2008 Debt Service Fund - Accounts for debt service requirements to retire certain special assessment bonds which were used to finance the construction of District infrastructure improvements. The bonds are secured by a first lien on and pledge of the Pledged Revenues.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as land and improvements, and non-current governmental liabilities, such as general obligation bonds and due to developer be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

a. Cash and Investments (Continued)

4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

For purposes of the statement of cash flows, cash equivalents include time deposits and all highly liquid debt instruments with original maturities of three months or less and held in a qualified public depository as defined by Section 280.02, Florida Statutes.

b. Restricted Assets

Certain assets of the District and a corresponding liability or portion of net position is classified as restricted on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted assets, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g. roads, sidewalks and similar items), are reported in the governmental activities column.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Infrastructure – roads and drainage	30 years
Recreational amenities	30 years
Equipment	10 years

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

d. Deferred Outflow of Resources

Deferred outflow of resources is the consumption of net position by the government that is applicable to a future reporting period. Deferred amount on refunding is amortized and recognized as a component of interest expense over the life of the bond.

e. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190 and Section 200.065, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget columns of the accompanying financial statements may occur.

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

“Total fund balances” of the District’s governmental funds (\$474,930) differs from “net position” of governmental activities (\$(193,793)) reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the governmental fund balance sheet. The effect of the differences is illustrated below.

Capital related items

When capital assets (property, plant, and equipment that are to be used in governmental activities) are purchased or constructed, the cost of those assets is reported as expenditures in governmental funds. However, the Statement of Net Position included those capital assets among the assets of the District as a whole.

Recreational amenities	\$ 819,850
Infrastructure	384,444
Equipment	41,017
Less: accumulated depreciation	<u>(676,382)</u>
Total	<u>\$ 568,929</u>

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (Continued)

Long-term debt transactions

Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position. Balances at September 30, 2014 were:

Bonds payable	\$ (1,255,000)
Bond discount, net	<u>15,128</u>
Total long-term liabilities	<u><u>\$ (1,239,872)</u></u>

Deferred outflow of resources

Deferred outflow of resources applicable to the District's governmental activities are not financial resources and therefore, are not reported as fund deferred outflow of resources.

Deferred amount on refunding	<u><u>\$ 25,428</u></u>
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Accrued interest

Accrued liabilities in the Statement of Net Position differ from the amount reported in governmental funds due to the accrued interest on bonds.

Accrued interest	<u><u>\$ (23,208)</u></u>
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2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities

The "net change in fund balances" for government funds (\$31,149) differs from the "change in net position" for governmental activities (\$194,192) reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities (Continued)

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the Statement of Activities, the costs of those assets is allocated over their estimated useful lives and reported as depreciation expense. As a result, fund balances decrease by the amount of financial resources expended, whereas net position decreases by the amount of depreciation expense charged for the year.

Depreciation	\$ <u>(44,585)</u>
--------------	--------------------

Long-term debt transactions

Repayments of bond principal are reported as an expenditure in the governmental funds and, thus, have the effect of reducing fund balance because current financial resources have been used.

Bond principal payments	\$ 220,000
Bond discount amortization	<u>(6,223)</u>
Total	<u>\$ 213,777</u>

Some expenses reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.

Net change in accrued interest payable	\$ 3,724
Decrease in deferred amount on refunding	<u>(9,873)</u>
Total	<u>\$ (6,149)</u>

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE C - CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk, however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2014, the District's bank balance was \$280,960 and the carrying value was \$279,942. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

As of September 30, 2014, the District had the following investments and maturities:

<u>Investment</u>	<u>Maturities</u>	<u>Fair Value</u>	<u>Book Value</u>
Florida State Board of Administration			
Florida Prime	N/A	\$ 480	\$ 480
Government Obligation	N/A	\$ 54,491	\$ 54,491
Commercial Paper	N/A	274,858	274,858
Total		<u>\$ 329,829</u>	<u>\$ 329,829</u>
<u>Investments</u>			

The District's investment policy allows management to invest funds in investments permitted under Section 218.415, Florida Statutes. Among other investments, the policy allows the District to invest in the State Board of Administration Local Government Surplus Trust Funds.

Cash placed with the State Board of Administration represents the District's participation in the Florida State Board of Administration Florida Prime and is reported at fair value. As a pool participant the District invests in pools of investments in which shares are owned in the pool rather than the underlying investments.

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE C - CASH AND INVESTMENTS (CONTINUED)

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

The District's investments in the state investment pool and government loans are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2014, the District's investments in Commercial Paper were rated A-1+ by Standard & Poor's. The District also has monies invested with the Local Government Surplus Funds Trust Fund (Fund), at September 30, 2014. This fund met the requirements of a "2a7-like pool" as defined in Government Accounting Standards Board, Statement 31.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. 83% of the District's investments are invested in US Bank Interest Bearing Commercial Paper and 17% are invested in government obligations.

The types of deposits and investments and their level of risk exposure as of September 30, 2014 were typical of these items during the fiscal year then ended. The District considers any decline in fair value for certain investments to be temporary. In addition, the District has the ability to hold investments until its maturity date if the fair value is less than cost. The District's investments are recorded at fair value.

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE D – CAPITAL ASSETS

Capital Asset activity for the year ended September 30, 2014 was as follows:

	Balance October 1, 2013	Additions	Deletions	Balance September 30, 2014
<u>Governmental activities:</u>				
Capital assets, being depreciated:				
Infrastructure - roads and drainage	\$ 384,444	\$ -	\$ -	\$ 384,444
Recreational amenities	819,850	-	-	819,850
Equipment	41,017	-	-	41,017
Total Capital Assets, Being Depreciated	<u>1,245,311</u>	<u>-</u>	<u>-</u>	<u>1,245,311</u>
Less accumulated depreciation for:				
Infrastructure - roads and drainage	(205,037)	(12,815)	-	(217,852)
Recreational amenities	(421,792)	(28,292)	-	(450,084)
Equipment	(4,968)	(3,478)	-	(8,446)
Total Accumulated Depreciation	<u>(631,797)</u>	<u>(44,585)</u>	<u>-</u>	<u>(676,382)</u>
Total Capital Assets Depreciated, Net	613,514	(44,585)	-	568,929
Governmental Activities Capital Assets	<u>\$ 613,514</u>	<u>\$ (44,585)</u>	<u>\$ -</u>	<u>\$ 568,929</u>

Current year depreciation expense was charged to physical environment, \$16,293, and culture and recreation, \$28,292.

NOTE E – LONG-TERM DEBT

The following is a summary of activity in the long-term debt account group of the District for the year ended September 30, 2014:

Long-term debt at October 1, 2013	\$ 1,475,000
Principal payments	<u>(220,000)</u>
Long-term debt at September 30, 2014	1,255,000
Less: Bond Discount, Net	<u>(15,128)</u>
Bonds Payable, Net	<u>\$ 1,239,872</u>

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE E – LONG-TERM DEBT (CONTINUED)

Long-term debt is comprised of the following:

\$850,000 Series 2002 Capital Improvement Revenue Bonds due in annual principal installments beginning May 2002, maturing in May 2019. Interest at a variable rate of .5% below the Wall Street Prime rate, at a minimum of 5% and a maximum of 12% is due May and November beginning 2002. The interest rate on the note was 5% at September 30, 2014. \$ 315,000

\$1,960,000 Series 2008 Capital Improvement Revenue Bonds due in annual principal installments beginning May 2008, maturing in May 2019. \$1,010,000 of these bonds have a fixed interest rate of 3.75% and are due by May 2014. The remaining \$950,000 of these bonds have a fixed interest rate of 4.25% and are due by May 2019. Interest is due May and November beginning 2008. 940,000

Total \$ 1,255,000

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2014 are as follows:

Year Ending September 30,	Principal	Interest	Total
2015	\$ 225,000	\$ 55,700	\$ 280,700
2016	240,000	45,725	285,725
2017	255,000	35,075	290,075
2018	260,000	23,750	283,750
2019	<u>275,000</u>	<u>12,213</u>	<u>287,213</u>
Totals	<u><u>\$ 1,255,000</u></u>	<u><u>\$ 172,463</u></u>	<u><u>\$ 1,427,463</u></u>

Significant Bond Provisions

The Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond indenture.

The Series 2002 Bonds require a letter of credit equal to 5% of the bond principal outstanding. This letter of credit satisfies the debt service reserve requirement. The letter of credit at year end is \$15,750 and is reserved in the debt service fund.

The Series 2008 Bonds require that the District maintain adequate funds in a reserve account to meet the debt service reserve requirement as defined in the indenture. The District satisfied this requirement as of September 30, 2014, by obtaining a bond reserve insurance policy.

Piney-Z Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2014

NOTE E – LONG-TERM DEBT (CONTINUED)

In addition, the Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service.

The District is in compliance with the requirements of the Bond Indentures.

NOTE F – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance.

NOTE G – NET DEFICIT

The District conveyed infrastructure improvements financed through the issuance of bonds to other governments for maintenance in prior years. These capital assets are not included in District assets; however, the long-term debt associated with these assets remains a District liability resulting in a net deficit of \$(193,793) in the government-wide financial statements at September 30, 2014.

NOTE H – BOUNDARY AGREEMENT

On March 10, 2014 the Board approved a boundary agreement with Piney Z Land Company in which the District agreed to remove Phase 9 from its boundaries in return for the payment of operation and maintenance assessments through December 1, 2018. The District provided a 15% discount for a one-time payment, made in full \$118,734, which is reflected as unearned revenue in the accompanying financial statements and will be recognized as operating contributions over the next five years. As per the agreement the Establishment Ordinance and Inter local Agreement was amended to provide for the existence of the District beyond 2019.

NOTE I – SUBSEQUENT EVENT

A special call payment of \$55,000 for Bond Series 2008 and \$5,000 for Series 2002 was made November 1, 2014.



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL
600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155

FAX: 772/468-9278

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Piney-Z Community Development District
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Piney-Z Community Development District, as of and for the year ended September 30, 2014, and the related notes to the financial statements, and have issued our report thereon dated March 30, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Piney-Z Community Development District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Piney-Z Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Piney-Z Community Development District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

Board of Supervisors
Piney-Z Community Development District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Piney-Z Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Berger, Toombs, Elam,
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

March 30, 2015



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL
600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

MANAGEMENT LETTER

To the Board of Supervisors
Piney-Z Community Development District
Leon County, Florida

Report on the Financial Statements

We have audited the financial statements of the Piney-Z Community Development District as of and for the year ended September 30, 2014, and have issued our report thereon dated March 30, 2015.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with AICPA Professionals Standards, Section 601 regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in that report, which is dated March 30, 2015, should be considered in conjunction with this Management Letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we address in the Management Letter, if not already addressed in the auditor's report on compliance and internal controls, whether or not recommendations made in the preceding annual financial report have been followed. There were no recommendations made in the preceding audit report.

Financial Condition

Section 10.554(1)(i)5.a., Rules of the Auditor General, requires that we report the results of our determination as to whether or not Piney-Z Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the Piney-Z Community Development District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

To the Board of Supervisors
Piney-Z Community Development District

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial conditions assessment procedures. It is management's responsibility to monitor the Piney-Z Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same.

Annual Financial Report

Section 10.554(1)(i)5.b., Rules of the Auditor General, requires that we report the results of our determination as to whether the annual financial report for the Piney-Z Community Development District for the fiscal year ended September 30, 2014, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2014. In connection with our audit, we determined that these two reports were in agreement.

Other Matters

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the Management Letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our Management Letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger, Toombs, Elam,
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

March 30, 2015



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL
600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

**INDEPENDENT ACCOUNTANT'S REPORT/COMPLIANCE
WITH SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
Piney-Z Community Development District
Leon County, Florida

We have examined Piney-Z Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2014. Management is responsible for Piney-Z Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Piney-Z Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Piney-Z Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Piney-Z Community Development District's compliance with the specified requirements.

In our opinion, Piney-Z Community Development District's complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2014.

*Berger, Toombs, Elam,
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

March 30, 2015

Fifth Order of Business

5A.

Ratification of Actions Taken at the Emergency Meeting held on March 25, 2015

Due to the resignation of both the Amenities manager and the Office Manager in between Regular Board meetings an Emergency Board meeting was held on March 25th. Pursuant to Piney-Z Community Development District Rule 1.4(4) certain actions were voted on which we would like ratified by the Board at this meeting.

- A. Ratification of the Board's decision to hire two part-time individuals for the office
- B. Ratification of the Board's decision to continue the hiring process for the position of part-time office manager
- C. Ratification of the Board's decision to advertise the position of Amenities Manager in the Tallahassee Democrat with resumes due to Melinda Parker by 5:00 p.m. on April 6th and to convene a public meeting of the Review Committee members on Monday, April 13, 2015 at 1:00 p.m.
- D. Ratification of the Board's decision that the members of the Review Committee will be Joe Didier, Ann Pincus and Resident Frank Cicione
- E. Ratification of the decision to have Ann Pincus serve as the primary contact and for Joe Didier to serve as the secondary contact for Sonitrol, beginning April 9th

5B.

AGREEMENT FOR CONSULTING SERVICES
BETWEEN PINEY-Z COMMUNITY DEVELOPMENT DISTRICT
AND MELINDA J. PARKER

THIS Agreement is made and entered into this 2nd day of April 2015, by and between, **PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located at 950 Piney-Z Plantation Road, Tallahassee, Florida 32311 in Leon County, Florida (hereinafter referred to as the “District”) and **MELINDA J. PARKER** (hereinafter referred to as the “Consultant”) (hereinafter together referred to as “the Parties”).

Recitals

WHEREAS, the District is a local unit of special purpose government established pursuant to and governed by Chapter 190, Florida statutes;

WHEREAS, the District desires to employ Melinda J. Parker as a Consultant to perform various tasks and provide deliverables which are more specifically addressed in **Exhibit A**, which is attached and incorporated herein by reference (“Scope of Work”) are met: and

WHEREAS, the District and Consultant agree that they have all right, power and authority to enter into and be bound by this Agreement; and

Now, Therefore, in consideration of the recitals, agreements and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

Section 1. Recitals. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

Section 2. Scope of Work. The Scope of Work are those tasks described within Exhibit “A” and all items necessary for the proper execution and completion of the Scope of Work by Consultant.

Section 3. Consultants Fee. The total sum to be paid to Consultant by the District for the performance of all tasks set forth within the Scope of Work is \$7,330.00 (“Contract Sum”). Consultant shall be paid \$2,443.33 upon the full execution of the Agreement by both Parties; \$2,443.33 upon completion of two-thirds of the tasks set forth in the Scope of Work as determined by the Chairman, and the balance of the Contract Sum to be paid upon completion of all of the tasks set forth within the Scope of Work.

Section 4. Term of Agreement. It is anticipated that the completion of the Scope of Work should take no more than ten (10) weeks from the execution of Agreement. Consultant should advise the Chairman if lack of responsiveness from others is prohibiting timely completion of the Scope of Work.

Section 5. Independent Contractor. Consultant and the District agree that the Consultant is and shall remain at all times an independent contractor and shall not in any way claim or be considered an agent or employee of the District. Consultant does not have the power or the authority to bind the District in any promise, agreement or representation.

Section 6. Entire Agreement. This Agreement shall constitute the final and complete expression of the agreement between the Parties relating to the subject matter of this Agreement.

Section 7. Amendment. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both of the parties hereto.

Section 8. Assignment. Neither party to this Agreement may assign this Agreement without written consent of the other party. Any such assignment without the prior written consent of the other party is void.

Section 9. Applicable Law and Venue. This Agreement and the provisions contained herein shall be constructed, interpreted, and controlled according to the laws of the state of Florida. The parties agree that venue for any legal action to enforce this Agreement shall be in Leon County, Florida.

Section 10. Public Records. Consultant understands and agrees that all documents of any kind provided to the District in connection with this Agreement are public records and shall be treated as such in accordance with the Florida law and the District's record retention schedule.

Section 11. Severability. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of the Agreement or any part of the Agreement not held to be invalid or unenforceable.

Section 12. Confidentiality. Consultant recognizes that the District has personal information relating to its residents, personnel records for its employees, sensitive information from its vendors and other vital information (collectively "Information"). Consultant will protect such Information and will not divulge, disclose, or communicate any Information to third persons unless required to by Florida Law. If the Consultant has any questions regarding the disclosure of information she shall confer with District Counsel.

Section 13. Email Policy. For the Term of this Agreement Consultant shall have access to a District email address to facilitate communication with District staff and compliance with Florida Public Records Law. Consultant agrees to use District email for necessary District communication only. Email shall not be used to be disruptive or offensive in any manner.

IN WITNESS WHEREOF, the Parties hereto have signed and sealed the Agreement on the day and year first written above.

Joseph Didier
Joseph Didier

Chairman

Piney-Z Community Development District

4/2/15

Date

Melinda J. Parker
Melinda J. Parker

April 2, 2015

Date

Exhibit A

Scope of Work

- Written summary, STS operating agreement, with per task costs broken out, as provided by District Manager
- Organize, in concert with Amenities Manager, current working files. Develop written detail to facilitate use. Provide written summary of actions taken.
- Develop daily follow-up system. Provide written summary of what it is, and how it works.
- Review current amenities rental agreement(s) for inclusion of appropriate CDD protections, including capacity compliance, etc. Provide written summary, and revised agreement(s), if required.
- Review/develop written procedure for contract development and approval; include routine coverages required to work on the property; include language as to best and final, meeting another's bid, etc. Ensure compliance with all state regulations. Provide copy to Board.
- Develop written procedure for encouraging residents to bid on work to be done. Draft language for inclusion in upcoming newsletters and/or websites.
- Create/update board on which residents may post ads for services, etc. Draft language for inclusion in upcoming newsletters and/or websites explaining purpose and location. Provide detail of steps taken and notices drafted to Board.
- Review tax benefits owed CDD. Report to Board.
- Develop and provide to Board comprehensive, written summary regarding manner of ingress and egress to all amenities, including list of all who currently have keys to standard locks.
- Work with District Manager and Amenities Manager in the development of current inventory. Ensure proper methods of disposal are known.
- Develop organization chart. Deliver to Board.
- Develop month-by-month calendar for Board.
- Consider methods to expand resident email base, and draft notice for newsletter and website inclusion. Provide to Board.
- Develop standard services contract for on-site work, including minimum insurance coverages. Provide to Board.
- Develop standard job descriptions for Amenities Manager and Office Manager. Provide to Board.

- Develop personnel procedures handbook. Provide to Board.
- Review and summarize current master insurance policy. Consult with provider on questions which arise. Provide to Board.
- Review and summarize Chapter 190, Florida statutes. Provide to Board.
- Review and summarize Florida statute regarding public pools. Provide to Board.
- Review and summarize Sunshine Law with specific respect to CDDs. Provide to Board.
- Review and update as necessary inspections of all capital improvements. Provide results to Board.
- Develop marketing program. Provide draft to Board.
- Begin process/recommendations for future cooperation of HOA and CDD, including joint staffing, reciprocal committee service by board members. Provide memorandum of ideas to Board.
- Develop first draft of letter to residents regarding the future, including benefits of CDD governance, etc. Provide to Board.
- Review **RECORD OF PROCEEDINGS OF THE PINEY Z COMMUNITY DEVELOPMENT DISTRICT**. Summarize and index for ease of reference. Provide summary of detail to board.
- Review and/or develop written procedures
 - For cash on hand. Audit same if not recently done.
 - for emergencies
 - for FOB registration
- Work with the Amenities Manager to gather information required for new CDD Website.
- Examine information from legal counsel and isolate all workshop and Board meeting materials.

Sixth Order of Business

MINUTES

MINUTES OF WORKSHOP PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, March 9, 2015 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Joe Didier
Richard Kessler
Michael Lee
Cheryl Hudson
Ann Pincus

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

David Bailey
Pati Lytle
Melinda Parker
Residents

Amenities Manager
Office Manager
Consultant

The following is a summary of the discussions at March 9, 2015 Piney-Z Community Development District Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Didier called the workshop to order.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was led by Supervisor Kessler.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Discussion Topics

A. CDD Website

- Discussion followed on District website.
 - Deadline October 1, 2015.
 - The domain www.PineyZCDD.com is registered to the District.
 - Must be separate from HOA website - a link can be included.

- Design and webhosting.

B. Rule Change

- Ms. Hudson addressed charging non-residents a different rental fee.
- Rates do not have to be included in the rules but a hearing is required to change.
- Ms. Lytle reported she has created another document - Policies and Procedures which incorporates those items previously included in Rules.
- Discussion followed on opening facility rentals to non-residents.
- Mr. Bailey addressed having the Lodge open for resident use.
- Fee / rate setting were discussed.

The Board recessed for five minutes.

C. Legal

- Discussion followed on if there is a need to have District Counsel at all meetings.
- Discussion followed on communication with the attorney being through the Chairman or Amenities Manager.

D. Consultant

- Ms. Parker addressed her proposal for consulting services. Discussion followed.

FIFTH ORDER OF BUSINESS

Adjournment

There being nothing further, the workshop was adjourned.

MINUTES

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

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, March 9, 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:

Joe Didier	Chairman
Richard Kessler	Vice Chairman
Michael Lee	Assistant Secretary
Cheryl Hudson	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Maureen Daughton	District Counsel
David Bailey	Amenities Manager
Pati Lytle	Office Manager
Melinda Parker	Consultant
Residents	

The following is a summary of the discussions and actions taken at March 9, 2015 Piney-Z Community Development District Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Lee.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Presentations

A. Consulting Proposal- Presentation by Melinda J. Parker

- Ms. Melinda Parker reviewed the consulting proposal.
- Discussion followed on the services.
- Staffing was addressed.

Mr. Lee MOVED to approve the consulting proposal and Ms. Pincus seconded the motion.

- Mr. Didier addressed including in the scope of work - Part I - obtaining third party quotes and collecting information for the website. Part II - include an employee evaluation process and a general backup file process.
- Ms. Parker noted she would be amenable to the amendments.

Mr. Lee amended the motion to include the additions to the scope of work and Ms. Pincus seconded the amendment.

- Mr. Lee noted it needs to be clear it will require Severn Trent to provide Ms. Parker a lot of information and they need to do whatever they can to make it as speedy and easy as possible to not drag her timelines down.
- Ms. Daughton noted if Ms. Parker is going to have a lot of access to information and employee information it is probably prudent, as they would with any other employee, to do a background check. It was also noted the Board needs to develop a retention policy.
- Discussion returned to scope of work and initiating the same.
- Mr. Didier suggested amending the motion authorizing him to work with Ms. Daughton on executing the agreement.

Mr. Lee amended the motion to include authorizing the Chairman to work with the attorney to execute the agreement and Ms. Pincus seconded the amendment.

The prior motion was approved as twice amended authorizing the Chairman to work with the attorney to develop and execute an agreement with votes as follows:

Ann Pincus - Aye
Richard Kessler - Nay
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Ratification of Engagement with Maureen McCarthy Daughton, LLC

- Discussion followed on eliminating ratification of agreements in the future with Ms. Daughton noting her recommendation is anytime there is a written contract and one of the Board members is directed to negotiate that contract it come back to the Board for ratification.

Mr. Lee MOVED to approve the ratification of the engagement with Maureen McCarthy Daughton, LLC and Ms. Hudson seconded the motion.

- Discussion followed on a paragraph within the engagement letter stating the only persons able to direct the law firm are members of the Board of Supervisors or the CDD Amenities Manager.
- Mr. Kessler requested the motion be amended to add under Paragraph 9 members of the Board, and/or CDD Amenities Manager or Severn Trent Services.
 - Mr. Lee noted he will not accept the friendly amendment.

The prior motion was ratified with votes as follows:

Ann Pincus - Aye
Richard Kessler - Nay
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

B. Resolution 2015-2 Authorizing and Approving Change of Designated Registered Office

- Ms. Daughton addressed Resolution 2015-2.
- The statute referenced within the resolution needs to be amended to read Section 189.014, Florida Statutes.

On MOTION by Ms. Hudson seconded by Mr. Kessler, Resolution 2015-2 authorizing and approving the change of Designated Registered Office was adopted as amended with votes as follows:

Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

SIXTH ORDER OF BUSINESS

**Approval of the Minutes of the
February 9, 2015 Workshop and
Regular Meeting**

SEVENTH ORDER OF BUSINESS

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

On MOTION by Ms. Hudson seconded by Mr. Kessler, the minutes of the February 9, 2015 workshop and regular meeting were approved and to accept the January 2015 Financial and to approve the check register and invoices were approved with votes as follows:

Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

EIGHTH ORDER OF BUSINESS

District Manager's Report

- Ms. Davis addressed the progress on the FY 2014 audit. She noted the auditor's comment and concerns with the draft document being distributed.
- Ms. Davis outlined the concerns with the auditor's treatment of the settlement payment from Piney-Z Land Company.
- Discussion followed on the categorization of the funds and what impact it could have on the District's financial reporting.
- Ms. Daughton noted copies of the draft audit cannot be destroyed as they are now a public record. She asked that they not be forwarded further and that written copies be stored separately from other CDD files.

On MOTION by Mr. Lee seconded by Mr. Kessler, authorization for District Counsel to communicate with the auditor on the settlement issue was approved with votes as follows:

Ann Pincus - Aye

Richard Kessler - Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

NINTH ORDER OF BUSINESS

Amenities Manager's Report

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

- Mr. Bailey reviewed the Amenities Manager's Report.
 - There is an issue with the handicap gate - every time it rains the alarm goes off. The issue is with the sensor; Sonitrol used interior wire rather than exterior wire. In addition, the front gate does not operate properly either.

B. Remulch Playground

- Mr. Bailey noted the playground needs to be re-mulched; it has not been re-mulched for several years.
- Discussion followed on a small crack in the slide - is repair possible.
- Discussion returned to the mulch with Mr. Bailey noting the cost is approximately \$1,500 to mulch all the pathways and the playground.

C. Swale in Back of Property

- Mr. Bailey outlined the quotes for the swale project.

On MOTION by Mr. Kessler seconded by Mr. Lee, the Mayday proposal in the amount of \$1,900 was approved with votes as follows:

Ann Pincus - Aye

Richard Kessler - Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

D. Access Control, Security & Video Surveillance**i. Pool Gates**

- Previously addressed.

ii. Emergency Phone at Pool

- Mr. Bailey addressed an emergency phone for the pool noting if no lifeguard is present there is no phone available. He is investigating a phone and options run from several hundred dollars to over \$6,000. The fax line can be used if a line is run to the pool.
- Discussion followed on an emergency phone with the outcome being that Mr. Bailey will continue to investigate options.

iii. Offline Door Locks for Lodge and Pavilion Bathrooms

- Mr. Bailey addressed locks at the pavilion noting the bathrooms are locked and residents have to come into the Lodge to use the bathroom. He suggested a keyless lock that can be set to open from 7:00 a.m. to 9:00 p.m.
- Another issue is the lock on the garage door. Every year keys are given to the lifeguards and they are not all returned. A fob reader can be installed for \$1,080 with a \$25 per month for monitoring.
- Discussion followed on door locks.

Mr. Kessler MOVED to approve the garage door lock not to exceed \$1,200.

Mr. Kessler withdrew the prior motion.

On MOTION by Mr. Lee seconded by Ms. Hudson, locks for both bathrooms and the garage at a cost not to exceed of \$2,500 were approved with votes as follows:

Ann Pincus - Aye

Richard Kessler - Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

iv. Security Cameras and Backup

- Mr. Bailey addressed security cameras for the property.

- Discussion followed on security cameras and upgrades.

Mr. Lee MOVED to approve up to \$1,000 to replace two pool security cameras and Ms. Pincus seconded the motion.

- Mr. Didier requested an amendment to the motion to include the removal of the three non-working cameras.

Mr. Lee amended the motion to include the removal of three non-working cameras and Ms. Pincus seconded.

The prior motion as amended was approved with votes as follows:

Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

The record will reflect the Board took a brief recess.

TENTH ORDER OF BUSINESS

Consideration / Approval of Notice of Proposed Rule Development

- Ms. Lytle addressed the rules changes noting she has provided a copy of the attorney's suggested rule changes and the amenities manager's suggested rule changes based on the attorney's revised rule changes.
- Discussion followed on a separate meeting for the hearing on rules.
- Ms. Daughton addressed Rules and Policies.
- Discussion followed on fee structures.
- Ms. Daughton noted the Board could direct counsel to file a notice of rule development and they can get the process started. In terms of getting something advertised, they do not need to have the specific rule but they would have to have a summary of the issue they will be reviewing, and, at the same time setting a specific public hearing going forward. At least the community would be involved in the process and discussions.
- Mr. Didier inquired if items such adult swim, fitness or scuba diving or anything

they do on the property has to be included in the rules.

- Ms. Daughton responded no. The only thing under Chapter 190 is rates, fees, rentals or other charges should be adopted by the rulemaking process under Chapter 120.
- Discussion followed on changing rates at a future date with it being noted anytime there is a fee implemented or changed, District Counsel would recommend there be a hearing and giving 30-days notice.
- Discussion continued on separating rules and policies.
- Mr. Kessler noted the major change to be incorporated is whether or not to rent the amenities to non-residents and the policy change of whether or not to have adult swim sessions.
 - Ms. Lytle noted she has incorporated in Policies and Procedures under B.4., “The Amenities Manager shall post reasonable time periods for adult use only of the pool. During these hours, only those aged 18 or older will allowed to use the pool area.”
- Voting on rules and policies at the same time was addressed.
- Ms. Daughton requested a motion directing District Counsel to prepare a notice of proposed rule development setting a public hearing with the topic being the rental of the amenities.

Mr. Lee MOVED to direct District Counsel to prepare a notice of proposed rule development and Ms. Hudson seconded the motion.

- Ms. Cashin addressed providing notice to the community in addition to the published notice.
 - It was noted it will also be placed on the website.
- Mr. Didier requested an amendment to the motion to have Ms. Daughton work directly with Ms. Davis and Mr. Bailey on the notice.

Mr. Lee amended the motion to include authorizing Ms. Daughton to work with Ms. Davis and Mr. Bailey on the notice and Ms. Hudson seconded.

The prior motion was approved as amended with votes as follows:
Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

ELEVENTH ORDER OF BUSINESS

District Attorney's Updates and Discussions

A. Amenities Manager Employment Agreement

- Ms. Daughton addressed the employment agreement for Mr. Bailey noting there were some tweaks late this afternoon and she does not think they are ready to approve it per Mr. Bailey.
- The agreement will be placed on the next agenda for ratification.

B. Proposed Sexual Harassment Policy

- Ms. Daughton outlined the proposed Sexual Harassment policy noting the last page is a declarations page which would be signed by all employees of the District to be placed in their personnel file.
- Ms. Daughton outlined the complaint procedure.

On MOTION by Mr. Kessler seconded by Ms. Hudson, the Sexual Harassment Policy was approved with votes as follows:
Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

C. Outline Timeframe and Schedule for Rule Change

- Previously addressed.

TWELFTH ORDER OF BUSINESS

Business Matters

A. Policy Changes

- No action taken.

B. Alan Cox Aquatics Agreement

- Mr. Kessler outlined the proposed Alan Cox Aquatics agreement noting Mr. Cox is not concurring with the Board's request that the swim classes be a 50% revenue sharing rather than a 50% profit sharing as in the past.
- Mr. Kessler addressed the last paragraph Non-CDD Classes/Programs which indicates they will not be having swim classes or camps.

Mr. Kessler MOVED to approve the Alan Cox Aquatics agreement and Ms. Hudson seconded the motion.

- Mr. Didier inquired if they have included that Mr. Cox will be using the District's electronic system for staffing and scheduling.
 - Ms. Daughton responded I spoke with Mr. Kessler about it and he felt it was not something that was Mr. Cox's issue but rather the CDD's.
 - Mr. Bailey noted Mr. Cox is responsible for scheduling the lifeguards and notifying the Amenities Manager of any changes.
 - Discussion followed on the Replicon scheduling program.
- Discussion followed on why the CDD pays the lifeguards rather than Alan Cox Aquatics.
- The term of the agreement begins upon execution and continues to the end of the calendar year, renewable annually with an opportunity not to extend it by December 1.

The prior motion was approved with votes as follows:

Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

- Mr. Didier will execute the agreement and Mr. Bailey will follow-up with Mr. Cox for his signature.

C. Pool Season Preparation (Opens Saturday, April 18th)
i. Adult Swim Discussion and Waiver

- Ms. Daughton noted if they are going to do adult swim they should not start it before they have cameras installed.
- Discussion followed on the adult swim and waiver for same.
- This item tabled to the April meeting.

ii. Insurance Coverage

- Ms. Pincus addressed contacting the insurance company regarding non-lifeguard swims noting no one at the insurance company will tell her they do not have to have lifeguards. They have offered free of charge a risk assessment for the District.
 - If the District wants to increase their general liability coverage from \$1 million which currently costs \$5,300; if increased to \$2 million the cost would go to \$6,596; \$3 million is \$7,452; and \$5 million is \$7,919.
 - Discussion followed on coverage per occurrence and umbrella coverage.
 - There are two insurance options for governmental entities - Florida League of Cities / Florida Municipal Insurance Trust and Preferred Governmental Insurance Trust through Brown & Brown - Preferred Risk Insurance Agency (PRIA). They would not provide a quote for umbrella coverage outside their open season which generally begins in August.

iii. Lifeguard Uniforms

- Mr. Bailey noted if they are going to have lifeguards, they should wear something that says they are. Most pools provide the lifeguards with two suits. If they have the same number of lifeguards this year, there will be 10. The cost to provide two suits each will be \$600 to \$800.

Mr. Lee MOVED to authorize a budget of \$800 for the Amenities Manager to purchase uniforms for the lifeguards.

- Discussion followed on most CDD's having no lifeguards and a swim at your own risk policy.

Ms. Hudson seconded the motion.
 The motion was approved with votes as follows:
Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

iv. Additional Pool Expenses Approval

- No action taken.

D. Future Workshop Agenda Topics

- Mr. Didier addressed a previous Board policy from January 21, 2009 which restricted the Board to identifying the topics for workshops at a previous meeting.
- Discussion followed on workshop agendas and providing notice.

Mr. Lee MOVED to rescind prior Board policy regarding workshop topics and Ms. Hudson seconded the motion.

- Discussion followed on what exactly they are rescinding.
- Ms. Davis noted the deadline for agenda items is by noon the Friday prior to the agenda going out.

The prior motion was approved with votes as follows:
Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

E. Consultant

- Previously addressed.

F. Office Manager & Staff Position

i. Approval to Hire Permanent Office Manager Position (# of hours, hourly rate, role)

- Discussion followed on an assistant or Office Manager.

Mr. Lee MOVED to authorize the Amenities Manager to advertise and hire an Amenities Assistant at a not to exceed 29 hours per week at \$15 per hour and Mr. Kessler seconded the motion.

The prior motion was approved with votes as follows:

Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

- G. Amenities Manager Spending Authority**
- Discussion followed on expenditures and communication. No action taken.

- H. CDD Website**
- Mr. Didier outlined the requirement for a District website by October, 2015.
- Discussion followed on the website - design, webhosting.

On MOTION by Mr. Lee seconded by Ms. Hudson, authorizing \$2,500 for the development of the District website and the Amenities Manager and Chairman to work on the same was approved with votes as follows:

Ann Pincus - Aye
Richard Kessler - Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

- I. Meetings Topic Calendar**
- Mr. Didier addressed the calendar provided by Ms. Lytle and Mr. Bailey addressing yearly and seasonal items.
- Mr. Didier would like to address Board priorities at the next workshop.
- Mr. Kessler would like the Board to consider scheduling the workshops between the meetings i.e. two weeks before. Discussion followed.

THIRTEENTH ORDER OF BUSINESS Supervisor Requests

- A. Communication (Supervisor Didier)**
- Mr. Didier noted he would like to figure out ways they can possibly circulate

financials between the meetings and turn minutes around faster.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

Janice Eggleton Davis
Secretary

Joseph Didier
Chairman

Seventh Order of Business

MEMORANDUM



TO: Board of Supervisors
FROM: Tiziana Cessna, District Accountant
CC: Janice Eggleton Davis, District Manager / Stephen Bloom, Assistant Treasurer
DATE: March 30, 2015
SUBJECT: Piney-Z CDD – February Financial Report

Please find attached the February 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.

General Fund

Total revenues for the General Fund was at a favorable 103% of the YTD budget.

- The YTD Non-Ad Valorem assessments collections are at 95% compared to 96% last year at the same time.
- Settlement - FY2015 portion of the O&M maintenance settlement with Piney-Z Land LLC.

Total Expenditures through February were at a favorable 80% of the YTD budget (prorated) with the following notes for the fiscal year:

- Administration Department - Legal Services are billed through February, and are over budget.
- Field Department - Contracts Landscape - Lawn service started in February.
- Park and Recreation Department - Salaries are lower due to reduced hours of the District's staff. Pension Benefits and Life and Health Insurance were budgeted for the property manager which resigned. These benefits are not being provided currently. A payment was made for a sewer connection to the City of Tallahassee.
- Swimming Pool Department - Payroll Salaries has some maintenance hours to keep up the pool area until it will open. R&M-Pools - Five areas of pool decking were repaired. Misc-Contingency - Leaks were verified for pool repair.
- Fitness Center Department - Capital Outlay represents a purchase of new fitness equipment.
- Park & Grounds - Misc-Contingency - Removal of dead trees and trim branches. Replace old, broken and cracked signs.

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
February 28, 2015

Prepared by



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Piney-Z
Community Development District

Financial Statements

(Unaudited)

February 28, 2015

Balance Sheet
February 28, 2015

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2002 DEBT SERVICE FUND</u>	<u>SERIES 2008 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>				
Cash - Checking Account	\$ 79,972	\$ -	\$ -	\$ 79,972
Cash On Hand/Petty Cash	750	-	-	750
Accounts Receivable	-	404	566	970
Investments:				
Money Market Account	409,136	-	-	409,136
Prepayment Account	-	-	1	1
Redemption Fund	-	645	-	645
Reserve Fund	-	15,750	-	15,750
Revenue Fund	-	140,910	328,194	469,104
Prepaid Items	222	-	-	222
TOTAL ASSETS	\$ 490,080	\$ 157,709	\$ 328,761	\$ 976,550
<u>LIABILITIES</u>				
Accounts Payable	\$ 10,912	\$ -	\$ -	\$ 10,912
Accrued Expenses	3,917	-	-	3,917
Unearned Revenue	84,810	-	-	84,810
TOTAL LIABILITIES	99,639	-	-	99,639
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	222	-	-	222
Restricted for:				
Debt Service	-	157,709	328,761	486,470
Assigned to:				
Operating Reserves	63,155	-	-	63,155
Reserves - CDD Amenity	62,805	-	-	62,805
Reserves - Other	84,810	-	-	84,810
Unassigned:	179,449	-	-	179,449
TOTAL FUND BALANCES	\$ 390,441	\$ 157,709	\$ 328,761	\$ 876,911
TOTAL LIABILITIES & FUND BALANCES	\$ 490,080	\$ 157,709	\$ 328,761	\$ 976,550

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 300	\$ 125	\$ 350	\$ 225
S/F Swimming Program Fees	1,000	-	-	-
Interest - Tax Collector	-	-	28	28
Special Assmnts- Tax Collector	354,503	236,336	339,594	103,258
Special Assmnts- Discounts	(14,180)	(9,452)	(13,973)	(4,521)
Settlements	-	-	33,924	33,924
Access Cards	-	-	85	85
Pavilion Rental	900	375	-	(375)
Lodge Rental	9,500	3,958	4,860	902
Pool Rental	600	-	-	-
TOTAL REVENUES	352,623	231,342	364,868	133,526
EXPENDITURES				
Administration				
P/R-Board of Supervisors	11,000	4,000	4,000	-
FICA Taxes	842	306	306	-
ProfServ-Engineering	500	208	-	208
ProfServ-Legal Services	35,000	14,585	17,292	(2,707)
ProfServ-Mgmt Consulting Serv	54,275	22,615	22,615	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,000	3,000	3,000	-
Communication - Telephone	100	40	-	40
Postage and Freight	2,000	835	541	294
Insurance - General Liability	10,591	5,296	3,914	1,382
Printing and Binding	2,500	1,040	1,372	(332)
Legal Advertising	1,500	750	124	626
Miscellaneous Services	500	210	113	97
Misc-Assessmnt Collection Cost	10,635	7,092	9,769	(2,677)
Misc-Contingency	500	210	-	210
Office Supplies	500	210	182	28
Annual District Filing Fee	175	175	175	-
Total Administration	138,255	65,209	68,040	(2,831)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Field				
Contr-Landscape-Amenities Area	12,040	5,017	1,417	3,600
Misc-Contingency	5,500	2,290	791	1,499
Total Field	17,540	7,307	2,208	5,099
Parks and Recreation - General				
Payroll-Salaries	68,775	28,655	15,513	13,142
Payroll - Overtime	250	-	-	-
FICA Taxes	5,280	2,200	1,242	958
Pension Benefits	2,250	2,250	-	2,250
Life and Health Insurance	12,200	5,085	-	5,085
Workers' Compensation	5,412	2,706	2,464	242
Contracts-Security Services	4,000	2,000	726	1,274
Communication - Teleph - Field	1,620	675	720	(45)
Postage and Freight	900	375	-	375
Utility - General	21,777	9,075	4,285	4,790
Utility - Other	2,293	955	975	(20)
Electricity - Streetlighting	1,300	540	669	(129)
Utility - Irrigation	3,850	1,603	457	1,146
Utility - Refuse Removal	1,802	750	585	165
R&M-General	8,945	3,726	3,843	(117)
R&M-Pest Control	790	264	290	(26)
Misc-Contingency	2,400	1,000	275	725
Misc-Information Technology	1,000	415	465	(50)
Office Supplies	2,750	1,145	281	864
Subscriptions and Memberships	500	500	500	-
Impr. Sewer Connection	-	-	7,500	(7,500)
Capital Outlay	31,900	13,290	350	12,940
Total Parks and Recreation - General	179,994	77,209	41,140	36,069
Swimming Pool				
Payroll-Salaries	32,365	-	1,103	(1,103)
Payroll - Overtime	750	-	-	-
FICA Taxes	2,533	-	84	(84)
ProfServ-Pool Maintenance	4,800	2,000	2,000	-
Communication - Teleph - Field	660	275	345	(70)
R&M-General	1,170	488	381	107
R&M-Pools	5,500	2,290	4,478	(2,188)
Misc-Licenses & Permits	250	-	-	-

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 28, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Misc-Contingency	1,800	750	885	(135)
Op Supplies - Pool Chemicals	5,000	2,085	231	1,854
Capital Outlay	2,400	1,000	-	1,000
Total Swimming Pool	57,228	8,888	9,507	(619)
Fitness Center				
Payroll-Salaries	4,680	1,950	520	1,430
FICA Taxes	358	150	40	110
R&M-General	2,785	1,160	746	414
R&M-Equipment	2,300	960	775	185
Misc-Contingency	1,200	500	-	500
Capital Outlay	14,500	6,040	7,844	(1,804)
Total Fitness Center	25,823	10,760	9,925	835
Park & Grounds				
Payroll-Salaries	4,180	1,740	753	987
FICA Taxes	320	131	58	73
R&M-General	1,370	570	316	254
Misc-Contingency	3,100	1,290	4,203	(2,913)
Capital Outlay	1,200	500	430	70
Total Park & Grounds	10,170	4,231	5,760	(1,529)
Reserves				
Reserve - CDD Amenity	10,000	-	-	-
Total Reserves	10,000	-	-	-
TOTAL EXPENDITURES & RESERVES	439,010	173,604	136,580	37,024
Excess (deficiency) of revenues				
Over (under) expenditures	(86,387)	57,738	228,288	170,550
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(86,387)	-	-	-
TOTAL FINANCING SOURCES (USES)	(86,387)	-	-	-
Net change in fund balance	\$ (86,387)	\$ 57,738	\$ 228,288	\$ 170,550
FUND BALANCE, BEGINNING (OCT 1, 2014)	162,153	162,153	162,153	
FUND BALANCE, ENDING	\$ 75,766	\$ 219,891	\$ 390,441	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 50	\$ 20	\$ 23	\$ 3
Special Assmnts- Tax Collector	79,355	52,904	76,018	23,114
Special Assmnts- Discounts	(3,174)	(2,116)	(3,128)	(1,012)
TOTAL REVENUES	76,231	50,808	72,913	22,105
EXPENDITURES				
Administration				
ProfServ-Trustee Fees	3,100	-	-	-
Misc-Assessmnt Collection Cost	2,381	1,588	2,187	(599)
Total Administration	5,481	1,588	2,187	(599)
Debt Service				
Principal Debt Retirement	55,000	-	-	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	15,750	7,875	7,875	-
Total Debt Service	70,750	7,875	12,875	(5,000)
TOTAL EXPENDITURES	76,231	9,463	15,062	(5,599)
Excess (deficiency) of revenues				
Over (under) expenditures	-	41,345	57,851	16,506
Net change in fund balance	\$ -	\$ 41,345	\$ 57,851	\$ 16,506
FUND BALANCE, BEGINNING (OCT 1, 2014)	99,858	99,858	99,858	
FUND BALANCE, ENDING	\$ 99,858	\$ 141,203	\$ 157,709	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 50	\$ 20	\$ 33	\$ 13
Special Assmnts- Tax Collector	214,348	142,900	205,125	62,225
Special Assmnts- Discounts	(8,574)	(5,716)	(8,440)	(2,724)
TOTAL REVENUES	205,824	137,204	196,718	59,514
EXPENDITURES				
Administration				
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Trustee Fees	4,400	4,400	-	4,400
Misc-Assessmnt Collection Cost	6,430	4,288	5,901	(1,613)
Total Administration	11,830	9,688	5,901	3,787
Debt Service				
Principal Debt Retirement	170,000	-	-	-
Principal Prepayments	-	-	55,000	(55,000)
Interest Expense	39,950	19,975	19,975	-
Total Debt Service	209,950	19,975	74,975	(55,000)
TOTAL EXPENDITURES	221,780	29,663	80,876	(51,213)
Excess (deficiency) of revenues Over (under) expenditures	(15,956)	107,541	115,842	8,301
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(15,956)	-	-	-
TOTAL FINANCING SOURCES (USES)	(15,956)	-	-	-
Net change in fund balance	\$ (15,956)	\$ 107,541	\$ 115,842	\$ 8,301
FUND BALANCE, BEGINNING (OCT 1, 2014)	212,919	212,919	212,919	
FUND BALANCE, ENDING	\$ 196,963	\$ 320,460	\$ 328,761	

PINEY-Z
Community Development District

Supporting Schedules

February 28, 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 Received	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2015				\$ 647,988	\$ 354,503	\$ 79,355	\$ 214,130
Allocation %				100%	55%	12%	33%
11/06/14	\$ 6,687	\$ 363	\$ 207	\$ 7,257	\$ 3,970	\$ 889	\$ 2,398
11/25/14	136,468	7,405	4,221	148,093	81,019	18,136	48,938
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
TOTAL	\$ 577,339	\$ 25,541	\$ 17,856	\$ 620,737	\$ 339,594	\$ 76,018	\$ 205,125
% COLLECTED				96%	96%	96%	96%
TOTAL OUTSTANDING				\$ 27,251	\$ 14,908	\$ 3,337	\$ 9,005

Cash and Investment Report

February 28, 2015

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Operating Checking Account	BB&T	Business checking	0.00%	\$79,972
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$409,136
			Subtotal	<u>\$489,108</u>
DEBT SERVICE FUNDS				
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%	\$15,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$140,910
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$328,194
			Total	<u><u>\$974,608</u></u>

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

Piney-Z CDD
Bank Reconciliation

Bank Account No. 2471
Statement No. 02-15
Statement Date 02/28/15

G/L Balance (\$)	79,972.47	Statement Balance	84,023.32
G/L Balance	79,972.47	Outstanding Deposits	650.00
Positive Adjustments	0.00		
		Subtotal	84,673.32
Subtotal	79,972.47	Outstanding Checks	4,700.85
Negative Adjustments	0.00	Total Differences	0.00
Ending G/L Balance	79,972.47	Ending Balance	79,972.47
Difference	0.00		

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
Outstanding Checks						
08/27/14	Payment	55634	CHRISTIAN C. KOBES	129.40	0.00	129.40
02/11/15	Payment	55889	MARIA E. ZEA	4.62	0.00	4.62
02/13/15	Payment	55899	CHERYL M. HUDSON	174.28	0.00	174.28
02/13/15	Payment	55901	DELORES A. PINCUS	184.70	0.00	184.70
02/19/15	Payment	55902	ALAN COX AQUATICS, INC.	400.00	0.00	400.00
02/19/15	Payment	55904	FLORIDA ASSOCIATION OF SPECIAL DISTRICTS	500.00	0.00	500.00
02/26/15	Payment	55908	COMCAST	195.79	0.00	195.79
02/26/15	Payment	55909	FEDEX	38.66	0.00	38.66
02/26/15	Payment	55910	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
02/26/15	Payment	55911	ROBERT ANDREW MILLER	2,975.00	0.00	2,975.00
02/26/15	Payment	55912	VERIZON WIRELESS	72.40	0.00	72.40
Total Outstanding Checks				4,700.85		
Outstanding Deposits						
02/25/15		DEP00520	AMENITY REVENUE	250.00	0.00	250.00
02/25/15		DEP00521	AMENITY RENT	400.00	0.00	400.00
Total Outstanding Deposits				650.00		

Piney-Z
Community Development District

Check Register by Fund
For the Period from 2/1/15 to 2/28/15
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	55879	02/04/15	BENSON'S HEATING AND AIR CONDITIONING, INC	C45904	Commercial ESA as per Contract Agreement	R&M-General	546001-57201	\$160.00
001	55879	02/04/15	BENSON'S HEATING AND AIR CONDITIONING, INC	C45904	Commercial ESA as per Contract Agreement	R&M-General	546001-57214	\$54.50
001	55879	02/04/15	BENSON'S HEATING AND AIR CONDITIONING, INC	S64770	Two New Thermostats	R&M-General	546001-57201	\$114.75
001	55879	02/04/15	BENSON'S HEATING AND AIR CONDITIONING, INC	S64770	Two New Thermostats	R&M-General	546001-57214	\$114.75
001	55879	02/04/15	BENSON'S HEATING AND AIR CONDITIONING, INC	S64842	Zone System & 2 Dampers/Termostate & Honeywell Boa	R&M-General	546001-57201	\$1,530.00
001	55880	02/04/15	BRIAN PESCHL	14969	Quarterly Pest Control Service	R&M-Pest Control	546070-57201	\$145.00
001	55881	02/04/15	CITY OF TALLAHASSEE	DEPOSIT	City Sewer Connection Deposit	Impr. Sewer Connection	563044-57201	\$7,500.00
001	55882	02/04/15	DENNIS WASISTO	4728	Addit'l PC setup for Ntwk & Pmtir/setup pmtr WIFI	Misc-Information Technology	549942-57201	\$135.00
001	55883	02/04/15	FEDEX	2-919-53416	Services thru 01/27/15	Postage and Freight	541006-51301	\$19.77
001	55884	02/04/15	IN THE SWIM COMMERCIAL	004904083	Portable Deck box	Op Supplies - Pool Chemicals	552009-57205	\$116.99
001	55885	02/04/15	MARPAN SUPPLY CO., INC.	1335442	Container Rental 02/01/15	Utility - Refuse Removal	543020-57201	\$26.00
001	55886	02/04/15	VERIZON WIRELESS	9738759731	Services thru 2-3-15	Communication - Teleph - Field	541005-57205	\$67.40
001	55891	02/09/15	FEDEX	2-926-55470	Services thru 2-3-15	Postage and Freight	541006-51301	\$11.70
001	55892	02/09/15	SNIFFEN & SPELLMAN, P.A.	13473	Legal Services January 2015	ProfServ-Legal Services	531023-51401	\$5,273.52
001	55893	02/09/15	CITY OF TALLAHASSEE	5610 012915	5460485610 12/27/14-01/24/15	Utility - Irrigation	543014-57201	\$92.22
001	55893	02/09/15	CITY OF TALLAHASSEE	8234385610 012915	8231385610 12/26/14-1/24/15	Utility - General	543001-57201	\$916.45
001	55893	02/09/15	CITY OF TALLAHASSEE	8234385610 012915	8231385610 12/26/14-1/24/15	Utility - Refuse Removal	543020-57201	\$91.00
001	55894	02/10/15	PETTY CASH	PC-013015	Petty Cash 1/30/15	Cash On Hand/Petty Cash	102000	\$697.07
001	55902	02/19/15	ALAN COX AQUATICS, INC.	020115	Pool Management February 2015	ProfServ-Pool Maintenance	531034-57205	\$400.00
001	55903	02/19/15	CITY OF TALLAHASSEE	5610 021115	Utilities 01/13/15-02/11/15	Electricity - Streetlighting	543013-57201	\$110.83
001	55904	02/19/15	FLORIDA ASSOCIATION OF SPECIAL DISTRICTS	2014-2015	NON-AD VALOREM MEMBERSHIP 2014-2015	Subscriptions and Memberships	554001-57201	\$500.00
001	55905	02/19/15	GARY G. ALLEN	59668	Flagged Corners & Partial TOPO	Misc-Contingency	549900-57240	\$325.00
001	55908	02/26/15	COMCAST	234005-01-05-021415	Service from 2/25/15-3/24/15	Utility - Other	543004-57201	\$195.79
001	55909	02/26/15	FEDEX	2-933-75066	Shipping for 02/03/15	Postage and Freight	541006-51301	\$38.66
001	55910	02/26/15	MARPAN SUPPLY CO., INC.	1339418	Container Rental 3/1/15	Prepaid Items	155000	\$26.00
001	55911	02/26/15	ROBERT ANDREW MILLER	14621	Tree removal % clean up	Misc-Contingency	549900-57240	\$2,975.00
001	55912	02/26/15	VERIZON WIRELESS	9740463909	Service for 2/13/15-3/12/15	Communication - Teleph - Field	541005-57205	\$72.40
001	DD000042	02/10/15	PATRICIA S. LYTLE	PAYROLL	February 10, 2015 Payroll Posting			\$963.08
001	55887	02/11/15	DAVID C. BAILEY	PAYROLL	February 11, 2015 Payroll Posting			\$1,071.55
001	55888	02/11/15	RICHARD B. STOWERS	PAYROLL	February 11, 2015 Payroll Posting			\$145.45
001	55889	02/11/15	MARIA E. ZEA	PAYROLL	February 11, 2015 Payroll Posting			\$4.62
001	55897	02/13/15	RICHARD A. KESSLER, JR.	PAYROLL	February 13, 2015 Payroll Posting			\$184.70
001	55898	02/13/15	MICHAEL D. LEE	PAYROLL	February 13, 2015 Payroll Posting			\$184.70
001	55899	02/13/15	CHERYL M. HUDSON	PAYROLL	February 13, 2015 Payroll Posting			\$174.28
001	55900	02/13/15	JOSEPH W. DIDIER	PAYROLL	February 13, 2015 Payroll Posting			\$184.70

Check Register by Fund
For the Period from 2/1/15 to 2/28/15
(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	55901	02/13/15	DELORES A. PINCUS	PAYROLL	February 13, 2015 Payroll Posting			\$184.70
001	55906	02/25/15	RICHARD B. STOWERS	PAYROLL	February 25, 2015 Payroll Posting			\$92.35
001	55907	02/25/15	DAVID C. BAILEY	PAYROLL	February 25, 2015 Payroll Posting			\$1,067.43
001	DD000043	02/24/15	PATRICIA S. LYTLE	PAYROLL	February 24, 2015 Payroll Posting			\$754.23
Fund Total								\$26,721.59
SERIES 2002 DEBT SERVICE FUND - 202								
202	55895	02/10/15	US BANK NATIONAL ASSOC	021215	Transfer Assessment Collections 2014-15	Due From Other Funds	131000	\$1,921.23
Fund Total								\$1,921.23
SERIES 2008 DEBT SERVICE FUND - 203								
203	55896	02/10/15	US BANK NATIONAL ASSOC	021215.	Transfer Assessment collections 2014-15	Due From Other Funds	131000	\$5,184.16
Fund Total								\$5,184.16
Total Checks Paid								\$33,826.98

Eighth Order of Business

8A.

Amenities Manager Report April 2015

- **Fitness Center**

- Replaced non-functioning water heater that supplies hot water to fitness center and lodge bathrooms
- The universal machine should be replaced, new multi gym system TS AP-7300 is \$9399 and the bench TS CLB 325 is \$629
- Needs to be painted

- **Lodge**

- Sonitrol installed fob reader on garage door for lifeguard entrance
- Repaired soffit on back porch
- Roof still needs to be done
- Lodge rewiring, may be best to hire engineer to check all wiring and pull permits
- Refresh furniture in lodge / new blinds
- Update kitchen, especially stove and sink area
- Wood rot on front garage door, gutters on front of lodge would help keep door dry
- Wrought iron, doors, and wood trim need painting
- Cracks along retaining wall need to be addressed



Soffit Before



Soffit After



Front Door to Garage



Retaining Walls

- **Pavilion**

- Exterior walls have been pressure washed
- Lock on men's bathroom door has been replaced
- Mold issue in bathrooms has been remediated
- Soil was relocated to edge of pavilion deck to decrease the dropoff from deck to ground
- Bathrooms need painting
- There is still an issue with runoff, edging the sidewalk should help keep water from running onto Pavilion floor
- Cracks in floor may need to be addressed



Pavilion Bathroom Before and After Mold Remediation



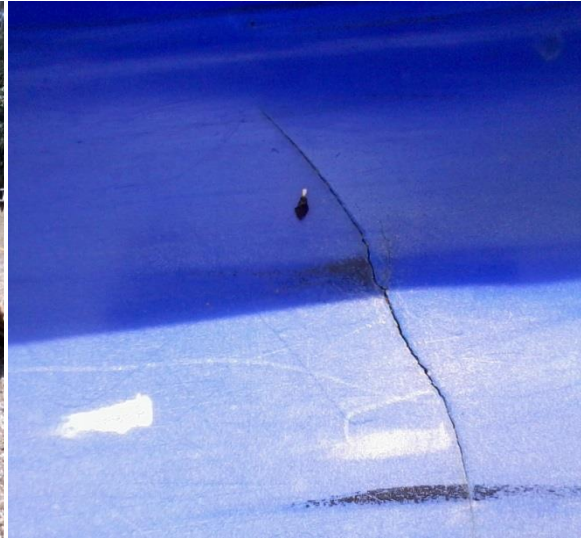
Crack in Pavilion Floor



Water from Runoff

- **Playground**

- Needs new mulch
- There is a small crack in one of the slides

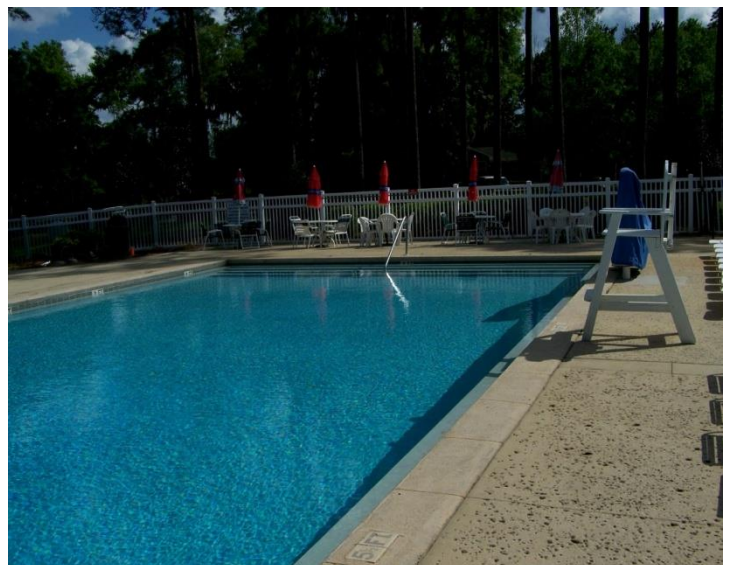


- **Pool**

- The swing arm on handicap gate has been repaired but still has issues
- Pool furniture has been cleaned by hand
- Pool deck and sidewalks were pressure washed
- Two pool cameras were replaced
- Alan Cox began weekly cleaning of pool as of March 25
- 911 phone needed, Century Link install fee is \$37 and \$32.50 + tax per month for line
- May need to replace pool gates
- Need a storage shed for pool furniture
- Pool furniture will need replacing
- Pool will need new marcite and tile



Lounge Chairs Before and After



Getting Ready to Open

Grounds

- John Hurst serviced irrigation system, numerous heads and a Hunter control box had to be replaced
- MayDay Outdoor Services created a swale to handle drainage issue
- Picnic tables were pressure washed
- Still need six pallets of sod to finish back area where sewer hook-up was done
- Landscaping around lodge needs to be refreshed
- Some picnic tables need replacing
- Still need to replace 3 security cameras
- Stairs in back need to be repaired or replaced
- Pavers by handicap picnic tables need to be leveled



Swale Work In Progress



Drainage Swale



Picnic Tables Before and After



Stairs Need to be Repaired



Pavers Need to be Leveled

- **Staffing**
 - Advertised Assistant Amenities Manager position via email and posting to web site
 - Brad Stowers continues as part-time general maintenance helper
- **Administrative**
 - No status update

8B.



Fraser Electric Inc.
 PO Box 15098
 Tallahassee, FL 32317
 (850)575-3628
 rob@fraserelectric.com
 http://www.fraserelectric.com

Proposal

Date	Proposal #
04/03/2015	1461
Exp. Date	

Address
 Piney-Z Community Development District
 210 N. University Dr. Suite 702
 Coral Spring, FL. 33071

Date	Service	Description	Amount
04/03/2015	Sales	Job: Light pole and Bath fan repair Proposal includes labor, equipment and products as listed; 1. Refurbish and furnish/install new motors for (2) 300 cfm bath fans. 2. Furnish equipment, products and labor to replace (1) 400 watt MH transformers and lamps for (1) pole light. Labor and equipment: \$575.00 Products: \$700.00 Total: \$1,500.00	1,275.00
Total			\$1,275.00

Thank you for allowing us to prepare a confidential proposal for you. All labor and products furnished and installed by Fraser Electric Inc. include our exclusive (2) year FREE labor and FREE product replacement warranty. (Exceptions: Light bulbs and Elements)
 Thank you,
 Fraser Electric Inc.

Accepted By _____ Accepted Date _____



BID FORM

G and S Fence and Deck

2931 Crescent Park Dr.

Tallahassee, FL. 32311

Brian Moon: 850-443-7380

Office: 850-694-1060

Brian@GandSfence.net

www.gandsfence.net

BID NO. 106

Date 4/6/15

Client	Address	Phone
Piney Z Community Development	Piney Z Pool	850-656-4007
Contact/Project Manager	email	Fax
Pati Lytle	cddofcmgr@pineyzcdd.com	850-656-4008

Specifications	COST
<p>Materials and installation of a new 6' tall x 4' wide walk gate.</p> <p>This includes removing the existing gate and the three steel posts.</p> <p>One of the gate posts will be core drilled into the concrete, and the existing post hole will be filled with concrete.</p> <p>Adjustable spring hinges will be used for pool code compliance.</p> <p>This includes two pedestals for entry and exit.</p> <p>*This does not include any electrical wiring or the magnetic latch.</p> <p>This should be covered by Sonitrol.</p>	\$ 1,960.00
<p>Materials and installation of a new 4' tall x 6' wide walk gate.</p> <p>This includes replacing the two gate posts.</p> <p>Adjustable spring hinges will be used for pool code compliance.</p> <p>*This does not include any electrical wiring or the magnetic latch.</p> <p>This should be covered by Sonitrol.</p>	\$ 880.00
Total	\$2,840.00



**RiverKing
Custom
Painting**

Clean ★ Fast ★ Dependable

Residential and Commercial Services

3501 Martin Hurst Rd

Tallahassee, FL 32312

Phone 850.893.0168 Fax 850.893.2414

franchisesupport@riverkingpainting.com

"We Make You Look Good"

04.01.15

Date

Proposal

Customer:

Piney Z Plantation

Job Address:

950 Piney Z Plantation Road

Contact:

David 656-4007

We are pleased to submit the following bid:

1. Chemically test all paint to determine coating compatibility for outstanding results with no peeling paint
2. Cover and protect all areas from paint spatter to leave your property spotlessly clean
3. Painters do not remove/replace fixtures, window coverings, etc. unless specifically mentioned in proposal.
4. Rust prep (sand, rust neutralize, rust inhibitive primer, and paint) if needed
5. Ceilings - prep, apply stain blocking primer where needed, full prime, and 1 or 2 coats paint
6. Walls - patch, sand, prepare properly, spot prime, full prime, and 1 or 2 coats paint
7. Trim - prepare, sand, clean, set nails, putty, caulk with premium caulk, allow caulk to completely dry before painting, full prime, spot prime, and 1 or 2 coats paint
8. Repaint the Two clubhouse bathrooms walls and ceilings \$780.00
9. Repaint fitness room \$1120.00
10. Repaint area on outside of main house TBD.
11. Total \$1900.00
12. Tell us your preferred brand and type of paint and we will use it on your job. If you're not sure we will gladly consult with you. Brand choice may change job cost.
13. We will cleanup all work related debris to leave your job clean and looking good every day
14. We will clearly label and leave at least 1 quart of each coating used on the job for future touchups and repainting.
15. Tell us when your ideal start time is if you're pleased with this proposal. If there is something about this proposal that leaves you with questions or you don't feel like we have addressed your project the way you intended, call us and we will revisit and adjust to your specs. Thank you, The RiverKing team.

Interior Painting – New Construction

16. Cover and protect all areas from paint spatter to leave your property spotlessly clean
17. Prepare trim sand, clean set nails, putty and caulk with premium caulk, allow caulk to dry completely before painting
18. Trim – full prime, 2 coats, latex gloss or semi gloss
19. Ceilings – full prime, 2 coats, latex flat white
20. Prepare walls - patch, sand, prepare properly
21. Walls – full prime, 2 coats, latex flat or satin
22. 2 wall colors are included in base price
23. Tell us your preferred brand and type of paint and we will use it on your job. If you're not sure we will gladly consult with you. Brand choice may change job cost.
24. We will cleanup all work related debris to leave your job clean and looking good every day
25. We will clearly label and leave at least 1 quart of each coating used on the job for future touchups and repainting.
26. Tell us when your ideal start time is if you're pleased with this proposal. If there is something about this proposal that leaves you with questions or you don't feel like we have addressed your project the way you intended, call us and we will revisit and adjust to your specs. Thank you, The RiverKing team.

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**RiverKing
Custom
Painting**

Clean ★ Fast ★ Dependable
Residential and Commercial Services

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Thank you for choosing us to provide care to your largest investment. RiverKing warranties labor for 3 years from date of completion. All materials are guaranteed to be as specified and to carry manufacturer's warranty. All work will be completed in a neat and work like manner. The contractor agrees that all work provided by our company will be conducted to the standards practiced by RiverKing, which will equal or exceed the standards of painting work in Leon County. We look forward to making your property look its best and provide protection from the elements. All our jobs are inspected by our trained supervisors and double inspected with the contact person to give you a great paint job. RiverKing is fully licensed and carries workman's compensation insurance and general liability insurance. We are bonded against theft, for your protection. When matching color we will do our best to achieve the closest match possible but may be noticeable on touchups. If sheetrock is damaged from wallpaper removal, we will have to take extra steps to smooth out walls. This will be an unknown extra expense going into wallpaper removal and require more than the usual preparations. Thank you for your understanding. RiverKing is not responsible for paint left by other painters where it is not supposed to be. We will try to clean it up for you. We want you to receive the greatest value possible not just the lowest initial price. Thank you. Any alteration or deviation from above specifications involving significant labor and/or material-cost will become a change order. Change orders are payable in advance. We propose to furnish and install the above services and materials for the sum of (\$)

Payment to be made as follows:

Job Amount: \$
Good Faith Payment: \$
Balance Due: \$

Balance of payment to be made upon substantial completion.

Owner's Acceptance:

The foregoing terms, specifications, and conditions are understood, satisfactory, and hereby agreed to. RiverKing is authorized to do the work specified and payment will be made as outlined above. The signer upon signing this agreement represents and warrants that he is the owner/authorized agent for payment of the aforesaid premises and that he has read this agreement. In the event collections are necessary, the owner is responsible for collection fees, plus late fees. This proposal may be withdrawn if not accepted within 30 days. We will place our sign in the yard to let people know we are taking care of your painting. We take pride in your job and want to advertise our presence. We want you to receive a long lasting and good looking paint job, from a company you can trust. Your referrals are greatly appreciated by us and we promise you that we will provide the highest level of service to everyone you refer to us. Thank you.

Owner/Authorized Agent: _____ Date: _____

We make you look good!

Ron Erichson Painting LLC
1072 Winter Ln.
Tallahassee, Fl. 32311

04/03/2015

Piney-Z CDD

Estimate to repaint Exterior Amenities Bldg.-All paint surfaces (& unpainted back railing).

- Pressure wash and remove mildew (including porches, steps and walkways).
- Remove unstable paint and rust
- Primer coat
 - Osphoric acid on lentils and iron and other ferrous metal to neutralize remaining rust
 - Kilz Premium primer on wood surfaces
- Caulk and fill cracks, holes seams etc.
- Finish coat
 - Behr Marquee on wood (Lifetime warranty and sheds dirt).
 - Rustolium alkyd paint on ferrous metals
- Use premium quality materials throughout.
- Protect non-paint surfaces.

We propose to complete the above work for the sum of Fifty two hundred dollars (\$5200.00) payable upon completion.



Ron Erichson

Ron Erichson Painting LLC
1072 Winter Ln.
Tallahassee, Fl. 32311

04/03/2015

Piney-Z CDD

Estimate to repaint workout center inside amenities building (all paint surfaces).

- Remove unstable paint/mildew
- Apply two coats mildew inhibitive paint to walls and ceiling, owners choice of color
- Use premium quality materials throughout.
- Protect non-paint surfaces.

We propose to complete the above work for the sum of Nineteen hundred twenty dollars (\$1920.00) payable upon completion.

A handwritten signature in blue ink, appearing to read "Ron Erichson", is written in a cursive style.

Ron Erichson

Ron Erichson Painting LLC
1072 Winter Ln.
Tallahassee, Fl. 32311

04/03/2015

Piney-Z CDD

Estimate to repaint Restroom facilities by swimming pool

- Remove unstable paint/mildew
- Apply two coats mildew inhibitive paint (bathroom specific) to walls and ceiling, owners choice of color
- Use premium quality materials throughout.
- Protect non-paint surfaces.

We propose to complete the above work for the sum of Thirteen Hundred Eighty Dollars (\$1380.00) payable upon completion.



Ron Erichson