

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

MAY 11, 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

May 4, 2015

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, May 11, 2015 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop beginning at 3:30 p.m., followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

Workshop: 3:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Insurance Coverages**
- 5. Financial Processes (Petty Cash, Payroll, Billing/Vendor Payments)**
- 6. Supervisor Roles (Chairman, Vice Chair, Treasurer, etc.)**
- 7. Public Records Role & Processes**
- 8. Staffing (Amenities Manager, Asst. Office Manager, Maintenance, and Lifeguards)**
- 9. Partner Businesses & Vendors (Alan Cox Aquatics, John Hurst Landscaping, Maureen McCarthy Daughton, LLC, Severn Trent, & Recent Vendor Projects on Property)**
- 10. Modification of Operational Hours and/or Amenities**
- 11. Consultative Update from Melinda J. Parker**
- 12. Discuss Proposed FY 2016 Budget**
- 13. Workshop Schedule & Discussion Topics**
- 14. Adjournment**

Regular Meeting: 6:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Approval of the Minutes**
 - A. March 25, 2015 Emergency Meeting
 - B. April 13, 2015 Amenities Manager Candidate Review Committee Meeting
 - C. April 13, 2015 Workshop
 - D. April 13, 2015 Rule Development Workshop
 - E. April 13, 2015 Regular Meeting

- 5. Acceptance of the March 2015 Financial Statements and Approval of the Check Register and Invoices**
- 6. Amenities Manager's Report**
 - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)
- 7. District Attorney's Report**
 - A. Consideration of Revised Amenity Policies and Procedures
 - B. Consideration of Alcohol Use Policies While Using District Amenities
 - C. Approval of Rental Rate Rules
 - D. Follow-up Regarding Payment of Supervisors for Attendance at Workshops
- 8. Organizational Matters**
 - A. Consultative Update from Melinda J. Parker
- 9. Business Matters**
 - A. Insurance Coverages
 - B. Staffing (Amenities Manager, Asst. Office Manager, Maintenance, and Lifeguards)
 - C. Financial Processes (Petty Cash, Payroll, Billing/Vendor Payments)
 - D. Supervisor Roles (Chairman, Vice Chair, Treasurer, etc.)
 - E. Workshop Schedule & Discussion Topics
 - F. Public Records Role & Processes
 - G. Partner Businesses & Vendors (Alan Cox Aquatics, John Hurst Landscaping, Maureen McCarthy Daughton, LLC, Severn Trent, & recent vendor projects on property)
 - H. Modification of Operational Hours and/or Amenities
- 10. District Manager's Report**
 - A. Discussion of Draft Proposed FY 2016 Budget
- 11. Supervisor Requests**
- 12. Adjournment**

Enclosed for your review are copies of the minutes of the March 25, 2015 emergency meeting, April 13, 2015 Amenities Manager Review Committee meeting, April 13, 2015 Rule Development workshop, April 13, 2015 workshop and April 13, 2015 regular meeting, the March 2015 financials and the FY 2016 draft proposed budget.

Under the Attorney's Report, there will be consideration of revised amenity policies & procedures, with a draft policy included along with a blackline copy so that you can see the proposed changes. Also included are a draft policy regarding alcohol use at amenity facilities, draft rental rate rule, and support for a follow-up item on Supervisor meeting attendance payment.

Enclosed for your consideration under Organizational Matters is a Consultative Update from Melinda J. Parker along with several supporting documents.

Piney-Z CDD
May 4, 2015

Any additional supporting materials we have received for the items listed above are enclosed. 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	Mary Ann Peterman
	Pati Lytle	Brett Sealy	Claudia Vaccaro

Fourth Order of Business

4A.

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

An emergency meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Wednesday, March 25, 2015 at 3:30 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
Cheryl Hudson	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary (via phone)
Maureen Daughton	District Counsel
David Bailey	Amenities Manager
Pati Lytle	Office Manager
Residents	

The following is a summary of the discussions and actions taken at March 25, 2015 Piney-Z Community Development District Board of Supervisors Emergency Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was led by Ms. Pincus.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

**Staffing Replacement and
Operational Issues**

- Mr. Didier read the notice published in the Tallahassee Democrat.
- Ms. Lytle's last day is today and Mr. Bailey has submitted his resignation effective March 31, 2015.
- Mr. Kessler thanked Ms. Lytle and Mr. Bailey for the work they have done. He noted they received reports from both listing the things they have done over the

last several months.

- The things they need to formulate for this meeting and finding replacements is what to do about advertising, whether or not the scope of the position(s) needs to be redefined, whether they are going to take in resumes, whether there will be a resume screening process, what the follow-up selection process is going to be and what they can get done if they can safely continue operation and safely and effectively make the pool schedule and get opened on time.
- Ms. Hudson noted Ms. Lytle and Mr. Bailey have done a great job and she would like to know what they can do to keep them. She noted she thinks this needs to be a full-time position.
- Ms. Pincus noted they need to hire two part-timers immediately if they can and maybe extend their hours by five hours each, to see how that works and if there is an issue let them come to us and say we need more hours or if they see one person can handle it all maybe we just need a full-time person.
- Ms. Pincus noted she feels they gave them too much to do in a short time and not enough hours to get it done.
- Mr. Didier addressed Ms. Lytle and Mr. Bailey's situations noting Ms. Lytle is retired and has been doing them a favor but has other aspirations and travel plans and Mr. Bailey is looking for less hours and cannot accomplish the things he is doing now within the allotted time much less more hours.
- Mr. Didier has reached out to FASD and FSU but has not heard back from either.
- Mr. Kessler addressed part-time versus full-time and addressed the current items that have come up.
- Mr. Didier addressed:
 - Hiring for the pool and inquired if the Board would like to delegate the authority to him or if another Supervisor would like to volunteer.
 - Creating proper infrastructure that has not been documented or followed consistently.
 - Petty cash - have a count and reconciliation done, redeposit in BB&T or secure on premises and assigned someone the key.
 - Mr. Kessler reported they did a petty cash review today.

- Discussion followed on petty cash with the outcome being Mr. Kessler will secure the petty cash.
 - Update contacts for Sonitrol. Ms. Pincus to serve as primary contact with Mr. Didier as secondary contact effective April 9, 2015.
 - Move forward to complete projects - i.e. removal of non-working cameras.
 - Ms. Cynthia Williams noted the floodlight at the pool has been out for some time.
- Ms. Lytle reviewed current and needed projects.
- Mr. Kessler clarified this is an emergency meeting and there are items the Board has not seen which are being presented. There was no agenda planned; they are reacting to the situation at hand.
- Ms. Daughton noted the emergency meeting is to address Mr. Bailey's resignation and interim measures and she recommended they not address long-term issues.
- Discussion followed on filling the staffing void in the short-term.
 - Advertising.
 - Job Description. Mr. Kessler provided a job description he created September, 2014.
 - Is a contract needed for part-time positions?
- Mr. Frank Cicione addressed determining if they need a full or part-time person before working on a job description and make it work accordingly.
- Mr. Didier addressed the history of the Property Manager / Amenity Manager position.
- Discussion followed on if there are any triggers if someone were to work 34, 39 or 40 hours they should be concerned with.
 - Ms. Daughton noted going over 30 hours is not a concern because of the number of employees.
 - The Employment Agreement was in place before due to the benefits the employee received. Discussion followed on the Employment Agreement.
- Ms. Paige Didier inquired as to the trigger between part-time and full-time employment.
 - Ms. Daughton responded there is a trigger, not in terms of health care

benefits and such, but in terms of overtime and those sorts of issues.

Mr. Kessler MOVED to continue with two part-time positions for the Amenities Manager and Assistant Amenities Manager and Ms. Pincus seconded the motion.

- Ms. Hudson addressed her concerns with the number of hours for the positions.
- Ms. Pincus noted it needs to be more than 29 hours to accomplish what they need to; at least 35 hours.
- Mr. Didier addressed hiring an Assistant Amenities Manager in the interim.
- Discussion followed on the 29 hour cap.

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

- It was reported Mr. Bailey has interviewed one applicant for the Assistant Amenities Manager position.
- Discussion continued on filling the positions.
- Mr. Kessler inquired if Mr. Bailey would consider working past March 31st in a reduced capacity.
- Mr. Bailey responded he is willing to work but on April 12th he will not be in town.
- Discussion followed on the person interviewed for the Assistant Amenities Manager.

Mr. Kessler MOVED to continue with the hiring process for the Assistant Amenities Manager position and Ms. Hudson seconded the motion.

- Mr. Bridges addressed Mr. Bailey staying on until April 12th to help with the transition process.

Mr. Kessler amended the motion to include Mr. Bailey staying through Thursday, April 9, 2015 to assist with the transition and Ms. Hudson seconded the amendment.

- A resident noted the Board should be involved in the hiring and Mr. Didier noted he can work with Mr. Bailey.

Mr. Kessler amended the motion to include Mr. Didier working with Mr. Bailey on the hiring process and Ms. Hudson seconded the amendment.

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

Ann Pincus - Aye
Cheryl Hudson - Nay
Richard Kessler – Aye
Joe Didier – Aye

- Advertising for the Amenities Manager, a published notice for a selection committee, and a due date for resumes was discussed.
- Ms. Daughton suggested they post now on the website, set a date of April 6th for submissions, and set a date for the selection committee.
- Resumes will be sent to Ms. Parker.

On MOTION by Mr. Kessler seconded by Ms. Hudson, to set a resume submission date of Monday, April 6, 2015 and establish a selection committee to meet prior to the April 13, 2015 workshop and report their findings at the meeting on April 13, 2015 with resumes to be sent to Ms. Parker for distribution to the selection committee members was approved with votes as follows:

Ann Pincus - Aye
Cheryl Hudson - Aye
Richard Kessler – Aye
Joe Didier – Aye

- Discussion followed on the selection committee.

On MOTION by Mr. Didier seconded by Mr. Kessler, the selection committee members to be Mr. Didier, Ms. Pincus, and Mr. Frank Cicione for the Amenity Manager submissions review and evaluation with the meeting to be held at 1:00 p.m. on April 13, 2015 was approved with votes as follows:

Ann Pincus - Aye

Cheryl Hudson - Aye

Richard Kessler – Aye

Joe Didier – Aye

- Ms. Davis will distribute the draft notices to the attorney and Mr. Didier to review.
- Hiring documents were addressed.
- Mr. Kessler request the hiring and meeting notices be distributed through an e-blast.
- Mr. Kessler addressed possibly discontinuing some services until staffing is back up.
- Mr. Didier thanked Ms. Lytle for her help of the Board, community and CDD over the last seven months, stating it is appreciated.

FIFTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

Janice Eggleton Davis
Secretary

Joseph Didier
Chairman

4B.

MINUTES OF AMENITIES MANAGER CANDIDATE REVIEW COMMITTEE
PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

The Amenities Manager Candidate Review Committee meeting was held on Monday, April 13, 2015 at 1:00 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present were:

Ann Pincus
Frank Cicione

Assistant Secretary
Committee Member

The following is a summary of the discussions at April 13, 2015 Amenities Manager Candidate Review Committee Meeting.

SECOND ORDER OF BUSINESS

**Review & Discussion of Amenities
Manager Candidates**

Mrs. Pincus and Mr. Cicione met at the Piney-Z Club House and Mrs. Pincus noted the *Tallahassee Democrat* newspaper ad for the Amenities Manager position only ran three (3) days prior to the date which the resumes were to be submitted on April 6, 2015. With only 4 resumes being received, she suggested that the Board should run the ad again and maybe use Craig's List, and other avenues for a broader viewing audience. Mr. Cicione agreed that this recommendation should be made at the 3:30 p.m. Workshop.

THIRD ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

Ann Pincus
Assistant Secretary

4C.

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

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held Monday, April 13, 2015 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present were:

Joe Didier
Richard Kessler
Michael Lee
Cheryl Hudson
Ann Pincus
Mary Peterman
Numerous Residents

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary
Assistant Office Manager

The following is a summary of the discussions at the April 13, 2015 Piney-Z Community Development District's Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

Hearing no comments from the audience, the next order of business followed.

FOURTH ORDER OF BUSINESS

Pool Preparation

- Eight to nine lifeguards are returning.
- The pool will be cleaned and repairs will be made.
- The chairs are being re-painted and the new umbrellas from last year will be put up.
- The defibrillator will be checked.

- Lifeguard uniforms have to be ordered.
- A manual has been prepared which will be distributed to all lifeguards.
- Phones were discussed.
- The first scuba class takes place Friday evening.

FIFTH ORDER OF BUSINESS

Staffing (Amenities Manager, Assistant Office Manager, Lifeguards, etc.)

- Ms. Pincus gave the Board a brief overview of the earlier meeting of the Amenities Manager Review Committee.
 - Four resumes were received for the Amenities Manager position.
 - The ad should be run again, possibly on craigslist.
- There is concern about getting an Amenities Manager in time to manage the pool when it opens.
- It was suggested that Ms. Peterman be kept in the position for a few weeks, and the Board will look at the job description to determine whether or not Ms. Peterman should take over the position.
- The CDD should provide guidance to staff since they are in charge of the pool.

SIXTH ORDER OF BUSINESS

Facilities Rental Calendar

There being no comments or questions, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Board & Staff Training

- Records Management Seminar – Tuesday, April 28th at 9:00 a.m.**
 - Ms. Peterman will attend this seminar, which is under \$100.
- Leadership Tallahassee Building Better Boards – Tuesday, May 5th at 4:30 p.m.**
 - Board members may be interested in attending.
- FASD Conference – Monday, June 22nd – Thursday, June 25th**
 - It may be worthwhile sending a couple of people to this conference, which will be discussed at the meeting.

EIGHTH ORDER OF BUSINESS

Detailed Property Survey

- The Board is trying to complete a new survey. One was previously done showing elevation of the small area in the back to allow the engineer to do his drawings.

No one really has knowledge as to where everything is. Therefore, a survey is necessary.

NINTH ORDER OF BUSINESS

Modification to Operational Hours and/or Amenities

- Some changes need to be made to operational hours. No action is required at this time.

The Board recessed this Workshop to hold the Rule Development Workshop. The Board reconvened this Workshop at approximately 5:32 p.m.

TENTH ORDER OF BUSINESS

Consultant & Project Updates

- The consultant has had her contract for approximately 11 days.
- There are several issues which need to be clarified on the Master Policy.
- The Personnel Procedures Book is half done.
- Inventory is 25-30% done.
- The website was addressed.
- She is ready to proceed with the website.

ELEVENTH ORDER OF BUSINESS

Board Priorities (Chairman Didier)

- Electricity in this building needs to be re-wired since it was last done when the structure was built. An Electrical Engineer should be engaged to do a study of the lodge to determine what needs to be done.
 - A permit will be approved much faster.
 - Specific information will be given to the electrician to do the work appropriately.
 - The cost is \$4,000 to \$5,000.
- The roofs are leaking and should be repaired. The gutters should also be addressed.

TWELFTH ORDER OF BUSINESS

Discussion of Draft Budget for Fiscal Year 2016

There being no comments or questions, the next order of business followed.

April 13, 2015

Piney-Z CDD

THIRTEENTH ORDER OF BUSINESS Adjournment

There being no further business, the Workshop was adjourned.

Janice Eggleton Davis
Secretary

Joseph Didier
Chairman

4D.

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

A rule development workshop of the Board of Supervisors of the Piney-Z Community Development District was held Monday, April 13, 2015 at 4:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present were:

Joe Didier
Richard Kessler
Michael Lee
Cheryl Hudson
Ann Pincus
Maureen Daughton
Numerous Residents

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary
District Counsel

The following is a summary of the discussion at the April 13, 2015 Piney-Z Community Development District's Board of Supervisors Rule Development Workshop.

- Ms. Daughton opened the workshop regarding rule development for consideration of rental fees for amenities.

The record shall reflect this Workshop was advertised pursuant to Section 120.54(2)(c) of the Florida Statutes. Notice of the Workshop was also posted on the website,; and provided to residents via e-mail.

- The Board has two considerations:
 - Whether the District should continue to rent the amenities only to those who live within the community as well as pass holders, those who purchase passes to use all of the amenities or whether to allow non-residents to rent the amenities.
 - Whether to charge non-residents the same rate charged to residents.

FIRST ORDER OF BUSINESS**Audience Comments**

- Ms. Pati Lytle commented non-residents should be granted use of the amenities as it may help to boost maintenance activity of the amenities facilities. Residents should be granted a discount under the stated rates.
- A resident was told the rates for use of the amenity facility for a gathering are as follows:
 - 0-25 \$150
 - 25-50 \$250
 - 50-111 \$400
 - A deposit in the amount of \$500 is necessary, but the check is never cashed unless there is damage.
- A resident suggested lowering the rates for residents and increasing the rates for non-residents.
- Currently, any events held by non-residents must be sponsored by a resident.
- Rental is \$25 per hour.
- A flat rate may be considered.
- The facility staff may be interested in contracting with a caterer.
- There is property available outside of the facility for events and for rental at an additional rate.
- Mr. Richard Kessler commented profitability needs to be determined.
- A resident suggested hiring a cleaning service for the facility.
- Ms. Mildred Barringer recommends giving homeowners a discount and rent to non-residents.
- Liability for use of the room should be considered.
- Mr. Kessler wanted to know if there are any concerns with the facility being a public entity in relation to the residents to differentiate rate structure. This was addressed in Chapter 190 of the Florida Statutes.
- Someone stated they were told by Ms. Daughton the District may keep the same rates with the caveat they can increase by a certain percentage on an annual basis, not to exceed a certain number.

SECOND ORDER OF BUSINESS

**Discussion of Rule Development for
Establishing Rate for Leasing Amenity
Facilities**

- The Board concurred there should be a rate differentiation between residents and non-residents, and a base fee should be established.
- It was suggested the rental revenues go into a particular line item for amenity repairs and renovation.
- The Board will have to adopt a Resolution giving authority to increase the rate. A Public Hearing is necessary to discuss it.
- The rule may be linked to a policy stating criteria to be met for use of the room which may also specify the type of events which can be held.

THIRD ORDER OF BUSINESS

Adjournment

There being no further business, the Workshop was adjourned at 5:31 p.m.

Janice Eggleton Davis
Secretary

Joseph Didier
Chairman

4E.

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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, April 13, 2015 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road; Tallahassee, Florida.

Present and constituting a quorum were:

Joseph Didier
Richard Kessler
Michael Lee
Cheryl Hudson
Ann Pincus

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Janice Eggleton Davis
Maureen Daughton, Esq.
Mary Ann Peterman
J. Gaines
Melinda J. Parker
Numerous Residents

District Manager/Secretary
District Counsel
Assistant Office Manager
Berger, Toombs, Elam Gaines & Frank (via phone)
Consultant

The following is a summary of the discussions and actions taken at the April 13, 2015 Piney-Z Community Development District's 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 recited.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next order of business followed.

FOURTH ORDER OF BUSINESS

**Acceptance of Fiscal Year 2014 Audit Report
Prepared by Berger, Toombs, et al**

The Fiscal Year 2014 Audit was presented for acceptance; copies of which were included in the agenda package.

- Mr. J. Gaines participated via telephone and explained some aspects to the report.
- The payment pursuant to the Settlement Agreement with Piney-Z Land Company relative to the boundary amendment was addressed.
- There are no negative findings within the report.
- There is a new Attestation Report on the last page which was also positive.

Mr. Kessler MOVED to accept the Audit for the Fiscal Year ended September 30, 2014; and Mr. Lee seconded the motion.

Upon further discussion,

The prior motion was approved as follows:
Joseph Didier – Aye
Richard Kessler – Aye
Michael Lee – Aye
Cheryl Hudson – Aye
Ann Pincus - Aye

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Ratification of Actions Taken at the March 25, 2015 Emergency Board Meeting

Mr. Lee MOVED to ratify actions taken at the March 25, 2015 Emergency Board Meeting and Ms. Hudson seconded the motion.

- Mr. Kessler clarified these actions were voted on.
- These items have to be ratified because they were approved at an emergency meeting as pursuant to the District's rules.

There being no further discussion,

The prior motion was approved as follows:
Joseph Didier – Aye
Richard Kessler – Aye
Michael Lee – Aye
Cheryl Hudson – Aye
Ann Pincus - Aye

B. Ratification of Agreement with Melinda J. Parker for Consulting Services

Mr. Lee MOVED to ratify the Agreement with Melinda J. Parker for Consulting Services and Ms. Pincus seconded the motion.

Upon further discussion,

The prior motion was approved as follows:
Joseph Didier – Aye
Richard Kessler – Aye
Michael Lee – Aye
Cheryl Hudson – Aye
Ann Pincus - Aye

C. Consultative Update from Melinda J. Parker

- Ms. Parker has read through the insurance policy, which she will bring up for discussion at the next meeting.
- Ms. Parker has already started her inventory.
 - Serial numbers are needed on some equipment.
- The website should be published within the next 10 days.
- Personnel procedures is 40% complete.
- Ms. Parker has a call into the City Attorney’s office regarding the municipal ordinance.
- Ms. Parker has done some historical reporting regarding how amenities were handled in the past.
- Ms. Parker will provide two books, one for Resolutions and one for Agreements.

SIXTH ORDER OF BUSINESS

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

Mr. Didier stated each Board member received a copy of the minutes of the March 9, 2015 workshop and regular meeting and requested any additions, corrections or deletions.

Ms. Hudson MOVED to approve the minutes of the March 9, 2015 workshop and regular meeting and Mr. Lee seconded the motion.

- Minutes of the emergency meeting were not included because the recording file was not received in time.
- On Page 12 in the second motion box, the explanation was not clear. The Board only rescinded the requirement that the workshop agenda topics be set at the prior meeting.

- Agendas were discussed.

There being no further discussion,

The prior motion was approved as follows:

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

SEVENTH ORDER OF BUSINESS

Acceptance of the February 2015 Financial Statements and Approval of the Check Register and Invoices

Mr. Lee MOVED to accept the February 2015 Financial Statements and approve the check register and invoices; and Ms. Hudson seconded the motion.

- The debt service fund balance was discussed.

There being no further discussion,

The prior motion was approved as follows:

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

EIGHTH ORDER OF BUSINESS

Amenities Manager's Report

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

- The back lot has an issue with holding water in the swale.

B. Authorization for Repairs to Pavilion Bathroom Exhaust Fans, Flood Lights, Gate(s), Phone at pool, and/or Painting, etc.

- The authorization for repair of the Pavilion restrooms includes mildew mitigation.
- Some lights need to be replaced.
- The restrooms need to be painted.
- There are two electrical issues, the two restroom fans in the Pavilion and the lights.

Mr. Lee MOVED to approve repair of the two restroom fans in the Pavilion and repair of the lights not to exceed \$1,275 and Ms. Hudson seconded the motion.

- Ms. Lytle commented perhaps it makes sense to call Fraser Electric to ask them for the price of an additional bulb for the light out front, which is currently working.

There being no further discussion,

The prior motion was amended for not to exceed \$1,600 per Ms. Lytle's suggestion and approved as follows:
Joseph Didier – Aye
Richard Kessler – Aye
Michael Lee – Aye
Cheryl Hudson – Aye
Ann Pincus – Aye

- Painting was discussed. The Board is not looking to take action on painting the fitness center or exterior. The pavilion restrooms will be painted.

On MOTION by Mr. Lee seconded by Ms. Hudson, the proposal from JEO Painting, LLC in the amount of \$750 was approved with votes as follows:
Joseph Didier – Aye
Richard Kessler – Aye
Michael Lee – Aye
Cheryl Hudson – Aye
Ann Pincus – Aye

NINTH ORDER OF BUSINESS

District Attorney's Updates and Discussions

- A. **Authorization to Draft and Advertise Notice of Proposed Rule Regarding Rental of Amenities**
 - There are two issues associated with rental of the amenities.
 - First of all, whether the Board is in the position to direct Counsel to draft a rule as to whether to allow non-residents to rent amenities.
 - Secondly, if the Board wishes to proceed with allowing non-residents to rent the amenities, whether to have the cost remain the same as for those who live within the District.

Mr. Lee MOVED to approve the right to grant non-residents use of the amenities and provide residents a 25% discount and Ms. Pincus seconded the motion.

- Mr. Didier commented there should be specific rates of \$200 for up to 50 people and \$400 for 50+ people. The Pavilion should cost \$100 for half of it and \$200 to include the other half.
- Pricing should not be combined.
- The Statute was discussed.
- Basically, there will have to be two sets of rates enumerated in the new rule.
- Background of costs is necessary.
- The current motion does not include a specific rate, just a discount.

There being no further discussion,

The prior motion was approved as follows:

Joseph Didier – Aye
Richard Kessler – Aye
Michael Lee – Aye
Cheryl Hudson – Aye
Ann Pincus – Aye

- Language may be added to the rule indicating adjustment of rates not more than once per year.
 - Mr. Kessler will forward any edits or changes he suggests to Ms. Daughton.
 - The Board will likely proceed with rulemaking after the next meeting to give everyone time to study it.
 - The revised policies will be presented at the next meeting.
- B. Adult Swim Waiver and Release**
- This was previously tabled in order for the cameras to be repaired.
 - The two cameras adjacent to the pool were repaired so far.
 - The policy statement is unclear.
 - No action is required at this time.
 - Mr. Kessler would like the statement to reflect whether or not guests will be allowed to participate in the adult swim.

Mr. Kessler MOVED to adopt the Adult Swim Waiver and Release and include in the published policies that guests are not allowed to participate.

- There will be no lifeguard for the Adult Swim sessions.

Upon further discussion,

There being no second, the prior motion failed.

The record will reflect the Board took a brief recess.

TENTH ORDER OF BUSINESS

Business Matters

A. Pool Preparation – Opening Day is Saturday, April 18, 2015 at 10:00 a.m.

- Scheduling and other items need to be determined.
- Everything is going well with the pool preparation.

B. Staffing (Amenities Manager, Assistant Office Manager, Lifeguards, etc.)

- Mr. Didier will work with Ms. Peterman to determine who is coming back to work along with getting uniforms ordered.
 - Discussion ensued on the ability to purchase a gift or debit card to enable staff to order on-line. It was noted that policies will need to be developed, such as keeping it in a lockbox, if the Board authorizes purchase of such a card.
 - Discussion also ensued on having merchant credit cards for the District, and it was noted that in the past, issuers required the card be assigned to a person who was required to provide their credit information and serve as guarantor on the card.
 - Mr. Kessler would like one of the managers to be a focal point for the pool.
 - Ms. Peterman has agreed to act as an Interim Amenities Manager.

C. Board & Staff Training

- i. **Records Management Seminar – Tuesday, April 28th at 9:00 a.m.**
 - Ms. Peterman will attend. It costs \$90 per person for the entire day.
- ii. **Leadership Tallahassee Building Better Boards – Tuesday, May 5th at 4:30 p.m.**
 - This is \$40 and fills up quickly.
- iii. **FASD Conference – Monday, June 22nd – Thursday, June 25th**
 - This conference is costly.

Mr. Lee MOVED to approve purchase of \$90 for Ms. Peterman to attend the Records Management Seminar and \$80 for two individuals to attend the Leadership Tallahassee Building Boards; and Mr. Didier seconded the motion.

After further discussion,

The prior motion was approved as follows:

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

- The FASD Conference was discussed further.

Mr. Lee MOVED to approve a budget of \$1,200 for the Chairman to attend the FASD Conference; and Ms. Pincus seconded the motion.

Upon further discussion,

The prior motion was approved as follows:

Joseph Didier – Aye
Richard Kessler – Nay
Michael Lee –Aye
Cheryl Hudson – Nay
Ann Pincus – Aye

D. Detailed Property Survey

- This was discussed at the workshop, but no action is required.

E. Modification to Operational Hours and/or Amenities

- This was discussed at the workshop, but no action is required.

ELEVENTH ORDER OF BUSINESS

District Manager's Report

A. Discussion of Draft Budget Priorities and Process for FY 2016

- Ms. Davis gave a brief overview of the draft budget, noting that the portion of the Piney-Z Land Co. settlement for FY2016 has been taken into account.
- The last page shows the resulting assessments by lot size [product type].
- With this draft there is an overall increase in the budget.
- The June meeting action will be to approve the tentative budget and set the highest assessments can be.

- The budget must be adopted by the September meeting.
- Memberships were addressed. It was requested that a budget of \$3,000 be added for training under Parks & Recreation.
- \$10,000 will be allocated to reserves.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Didier commented staff is trying to catch up on items, including distribution of keys.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

Janice Eggleton Davis
Secretary

Joseph Didier
Chairman

Fifth Order of Business

MEMORANDUM



TO: Board of Supervisors
FROM: Tiziana Cessna, District Accountant
CC: Janice Eggleton Davis, District Manager / Stephen Bloom, Assistant Treasurer
DATE: April 22, 2015
SUBJECT: Piney-Z CDD – March Financial Report

Please find attached the March 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 106% of the YTD budget, due to the settlement portion for 2015.

- The YTD Non-Ad Valorem assessments collections are at 97% 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 March were at a favorable 79% of the YTD budget (prorated) with the following notes for the fiscal year:

- Administration Department - Legal Services are billed through March, and are over budget.
- 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

March 31, 2015

Prepared by



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**Piney-Z
Community Development District**

Financial Statements

(Unaudited)

March 31, 2015

Balance Sheet

March 31, 2015

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
ASSETS				
Cash - Checking Account	\$ 60,018	\$ -	\$ -	\$ 60,018
Cash On Hand/Petty Cash	750	-	-	750
Due From Other Funds	1,405	-	-	1,405
Investments:				
Money Market Account	409,275	-	-	409,275
Prepayment Account	-	-	1	1
Redemption Fund	-	646	-	646
Reserve Fund	-	15,750	-	15,750
Revenue Fund	-	142,002	328,206	470,208
Prepaid Items	196	-	-	196
TOTAL ASSETS	\$ 471,644	\$ 158,398	\$ 328,207	\$ 958,249
LIABILITIES				
Accounts Payable	\$ 16,487	\$ 3,098	\$ 1,000	\$ 20,585
Unearned Revenue	84,810	-	-	84,810
Accrued Wages Payable	800	-	-	800
Accrued Taxes Payable	61	-	-	61
Due To Other Funds	-	-	1,405	1,405
TOTAL LIABILITIES	102,158	3,098	2,405	107,661
FUND BALANCES				
Nonspendable:				
Prepaid Items	196	-	-	196
Restricted for:				
Debt Service	-	155,300	325,802	481,102
Assigned to:				
Operating Reserves	63,155	-	-	63,155
Reserves - CDD Amenity	62,805	-	-	62,805
Reserves - Other	84,810	-	-	84,810
Unassigned:	158,520	-	-	158,520
TOTAL FUND BALANCES	\$ 369,486	\$ 155,300	\$ 325,802	\$ 850,588
TOTAL LIABILITIES & FUND BALANCES	\$ 471,644	\$ 158,398	\$ 328,207	\$ 958,249

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 300	\$ 150	\$ 489	\$ 339
S/F Swimming Program Fees	1,000	-	-	-
Interest - Tax Collector	-	-	28	28
Special Assmnts- Tax Collector	354,503	295,420	344,648	49,228
Special Assmnts- Discounts	(14,180)	(11,815)	(14,024)	(2,209)
Settlements	-	-	33,924	33,924
Access Cards	-	-	85	85
Pavilion Rental	900	450	250	(200)
Lodge Rental	9,500	4,750	6,760	2,010
Pool Rental	600	-	-	-
TOTAL REVENUES	352,623	288,955	372,160	83,205
EXPENDITURES				
Administration				
P/R-Board of Supervisors	11,000	5,000	5,800	(800)
FICA Taxes	842	382	444	(62)
ProfServ-Engineering	500	250	-	250
ProfServ-Legal Services	35,000	17,502	20,144	(2,642)
ProfServ-Mgmt Consulting Serv	54,275	27,138	27,138	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,000	3,000	3,000	-
Communication - Telephone	100	48	-	48
Postage and Freight	2,000	1,002	655	347
Insurance - General Liability	10,591	7,944	6,308	1,636
Printing and Binding	2,500	1,248	1,721	(473)
Legal Advertising	1,500	1,000	124	876
Miscellaneous Services	500	252	186	66
Misc-Assessmnt Collection Cost	10,635	8,865	9,919	(1,054)
Misc-Contingency	500	252	-	252
Office Supplies	500	252	182	70
Annual District Filing Fee	175	175	175	-
Total Administration	138,255	78,947	80,433	(1,486)

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Field				
Contr-Landscape-Amenities Area	12,040	6,020	1,839	4,181
Misc-Contingency	5,500	2,748	3,261	(513)
Total Field	17,540	8,768	5,100	3,668
Parks and Recreation - General				
Payroll-Salaries	68,775	34,386	19,480	14,906
Payroll - Overtime	250	-	-	-
FICA Taxes	5,280	2,640	1,556	1,084
Pension Benefits	2,250	2,250	-	2,250
Life and Health Insurance	12,200	6,102	-	6,102
Workers' Compensation	5,412	4,059	3,696	363
Contracts-Security Services	4,000	2,000	726	1,274
Communication - Teleph - Field	1,620	810	855	(45)
Postage and Freight	900	450	-	450
Utility - General	21,777	10,890	5,031	5,859
Utility - Other	2,293	1,146	1,171	(25)
Electricity - Streetlighting	1,300	648	778	(130)
Utility - Irrigation	3,850	1,924	550	1,374
Utility - Refuse Removal	1,802	900	728	172
R&M-General	8,945	4,472	3,913	559
R&M-Pest Control	790	396	568	(172)
Misc-Contingency	2,400	1,200	825	375
Misc-Information Technology	1,000	498	548	(50)
Office Supplies	2,750	1,374	281	1,093
Subscriptions and Memberships	500	500	500	-
Impr. Sewer Connection	-	-	10,273	(10,273)
Capital Outlay	31,900	15,948	350	15,598
Total Parks and Recreation - General	179,994	92,593	51,829	40,764
Swimming Pool				
Payroll-Salaries	32,365	-	1,283	(1,283)
Payroll - Overtime	750	-	-	-
FICA Taxes	2,533	-	98	(98)
ProfServ-Pool Maintenance	4,800	2,400	2,500	(100)
Communication - Teleph - Field	660	330	412	(82)
R&M-General	1,170	585	825	(240)
R&M-Pools	5,500	2,748	4,478	(1,730)
Misc-Licenses & Permits	250	-	-	-

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Misc-Contingency	1,800	900	885	15
Op Supplies - Pool Chemicals	5,000	2,502	1,195	1,307
Capital Outlay	2,400	1,200	-	1,200
Total Swimming Pool	57,228	10,665	11,676	(1,011)
Fitness Center				
Payroll-Salaries	4,680	2,340	520	1,820
FICA Taxes	358	180	40	140
R&M-General	2,785	1,392	746	646
R&M-Equipment	2,300	1,152	775	377
Misc-Contingency	1,200	600	-	600
Capital Outlay	14,500	7,248	7,844	(596)
Total Fitness Center	25,823	12,912	9,925	2,987
Park & Grounds				
Payroll-Salaries	4,180	2,089	850	1,239
FICA Taxes	320	158	65	93
R&M-General	1,370	684	316	368
Misc-Contingency	3,100	1,548	4,203	(2,655)
Capital Outlay	1,200	600	430	170
Total Park & Grounds	10,170	5,079	5,864	(785)
Reserves				
Reserve - CDD Amenity	10,000	-	-	-
Total Reserves	10,000	-	-	-
TOTAL EXPENDITURES & RESERVES	439,010	208,964	164,827	44,137
Excess (deficiency) of revenues				
Over (under) expenditures	(86,387)	79,991	207,333	127,342
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)	\$ 79,991	\$ 207,333	\$ 127,342
FUND BALANCE, BEGINNING (OCT 1, 2014)	162,153	162,153	162,153	
FUND BALANCE, ENDING	\$ 75,766	\$ 242,144	\$ 369,486	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 50	\$ 24	\$ 29	\$ 5
Special Assmnts- Tax Collector	79,355	66,130	77,149	11,019
Special Assmnts- Discounts	(3,174)	(2,645)	(3,139)	(494)
TOTAL REVENUES	76,231	63,509	74,039	10,530
EXPENDITURES				
Administration				
ProfServ-Trustee Fees	3,100	3,100	3,502	(402)
Misc-Assessmnt Collection Cost	2,381	1,985	2,220	(235)
Total Administration	5,481	5,085	5,722	(637)
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	12,960	18,597	(5,637)
Excess (deficiency) of revenues				
Over (under) expenditures	-	50,549	55,442	4,893
Net change in fund balance	\$ -	\$ 50,549	\$ 55,442	\$ 4,893
FUND BALANCE, BEGINNING (OCT 1, 2014)	99,858	99,858	99,858	
FUND BALANCE, ENDING	\$ 99,858	\$ 150,407	\$ 155,300	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 50	\$ 24	\$ 45	\$ 21
Special Assmnts- Tax Collector	214,348	178,625	208,178	29,553
Special Assmnts- Discounts	(8,574)	(7,145)	(8,471)	(1,326)
TOTAL REVENUES	205,824	171,504	199,752	28,248
EXPENDITURES				
Administration				
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Trustee Fees	4,400	4,400	4,903	(503)
Misc-Assessmnt Collection Cost	6,430	5,360	5,991	(631)
Total Administration	11,830	10,760	11,894	(1,134)
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	30,735	86,869	(56,134)
Excess (deficiency) of revenues				
Over (under) expenditures	(15,956)	140,769	112,883	(27,886)
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)	\$ 140,769	\$ 112,883	\$ (27,886)
FUND BALANCE, BEGINNING (OCT 1, 2014)	212,919	212,919	212,919	
FUND BALANCE, ENDING	\$ 196,963	\$ 353,688	\$ 325,802	

PINEY-Z
Community Development District

Supporting Schedules

March 31, 2015

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

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2015				\$ 647,988	\$ 354,503	\$ 79,355	\$ 214,130
Allocation %				100%	55%	12%	33%
11/06/14	\$ 6,687	\$ 363	\$ 207	\$ 7,257	\$ 3,970	\$ 889	\$ 2,398
11/25/14	136,468	7,405	4,221	148,093	81,019	18,136	48,938
12/09/14	360,946	15,505	11,163	387,614	212,057	47,469	128,089
12/26/14	57,551	1,835	1,780	61,166	33,463	7,491	20,212
01/16/15	9,618	307	297	10,223	5,593	1,252	3,378
02/12/15	6,070	128	188	6,385	3,493	782	2,110
03/18/15	8,872	92	274	9,238	5,054	1,131	3,053
TOTAL	\$ 586,211	\$ 25,634	\$ 18,130	\$ 629,975	\$ 344,648	\$ 77,149	\$ 208,178
% COLLECTED					97%	97%	97%
TOTAL OUTSTANDING				\$ 18,013	\$ 9,854	\$ 2,206	\$ 5,952

Cash and Investment Report

March 31, 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%	\$59,608
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$409,275
			Subtotal	<u>\$468,883</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%	\$142,002
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$328,206
			Total	<u><u>\$955,488</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. 03-15
Statement Date 03/31/15

G/L Balance (\$)	59,607.99	Statement Balance	60,360.97
G/L Balance	59,607.99	Outstanding Deposits	500.00
Positive Adjustments	0.00		
		Subtotal	60,860.97
Subtotal	59,607.99	Outstanding Checks	1,252.98
Negative Adjustments	0.00	Total Differences	0.00
Ending G/L Balance	59,607.99	Ending Balance	59,607.99
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
03/03/15	Payment	55931	ALAN COX AQUATICS, INC.	500.00	0.00	500.00
03/03/15	Payment	55945	FEDEX	56.56	0.00	56.56
03/03/15	Payment	55946	JOHN HURST OUTDOOR SERVICES	495.00	0.00	495.00
03/03/15	Payment	55948	VERIZON WIRELESS	67.40	0.00	67.40
Total Outstanding Checks				1,252.98		
Outstanding Deposits						
03/31/15		DEP00531	AMENITY RENT	500.00	0.00	500.00
Total Outstanding Deposits				500.00		

Piney-Z
Community Development District

Check Register by Fund
For the Period from 3/1/15 to 3/31/15
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	55913	03/03/15	EXECUTIVE OFFICE FURNITURE, INC.	368719	Hand Sanitizing Wipes	R&M-General	546001-57214	\$76.95
001	55914	03/03/15	FITNESS PRO	8062	Elliptical Left Foot Plate off Track	R&M-Equipment	546022-57214	\$110.00
001	55914	03/03/15	FITNESS PRO	8324	Universal Machine-Cabling Issue	R&M-Equipment	546022-57214	\$75.00
001	55914	03/03/15	FITNESS PRO	8323	Preventative maintenance - February	R&M-Equipment	546022-57214	\$100.00
001	55915	03/03/15	MAUREEN M. DAUGHTON	1000	Landscape Issues- February 2015	ProfServ-Legal Services	531023-51401	\$227.50
001	55915	03/03/15	MAUREEN M. DAUGHTON	1001	General Services 2/10-2/28/15	ProfServ-Legal Services	531023-51401	\$1,942.50
001	55916	03/03/15	REPLUCON, INC.	SI-3772	Gen3 TimeAttend 1/16/15-4/15/15	Misc-Information Technology	549942-57201	\$82.50
001	55917	03/03/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2077816	Management Fees February 2015	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55917	03/03/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2077816	Management Fees February 2015	Postage and Freight	541006-51301	\$35.18
001	55917	03/03/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2077816	Management Fees February 2015	Printing and Binding	547001-51301	\$376.00
001	55920	03/03/15	CITY OF TALLAHASSEE	8234385610 022715	8234385610 1/25/15-2/24/15	Utility - General	543001-57201	\$769.88
001	55920	03/03/15	CITY OF TALLAHASSEE	8234385610 022715	8234385610 1/25/15-2/24/15	Utility - Refuse Removal	543020-57201	\$91.00
001	55920	03/03/15	CITY OF TALLAHASSEE	5610 022715	Utilities 1/25/15-2/24/15	Utility - Irrigation	543014-57201	\$82.42
001	55921	03/03/15	FEDEX	2-948-49063	Shipping 2/12/15	Postage and Freight	541006-51301	\$21.73
001	55921	03/03/15	FEDEX	2-941-26859	Shipping on 2/19/15	Postage and Freight	541006-51301	\$10.51
001	55922	03/03/15	GUTTERHAWK, INC.	6596	Gutters and Downspouts	Capital Outlay	564043-57240	\$430.00
001	55923	03/03/15	JOHN HURST OUTDOOR SERVICES	150302777	Check/Repair Irrigation	Misc-Contingency	549900-53901	\$75.00
001	55924	03/03/15	PREMIER POOLS OF TALLAHASSEE LLC	157450200	scum gutter/grates/grout/file/inst/Auto fill	R&M-Pools	546074-57205	\$1,025.00
001	55925	03/03/15	SNIFFEN & SPELLMAN, P.A.	13609	Legal Service thru 2/28/15	ProfServ-Legal Services	531023-51401	\$360.00
001	55931	03/03/15	ALAN COX AQUATICS, INC.	030115	Pool Management March 2015	ProfServ-Pool Maintenance	531034-57205	\$500.00
001	55932	03/03/15	FEDEX	2-955-85954	Service thru 3/3/15	Postage and Freight	541006-51301	\$11.59
001	55933	03/03/15	FLORIDA MUNICIPAL INSURANCE TR	030115	3rd. Installment Gen Liab/Prop/Work Comp FY 14/15	Insurance - General Liability	545002-51301	\$1,325.00
001	55933	03/03/15	FLORIDA MUNICIPAL INSURANCE TR	030115	3rd. Installment Gen Liab/Prop/Work Comp FY 14/15	Insurance - General Liability	545002-51301	\$1,069.00
001	55933	03/03/15	FLORIDA MUNICIPAL INSURANCE TR	030115	3rd. Installment Gen Liab/Prop/Work Comp FY 14/15	Workers' Compensation	524001-57201	\$1,232.00
001	55934	03/03/15	PEDDIE CHEMICAL COMPANY	410029171	Calcium & Chlorine Chemicals	Op Supplies - Pool Chemicals	552009-57201	\$964.00
001	55936	03/17/15	DAVID BAILEY	030915	Mileage Reimbursement 1/12/15-2/10/15	R&M-General	546001-57201	\$28.48
001	55937	03/17/15	PETTY CASH	031215	Petty Cash 3/11/15	Accrued Expenses	202100	\$592.66
001	55938	03/20/15	JOHN HURST OUTDOOR SERVICES	150312789	IRRIGATION CHECK/REPAIR	Contr-Landscape-Amenities Area	534053-53901	\$297.00
001	55939	03/20/15	KEITH MGNEL PLUMBING CONTRACTORS	9995417187	CONNECT CITY SEWER/DISPOSE OF SEPTIC TANK	Impr. Sewer Connection	563044-57201	\$2,773.00
001	55943	03/03/15	CITY OF TALLAHASSEE	5610 031215	Utilities 2/12/15-3/12/15	Electricity - Streetlighting	543013-57201	\$110.02
001	55944	03/03/15	COMCAST	234005-01-05-031415	Service from 03/25/15-04/24/15	Utility - Other	543004-57201	\$195.79
001	55945	03/03/15	FEDEX	2-970-52447	Shipping 3/17/15	Postage and Freight	541006-51301	\$9.64
001	55945	03/03/15	FEDEX	2-962-95835	Shipping 3/10/15	Postage and Freight	541006-51301	\$46.92
001	55946	03/03/15	JOHN HURST OUTDOOR SERVICES	1150319809	Install control box- repair breaks-replace heads	Misc-Contingency	549900-53901	\$495.00
001	55947	03/03/15	MARPAN SUPPLY CO., INC.	1343262	Container Rental for April 2015	Utility - Refuse Removal	543020-57201	\$26.00
001	55948	03/03/15	VERIZON WIRELESS	9742155614	Service period 03/13/15-04/12/15	Communication - Teleph - Field	541005-57205	\$67.40

Piney-Z
Community Development District

Check Register by Fund
For the Period from 3/1/15 to 3/31/15
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	55918	03/11/15	RICHARD B. STOWERS	PAYROLL	March 11, 2015 Payroll Posting			\$117.74
001	55919	03/11/15	DAVID C. BAILEY	PAYROLL	March 11, 2015 Payroll Posting			\$980.96
001	DD000044	03/10/15	PATRICIA S. LYTL	PAYROLL	March 10, 2015 Payroll Posting			\$684.62
001	55926	03/13/15	RICHARD A. KESSLER, JR.	PAYROLL	March 13, 2015 Payroll Posting			\$184.70
001	55927	03/13/15	MICHAEL D. LEE	PAYROLL	March 13, 2015 Payroll Posting			\$184.70
001	55928	03/13/15	CHERYL M. HUDSON	PAYROLL	March 13, 2015 Payroll Posting			\$174.28
001	55929	03/13/15	JOSEPH W. DIDIER	PAYROLL	March 13, 2015 Payroll Posting			\$184.70
001	55930	03/13/15	DELORES A. PINCUS	PAYROLL	March 13, 2015 Payroll Posting			\$184.70
001	55941	03/25/15	RICHARD B. STOWERS	PAYROLL	March 25, 2015 Payroll Posting			\$122.36
001	55942	03/25/15	DAVID C. BAILEY	PAYROLL	March 25, 2015 Payroll Posting			\$1,083.90
001	DD000045	03/24/15	PATRICIA S. LYTL	PAYROLL	March 24, 2015 Payroll Posting			\$773.57
Fund Total								\$24,843.82

SERIES 2002 DEBT SERVICE FUND - 202

202	55940	03/20/15	US BANK NATIONAL ASSOC	031915	TRANSFER ASSESSMENT COLLECTIONS 2014-15	Due From Other Funds	131000	\$1,086.45
Fund Total								\$1,086.45

SERIES 2008 DEBT SERVICE FUND - 203

203	55935	03/03/15	U. S. BANK	3909882	Series 2008 02/01/15-01/31/16	ProfServ-Trustee Fees	531045-51301	\$4,336.94
Fund Total								\$4,336.94

Total Checks Paid	\$30,267.21
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Seventh Order of Business

7A.

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT AMENITIES POLICIES AND PROCEDURES

Purpose

This document sets forth standardized policies and procedures for use of facilities located on property owned or leased by the Piney-Z Community Development District (the “CDD”), including the Swimming Pool, Fitness Center, Lodge, Pavilion, Playground and Gazebo Park.

Definitions

- A. The term “Adult” is defined as an individual eighteen years of age or older.
- B. The term “Amenities” is defined as the facilities located on property owned or leased by Piney-Z Community Development District (the “CDD”), including the swimming pool and surrounding deck area; fitness center, lodge, pavilion, playground and gazebo park.
- C. The term “District” shall mean the Piney-Z Community Development District.
- D. The term “Guest” is defined as a Non-Resident or Passholder accompanying a Resident or Passholder to use the Amenities.
- E. The term “Non- Resident” is defined as an individual who resides outside the CDD boundaries and neither owns or rents property within the CDD boundaries.
- F. The term “Passholder” is defined as a Non-Resident, including members of his or her household, who pay an annual fee to use the Piney-Z Amenities.
- G. The term “Program Participant” is defined as a member of the Tallahassee community who enrolls in a CDD sponsored program or class.
- H. The term “Rental Amenities” shall mean the Amenities which are available for rent, by Residents and/or Non-Residents.
- I. The term “Resident” is defined as an individual who resides on a regular basis in a home within the CDD as a property owner,

- J. renter, or member of a household. The term Resident is also defined as an individual or entity owning one or more lots within Piney Z Plantation.

Pass-Holder Fee

Passholders may use the CDD Amenities for an annual fee equal to the annual Amenity Debt/Operation and Maintenance Assessment for a 90-foot lot. The annual fee may change each fiscal year so the CDD Amenities Manager should be contacted for the most current fee. Payment of the annual fee entitles the non-resident and members of the non-resident's household to use the CDD Amenities in accordance with these Policies for 12 months from the date of receipt of payment by the CDD. Fees for the full 12 months must be paid to activate membership. The CDD does not offer monthly or prorated memberships. Passholders are not entitled to participate in functions planned by the residents or staff of the CDD.

Conduct Required of Users

Users of the CDD Amenities, including Residents, Program Participants, Passholders and Guests shall conduct themselves in a generally acceptable manner. For example, foul or abusive language will not be tolerated. Violations of generally acceptable standards of conduct may result in suspension of any or all privileges. The Amenities Manager shall, and from time to time as issues arise, post additional policies for use and behavior. Additionally, pursuant to Florida law, smoking is prohibited inside Piney-Z Amenities which includes the swimming pool enclosure. Piney-Z Amenities' parking lots are for use ~~only~~ by Residents, Passholders, Non-Resident Amenity Renters, Guests and Program Participants but only when they are using the CDD Amenities in accordance with these policies and procedures. Unauthorized parking or vehicles left in parking spaces when the owner is not using the CDD Amenities are subject to towing. Additionally, vehicles left in the parking lot between 12:00 a.m. and 6:00 a.m. are subject to towing.

Policies, Procedures, and Regulations for the Swimming Pool Area

A. *Swimming Pool Area (Pool, Pool Deck, grassy areas within pool fencing)*

1. User Qualifications for Pool Area Use:

- a. Only Residents, Passholders, their Guests and Program Participants in a pool-based CDD program can use the pool facilities within normal pool hours.
- b. Residents and Passholders may have up to 4 guests per household per day unless other arrangements have been made through the Amenities Manager or his/her staff designee. All requests to exceed the maximum number of guests shall be made to the Amenities Manager 5 weekdays in advance. Reasonable and timely requests for events such as birthday parties for children shall be allowed; however, no more than 12 guests shall be permitted, as long as that number can be safely accommodated (there is no guarantee that up to 12 may be accommodated). Additionally the determination as to whether or not up to twelve (12) guests can be safely accommodated shall be the determination of the Amenities Manager, or his designee, in consultation with the lifeguard.
- c. Guests must be accompanied by a Resident or Passholder at all times.
- d. Residents, Passholders and their Guests and Tallahassee community members may enroll in CDD programs. Guests and Tallahassee community members who enroll in any CDD programs become Program Participants. Program Participants are not entitled to the use of unrelated CDD Amenity privileges.

- e. Children aged 14 and under must be accompanied at all times by a parent, legal guardian, or designated Adult. The parent, guardian, or designated Adult is responsible for controlling the child's behavior, tending to the child's needs, and must reinforce behavioral requests from the lifeguard(s). If the designated Adult is not the parent or guardian, they must know how to immediately contact the parent or guardian in the event of an emergency. Children who misbehave at the pool may lose swimming privileges. Children may not be left at the pool unsupervised. Authorities will be notified if a child is abandoned at the pool with no supervision, and the parent or guardian cannot be located in a timely manner.
- f. Children aged 15 through 17 must be prepared to provide information to the Amenities Manager, his/her designee, and/or the lifeguards as to how to immediately reach their parent(s) or legal guardian(s).
- g. All authorized pool users, including Residents, Guests, Program Participants and Passholders must follow all pool facility regulations to maintain pool privileges.
- h. All persons not authorized to use the pool will be considered trespassers. The Amenities Manager, his/her designee, and the lifeguards have the authority to contact local law enforcement authorities for assistance if trespassing occurs and/or a situation arises that warrants law enforcement assistance.

B. Swimming Pool Schedule, Hours, and Closings

1. The pool will be open weekends only from mid-April to the end of May (until Leon Country school close for the summer) from 10:00 a.m. until 8:30 p.m. The pool will also be open Memorial Day.
2. Beginning the weekend after school releases for the summer, the pool will be open seven days a week from 10:00 a.m. until 8:30 p.m. until public schools resume in mid-August.
3. After public schools resume, the pool will be open on weekends, through the second weekend in October and on Labor Day Observed (Monday) from 10:00 a.m. until the earlier of dusk or 8:30 p.m. Additionally, it may also be open during late afternoon and early evening on weekdays during this period at the Amenities Manager's discretion, which shall be guided by Resident and Passholder demand, weather and lifeguard availability.
4. The Amenities Manager shall post reasonable time periods for Adult Swim Sessions. During these hours, only those aged 18 or older will be allowed to use the pool area. **No lifeguards will be at the pool during this time, and each Adult wishing to participate in the Adult Swim Session will be required to sign a waiver holding the CDD harmless from any accidents which might occur during these Adult Swim Sessions.** There is no alcohol permitted in the swimming pool, pool deck and grassy area within the Pool fencing (the "Pool Area") during these periods.
5. The pool will be available for CDD pool-based programs (e.g., swim lessons) from 9:00 a.m. until 11:00 a.m. and 4:00 p.m. until 7:00 p.m. weekdays and 9:00 a.m. until 10:00 a.m. on Saturdays. When the CDD program sessions overlap open swim times, the programs will be held on one end of the pool only. Programming involving the pool during any other open swim hours is subject to CDD Board prior approval.

6. The Pool Area is available for private event rentals to Residents and Nonresidents from 8:30 p.m. to 11:00 p.m. on Fridays, Saturdays, and Sundays, April through October. Reservations are to be made with the Amenities Manager on a first come, first serve basis. The same fees and general rules for leasing the Lodge or Pavilion apply to leasing the Pool Area, except that the Pool Area can only be leased from 8:30 pm to 11:00 p.m. rather than for six hours. Any time the Pool Area is rented, an appropriate number of lifeguards, depending upon the number of guests invited to the event, must be on duty. The names of the lifeguard(s) and a copy of his/her certifications must be provided to the Amenities Manager prior to the event. Payment to lifeguards must be arranged by the person renting the Pool Area. All Pool Area rules described in this document apply to these events and all those attending such events.
7. The Pool Area may be closed, **with or without notice** by the Amenities Manager, his/her designee, or lifeguards for any reasons including, but not limited to: bad weather, thunder and/or lightning present, lack of participation, repairs to pool or Pool Area, lifeguard absence, vandalism, chemical problems, and misbehavior by those in the pool area. The Pool Area shall be closed anytime lifeguards are not present, except during designated hours for Adult Swim. Anyone entering the Pool Area when it is closed, except for Adults who have executed the Adult Swim Waiver and are participating in Adult Swim Session during appropriate times, will be considered trespassing even if the gates are unlocked or lifeguard absence occurs during a scheduled open swim time.

C. *General Pool Area Rules*

1. Conduct at the Pool Area must be such as to provide the greatest enjoyment for the majority of participants. The cooperation of all pool area users is essential and required.

2. All persons who enter the pool area must be authorized as described in this document. Verification of authorization must be provided to the designated CDD staff person upon request. Pool Area users should have with them, or be with someone who has an amenity key fob or other entry security device to provide verification they are a Resident or Passholder. Guests must be accompanied by a Resident or Passholder. Upon entering the Pool Area, all persons must, if requested by a lifeguard or designated staff, sign in for control and attendance record purposes.
3. Only bona fide swim wear is allowed in the Pool Area. No cut-offs or shorts with buckles or rivets are permitted.
4. No pets are permitted in the Pool Area.
5. Glass is not permitted in the Pool Area.
6. No items except play equipment as provided below should be put in the pool including pool furniture.
7. Play equipment such as floats, rafts, beach balls, toys, and remote controlled devices, and similar equipment are not allowed in the pool area unless approved by the Amenities Manager, lifeguards, or designated staff.
8. The CDD Board, Amenities Manager, and staff, are not responsible for lost or stolen items.
9. No food is allowed anywhere in the pool area unless approved by the Amenities Manager for an event. Water, soft drinks, juice, etc., are permitted in plastic bottles or thermoses only. **Alcoholic beverages are not allowed in the Pool Area at any time.**
10. Smoking is prohibited within the Pool Area.

11. The volume of electronic equipment must be kept low enough so as not to disturb others. Use of personal headphone equipment is preferred.
12. Persons using the Pool Area must cooperate in keeping the area clean by properly disposing of drink containers, trash, etc., and taking all personal items such as towels and magazines with them.
13. Everyone must shower before entering the pool.
14. Urinating in the pool is not allowed.
15. All persons must refrain from any conduct that is hazardous, violent or dangerous in any way to themselves or others. No diving, running, horseplay, fighting dunking, etc., will be permitted. Noisy activity that disturbs others will not be allowed. Activity that results in splashing others using the pool deck is not allowed.
16. The Pool Area cannot be used for tanning or any other activity when the Pool Area is closed.
17. Children not toilet trained or requiring the use of diapers must wear an approved swimsuit diaper that fits snugly around the waist and legs.
18. Diapers may not be changed in the Pool Area. Diapers can be changed in the pavilion restrooms.
19. The swimming pool bathing load is 108 people. The Amenities Manager, his/her designee, and lifeguards are authorized to deny persons access into the pool when the capacity is reached.
20. Although lifeguards are on duty, swimming and use of the Pool Area at any time is at the individuals own risk.

Policies, Procedures and Regulations for the Lodge and Pavilion

A. *General Rules Regarding Use of the Lodge and/or Pavilion*

1. Rental of the CDD Lodge and/or Pavilion is open to both Residents and Non-Residents.
2. Reservation of these facilities is on a first come/first serve basis. Due to demand for the Lodge and/or Pavilion, reservations shall be limited to no more than once a month per person/household. However, if the facilities have not been reserved 2 weeks before a second requested date within that same month they may be reserved by the same person/household at the discretion of the Amenities Manager. As a general matter, only one member of a resident's or passholder's household may reserve the facilities within these time frames. However, the Amenities Manager may allow exceptions if the reservations are for different functions.
3. The Amenities Manager may schedule a reservation request for an event which requires multiple related functions over a 2-3 day period. Fees charged shall be at the highest rate for each day. An example of this is where the Lodge is needed for a Thursday setup, a Friday rehearsal dinner and a Saturday wedding / reception. Other examples would be Friday and Saturday events for a family reunion or a workshop for office staff.
4. The person reserving the Lodge and/or Pavilion is responsible for actions of all guests and must be present at all times while the Lodge and/or Pavilion is occupied. The condition of the Lodge and/or Pavilion must be returned to its original condition immediately following the event. Violations of these regulations can result in shutting down the event and loss of privileges for the renter to use the Lodge and/or Pavilion again. There should always be an adult at least 25 years old or older present at all gatherings for those under the age of 18.
5. The renter is responsible for providing all linens, china and accessories, other than the CDD-provided tables and chairs. All

equipment that is used that is the property of the CDD at the Lodge and/ or Pavilion must be cleaned and put away in its designated areas.

6. Reservations of the Lodge and/ or Pavilion shall be limited to no more than 6 hours per function including set-up and clean-up. Additional time can be added for a hourly fee. However, decorations may be left at the facilities the day of the function if arrangements are made with the Amenities Manager before the event and it does not interfere with other functions taking place the same day. Residents issued keys for their event should not enter the Lodge or Pavilion area at a time other than their reservation unless arranged in advance. (The alarm system may be armed or maintenance underway.) Functions may last no longer than midnight except for New Year's Eve parties and other events which traditionally extend beyond midnight.
7. Alcoholic Beverages are not allowed in the Lodge and/or Pavilion at any time.

Policies, Procedures, and Regulations for the Fitness Center

A. Fitness Center

1. Equipment must be used in an appropriate and safe manner. Use of exercise equipment is at the users' own risk. The CDD is not responsible for injuries incurred by any Resident or Guest in the exercise room.
2. Children under the age of 16 must be accompanied and supervised by a parent.
3. Children under the age of 12 are not allowed in the exercise area. There is a play area designated for their use and they must remain in this area while parent is engaged in activity in the exercise room.
4. The exercise room is open 5 a.m. to 10 p.m. every day.

5. Food and beverages, except for bottled water, are not permitted around the exercise equipment or while operating any equipment.
6. The CDD is not responsible for lost or stolen items in the exercise facility. Lockers are available only while using exercise area.
7. The Fitness Center is only available to Residents, Passholders and their Guests. Guests are limited to two per Resident or Passholder and must be accompanied by the Resident or Passholder while using the Fitness Center.
8. Any user of the Fitness Center, found to be abusing or misusing equipment, will lose access to the Fitness Center, and may be requested to pay for repairs or damage to equipment
9. Alcoholic beverages are not permitted in the Fitness Center.

Policies, Procedures, and Regulations for the Playground and Gazebo Park

A. Playground and Gazebo Park

1. Use of the Playground and Gazebo Park is limited to Residents, Passholders and Guests.
2. Use of the park is limited to children under the age of 12.
3. All children under the age of 12 must be accompanied by a parent or person over the age of 14.
4. Use of the Playground and Gazebo Park are at the user's own risk.
5. The use of Alcoholic beverages is not permitted in the Playground or Gazebo park.

Fees and Charges Regarding Lodge/Pavilion/Swimming Pool

A. Rental Policies and Procedures

1. Rental of the Rental Amenities will be in accordance with these policies and the fees set forth in Rule ____ of the Piney- Z Community Development District.
2. A Rental fee will be charged each time the Lodge/Pavilion/Swimming Pool Area is reserved, to help cover the general costs associated with the operation of the facilities such as toiletries, cleaning costs utilities, wear and tear on equipment, etc. Rental fees for a reservation (six hours or less) will include:

BASE FEE payable by Residents and Non-Residents for **each** Amenity area reserved.

ADDITIONAL FEE paid in addition to Base Fee for each Amenity area reserved dependent upon the number of persons that are anticipated to attend the event.

Category 1 -1-25 people

Category 2 - 26-50 people

Category 3- 51-111 people

(Note: Lodge capacity 111/Pool Capacity 108)

Category 4 - 112-400 people

Note that reservation of the swimming pool also requires the additional payment for appropriate number of lifeguards.

Hours for the event may be extended with an additional payment per hour for rental of the Lodge and Pavilion if the request is made 14 days or less from the event, and the extension doesn't conflict with the Lodge or Pavilion calendar. The event may not be extended beyond midnight except for an event that traditionally goes beyond midnight such as a New Year's Eve party.

2. There will also be a \$500 deposit collected at the time the reservation is made for any damages or costs incurred in restoring the facilities to original condition. A signed contract will be required with all reservations with the person making the reservation agreeing to pay any additional charges if damages exceed the deposit, or if clean up fees exceed those established with the Rental fee.

Any damages above these deposits will be the responsibility of the person reserving these facilities. This deposit is refundable if, after inspection of facilities by the CDD representative, there is no damage or unusual cost for clean-up pursuant to the contract.

The check for the reservation of the amenity will be deposited immediately in order to hold the reserved date. A second check for the \$500 cleaning/damage fee will be held until after the event, and will only be cashed if needed due to additional, cleaning, or repairs. If the second check is not needed it will be returned to the person renting the amenity.

3. Exempt from these fees are events sponsored by the homeowners association or CDD (example: Fourth of July party, Community Christmas party, homeowners meetings, committee events, etc.).
4. All fees and deposits shall be by check.
5. Areas that are not locked off that require a fee such as the Pavilion may not be used without payment of the required fee. No parties, classes or events may be held on CDD property or green space without permission from the Amenities Manager.
6. The CDD reserves the right to increase fees annually, as necessary, to cover maintenance, repairs and replacement of amenities, but no higher than 5% annually.

B. Contract

1. A reservation contract must be executed and the fees and deposit collected before a reservation may be confirmed.
2. The reservation form must be filled out and signed by the person who will be responsible for the amenity rental.

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT AMENITIES POLICIES AND PROCEDURES ~~**POLICIES AND PROCEDURES FOR THE PINEY-Z AMENITIES**~~

Purpose

This document sets forth standardized policies and procedures for use of facilities located on property owned or leased by the Piney-Z Community Development District (the “CDD”), including the Swimming Pool, Fitness Center, Lodge, Pavilion, and Playground and Gazebo Park.

Definitions

- A. The term “Adult” is defined as an individual eighteen years of age or older.
- B. The term “Amenities” is defined as the facilities located on property owned or leased by Piney-Z Community Development District (the “CDD”), including the swimming pool and surrounding deck area; fitness center, lodge, pavilion, playground and gazebo park.
- C. The term “District” shall mean the Piney-Z Community Development District.
- D. The term “Guest” is defined as a Non-Resident accompanying a Resident or Passholder to use the Amenities.
- E. The term “Non- Resident” is defined as an individual who resides outside the CDD boundaries and neither owns or rents property within the CDD boundaries.
- F. The term “Passholder” is defined as a Non-Resident, including members of his or her household, who pay an annual fee to use the Piney-Z Amenities.
- G. The term “Program Participant” is defined as a member of the Tallahassee Community who enrolls in a CDD sponsored program or class.
- H. The term “Rental Amenities” shall mean the Amenities which are available for rent, by Residents and/or Non-Residents.
- I. The term “Resident” is defined as an individual who resides on a regular basis in a home within the CDD as a property owner,

J. renter, or member of a household. The term Resident is also defined as an individual or entity owning one or more lots within Piney Z Plantation.

B T

~~Annual Non-Resident User Fee~~Pass-Holder Fee

~~Non-residents~~ Passholders may use the CDD Amenities for an annual fee equal to the annual Amenity Debt/Operation and Maintenance Assessment for a 90-foot lot. The annual fee may change each fiscal year so the CDD Amenities Manager should be contacted for the most current fee. Payment of the annual fee entitles the non-resident and members of the non-resident's household to use the ~~Piney-Z~~ CDD Amenities in accordance with these Policies for 12 months from the date of receipt of payment by the CDD. Fees for the full 12 months must be paid to activate membership. The CDD does not offer monthly or prorated memberships. Passholders are not entitled to participate in functions planned by the residents or staff of ~~Piney-Z~~ the CDD.

Conduct Required of Users

Users of the CDD Amenities, including Residents, Program Participants, Passholders and Guests shall conduct themselves in a generally acceptable manner. For example, foul or abusive language will not be tolerated. Violations of generally acceptable standards of conduct may result in suspension of any or all privileges. The Amenities Manager shall, and from time to time as issues arise, post additional policies for use and behavior. Additionally, pursuant to Florida law, smoking is prohibited inside Piney-Z Amenities which includes the swimming pool enclosure. Piney-Z Amenities' parking lots are for use ~~only~~ by Residents, Passholders, Non-Resident Amenity Renters, Guests and Program Participants but only when they are using the CDD Amenities in accordance with these policies and procedures. Unauthorized parking or vehicles left in parking spaces when the owner is not using the CDD Amenities are subject to towing. Additionally, vehicles left in the parking lot between 12:00 a.m. and 6:00 a.m. are subject to towing.

Policies, Procedures, ~~Charges~~, and Regulations for the Swimming Pool Area

A. *Swimming Pool Area (Pool, Pool Deck, grassy areas within pool fencing)*

1. User Qualifications for Pool Area Use:

- a. Only Residents, Passholders, their Guests and Program Participants in a pool-based CDD program can use the pool facilities within normal pool hours.
- b. Residents and Passholders may have up to 4 guests per household per day unless other arrangements have been made through the Amenities Manager or his/her staff designee. All requests to exceed the maximum number of **of guests** shall be made to the Amenities Manager 5 weekdays in advance. ~~advance of the need to bring the extra guests.~~ Reasonable and timely requests for events such as birthday parties for children shall be allowed; however, no more than 12 guests shall be permitted, as long as that number can be safely accommodated (there is no guarantee that up to 12 may be accommodated). Additionally the determination as to whether or not up to twelve (12) guests can be safely accommodated⁰ shall be the determination of the Amenities Manager, or his designee, in consultation with the lifeguard.
- c. Guests must be accompanied by a Resident or Passholder at all times. ~~A guest can be a guest of a resident, passholder, member of the Board of Supervisors or the CDD Amenities Manager.~~
- d. Residents, Passholders and their Guests and Tallahassee community members may enroll in CDD programs. Guests and Tallahassee

community members who enroll in any CDD programs become Program Participants. Program Participants are not entitled to the use of ~~any~~ **unrelated** CDD Amenities ~~privileges~~. While enrolled in a CDD program.

- e. Children aged 14 and under must be accompanied at all times by a parent, legal guardian, or ~~specific~~ designated Adult. The parent, guardian, or designated Adult **is responsible for controlling the child's behavior, tending to the child's needs, and must reinforce behavioral requests from the lifeguard(s).** ~~must be prepared to assist the lifeguard(s) if the child exhibits a behavior problem or other need.~~ If the designated ~~person~~ **Adult** is not the parent or guardian, they must know how to immediately contact the parent or guardian in the event of an emergency. Children who misbehave at the pool may lose swimming privileges. Children may not be left at the pool unsupervised. Authorities will be notified if a child is abandoned at the pool with no supervision, and the parent or guardian cannot be located in a timely manner.
- f. Children aged 15 through 17 must be prepared to provide information to the Amenities Manager, his/her designee, and/or the lifeguards as to how to immediately reach their parent(s) or legal guardian(s).
- g. All authorized pool users, including Residents, Guests, Program Participants and Passholders must follow all pool facility regulations to maintain pool privileges.
- h. All persons not authorized to use the pool will be considered trespassers. The Amenities Manager,

his/her designee, and the lifeguards have the authority to contact local law enforcement authorities for assistance if trespassing occurs and/or a situation arises that warrants law enforcement assistance.

B. Swimming Pool Schedule, Hours, and Closings

1. The pool will be open weekends only from mid-April **to the end of May (until Leon Country school close for the summer)** from 10:00 a.m. until 8:30 p.m. The pool will also be open Memorial Day.
2. ~~Beginning on Memorial Day Observed (Monday),~~ **the weekend after school releases for the summer,** the pool will be open seven days a week from 10:00 a.m. until 8:30 p.m. until public schools resume in mid-August.
3. After public schools resume, the pool will be open on weekends, through the second weekend in October and on Labor Day Observed (Monday) from 10:00 a.m. until the earlier of dusk or 8:30 p.m. Additionally, it ~~will~~ may also be open during late afternoon and early evening on weekdays during this period at the Amenities Manager's discretion, which shall be guided by Resident and Passholder demand, weather and lifeguard availability.
4. The Amenities Manager shall post reasonable time periods for Adult Swim Sessions. ~~use only of the pool.~~ During these hours, only those aged 18 or older will be allowed to use the pool area. **No lifeguards will be at the pool during this time, and each Adult wishing to participate in the Adult Swim Session will be required to sign a waiver holding the CDD harmless from any accidents which might occur during these Adult SwimSessions.** There is no alcohol permitted in the swimming pool, pool deck and grassy area within the Pool fencing (the "Pool Area") ~~apply~~ during these periods.

5. The pool will be available for CDD pool-based programs (e.g., swim lessons) from 9:00 a.m. until 11:00 a.m. and 4:00 p.m. until 7:00 p.m. weekdays and 9:00 a.m. until 10:00 a.m. on Saturdays. When the CDD program sessions overlap open swim times, the programs will be held on one end of the pool only. Programming involving the pool during any other open swim hours is subject to CDD Board prior approval.
6. The Pool Area is available for private event rentals to Residents and Nonresidents from 8:30 p.m. to 11:00 p.m. on Fridays, Saturdays, and Sundays, April through October. Reservations are to be made with the Amenities Manager on a first come, first serve basis. The same fees and general rules for leasing the Lodge or Pavilion apply to leasing the Pool Area, except that the Pool Area can only be leased from 8:30 pm to 11:00 p.m. rather than for six hours. Any time the Pool Area is ~~reserved by a resident or passholder~~ **rented**, an appropriate number of lifeguards, depending upon the number of guests invited to the event, must be on duty. The names of the lifeguard(s) and a copy of his/her certifications must be provided to the Amenities Manager prior to the event. Payment to lifeguards must be arranged by the ~~resident or passholder~~ **person reserving renting** the Pool Area. All Pool Area rules described in this document apply to these events ~~with the exception of number of guests invited and the lifeguard verification process.~~ and all those attending such events.
7. The Pool Area may be closed, **with or without notice** by the Amenities Manager, his/her designee, or lifeguards for any reasons including, but not limited to, ~~the following~~: bad weather, thunder and/or lightning present, lack of participation, repairs to pool or Pool Area, lifeguard absence, vandalism, chemical problems, and misbehavior by those in the pool area. The Pool ~~and pool deck~~ Area shall be closed anytime lifeguards are not present, **except during designated hours for Adult Swim**. Anyone entering the Pool Area when it is closed, except for Adults who have executed the Adult Swim Waiver and are participating in Adult Swim Session during appropriate times, ~~when it is closed~~,

~~for any reason~~ will be considered trespassing even if the gates are unlocked or lifeguard absence occurs during a scheduled open swim time.

C. *General Pool Area Rules*

1. Conduct at the Pool Area ~~during open swim times~~ must be such as to provide the greatest enjoyment for the majority of participants. The cooperation of all pool area users is essential and required.
2. All persons who enter the pool area must be authorized as described in this document. Verification of authorization must be provided to the designated CDD staff person upon request. Pool Area users should have with them, ~~or be with someone who has any amenity badges, id's, swipe cards, etc. key fob or other entry security device at all times to provide proof of verification~~ they are a Resident, ~~or Passholder, or guest~~. Guests must be accompanied by a Resident or Passholder. ~~Guest badges are available through the Amenities Manager.~~ Upon entering the Pool Area, all persons must, if requested by a lifeguard or designated staff, sign in for control and attendance record purposes.
3. Only bona fide swim wear is allowed in the Pool Area. No cut-offs or shorts with buckles or rivets are permitted.
4. No pets are permitted in the Pool Area.
5. Glass is not permitted in the Pool Area.
6. ~~Persons with skin disorders or other conditions potentially harmful to others will be denied use of the pool.~~
7. No items except play equipment as provided below should be put in the pool including pool furniture.

8. Play equipment such as floats, rafts, beach balls, toys, and remote controlled devices, and similar equipment are not allowed in the pool area unless approved by the Amenities Manager, lifeguards, or designated staff.
9. The CDD Board, Amenities Manager, and staff, are not responsible for lost or stolen items.
10. No food is allowed anywhere in the pool area unless approved by the Amenities Manager for an event. Water, soft drinks, juice, etc., are permitted in plastic bottles or thermoses only. **Alcoholic beverages are not allowed in the Pool Area at any time.**
11. Smoking is prohibited within the PoolArea.
12. The volume of electronic equipment must be kept low enough so as not to disturb others. Use of personal headphone equipment is preferred.
13. Persons using the Pool Area must cooperate in keeping the area clean by properly disposing of drink containers, trash, etc., and taking all personal items such as towels and magazines with them.
14. Everyone must shower before entering the pool.
15. Urinating in the pool is not allowed.
16. All persons must refrain from any conduct that is hazardous, violent or dangerous in any way to themselves or others. No diving, running, horseplay, fighting dunking, etc., will be permitted. Noisy activity that disturbs others will not be allowed. Activity that results in splashing others using the pool deck is not allowed.
17. The Pool Area cannot be used for tanning or any other activity when the Pool Area is closed.

18. Children not toilet trained or requiring the use of diapers must wear an approved swimsuit diaper that fits snugly around the waist and legs. ~~and are only permitted in the children's wading pool.~~
19. Diapers may not be changed in the Pool Area. Diapers can be changed in the pavilion restrooms.
20. The swimming pool bathing load is 108 people. The Amenities Manager, his/her designee, and lifeguards are authorized to deny persons access into the pool when the capacity is reached.
21. Although lifeguards are on duty, swimming and use of the Pool Area at any time is at the individuals own risk.
22. ~~The children's wading pool is limited to children 6 years of age or younger. The baby wading pool has a bathing load of 4 children. All rules related to the pool area apply to the children's wading pool except that, due to meeting the required chemical balance, this wading pool is subject to more frequent closures.~~

Policies, Procedures, Charges and Regulations for the Lodge and Pavilion

A. *General Rules Regarding Use of the Lodge and/or Pavilion*

1. ~~Use of the Lodge and/or Pavilion is restricted to residents of Piney Z, their family members living in Piney Z, passholders and their families, and the guests of residents or passholders and their families~~ Rental of the CDD Lodge and/or Pavilion is open to both Residents and Non-Residents. In addition, the CDD and HOA may hold sponsored events open to residents of Piney Z.
2. Reservation of these facilities is on a first come/first serve basis. Due to demand for the Lodge and/or Pavilion, reservations shall be limited to no more than once a month per person/household. However, if the facilities have not been reserved 2 weeks before a second requested date within that same month they may be

reserved by the same person/household ~~again within the same month~~ at the discretion of the Amenities **Manager**. As a general matter, only one member of a resident's or passholder's household may reserve the facilities within these time frames. However, the Amenities Manager may allow exceptions if the reservations are for different functions.

3. The Amenities Manager may schedule a reservation request for an event which requires multiple related functions over a 2-3 day period. Fees charged shall be at the highest rate for each day. An example of this is where the Lodge is needed for a Thursday setup, a Friday rehearsal dinner and a Saturday wedding / reception. Other examples would be Friday and Saturday events for a family reunion or a workshop for office staff.
4. The ~~resident or passholder~~ person reserving the Lodge and/or Pavilion is responsible for actions of all guests and must be present at all times while the Lodge and/or Pavilion is occupied. The condition of the Lodge and/or Pavilion must be returned to its **original** condition ~~upon Rental~~ immediately following the event. Violations of these regulations can result in shutting down the event and loss of privileges ~~of the resident or passholder~~ **for the renter** to use the Lodge and/or Pavilion again. There should always be an adult at least 25 years or older present at all gatherings for those under the age of 18.
5. ~~Use of any items (such as linens, tables, chairs, punch bowls, etc.) must be arranged by the resident or passholder.~~ **The renter is responsible for providing all linens, china and accessories, other than the CDD-provided tables and chairs.** All equipment that is used that is the property of the CDD at the Lodge and/ or Pavilion must be cleaned and put away in its designated areas.
6. Reservations of the Lodge and/ or Pavilion shall be limited to no more than 6 hours per function including set-up and clean-up. Additional time can be added for an ~~additional~~ **hourly** fee. However, decorations may be left at the facilities the day of the function if arrangements are made with the Amenities Manager

before the event and it does not interfere with other functions taking place the same day. Residents issued keys for their event should not enter the Lodge or Pavilion area at a time other than their reservation unless arranged in advance. (The alarm system may be armed or maintenance underway.) Functions may last no longer than midnight except for New Year's Eve parties and other events which traditionally extend beyond midnight.

7. Alcoholic Beverages are not allowed in the Lodge and/or Pavilion at any time.

~~B. Fees and Charges Regarding Lodge/Pavilion/Swimming Pool~~
Moved further down in document

- ~~1. Residents and passholders are encouraged to rent the Lodge, Pavilion or Swimming Pool in accordance with these policies for personal parties, meetings or events.~~

~~There will be a payment of a Use/Rental fee each time the Lodge/Pavilion is reserved to help cover the general costs associated with the operation of the facilities such as toiletries, cleaning supplies, utilities, and wear and tear on equipment, etc. It also includes the janitorial costs and labor incurred by the CDD after rental. Use/Rental fees for a reservation (six hours or less) are as follows:~~

~~BASE FEE \$150 for all residents and Passholders and for each Amenity area reserved.~~

~~ADDITIONAL FEE paid in addition to Base Fee for each Amenity area reserved.~~

~~1-25 people ————— 0 —~~

~~26-50 people ————— \$100~~

~~51-111 people ————— \$250~~

~~(Note: Lodge capacity 111/Pool Capacity 108)~~

~~112-400 people ————— \$350 (Pavilion only)~~

~~————— Additional hours: \$25 per hour per Amenity area~~

~~Note that reservation of the swimming pool also requires the additional payment for appropriate number of lifeguards.~~

~~Hours for the event may be extended with an additional payment of \$25 if the request is made 14 days or less from the event and the extension doesn't conflict with the Lodge or Pavilion calendar. The event may not be extended beyond midnight except for an event that traditionally goes beyond midnight such as a New Year's Eve party.~~

- ~~2. — There will also be a \$500 deposit collected at the time the reservation is made for any damages or costs incurred in restoring the facilities to original condition. A signed contract will be required with all reservations with the resident or passholder making the reservation agreeing to pay any additional charges if damages exceed the deposit or if clean up fees exceed those established with the Use/Rental fee.~~

~~Any damages above these deposits will be the responsibility of the resident or passholder reserving these facilities. This deposit is refundable if, after inspection of facilities by the CDD representative, there is no damage or unusual cost for clean up pursuant to the contract.~~

- ~~3. — Exempt from these fees are events sponsored by the homeowners association or CDD (example: Fourth of July party, Community Christmas party, homeowners meetings, committee events, etc.) and any event sponsored by Piney Z, Ltd. or Piney Z Development, Inc.~~
- ~~4. — All fees and deposits shall be by check, money order or, when available, by credit card.~~
- ~~5. — If a reservation is cancelled 14 days or less of the date reserved, the fee will be forfeited. The fee shall not be forfeited if an event is cancelled by reason of a death in the family or other such unusual occurrence at the discretion of the Amenities Manager. Notwithstanding whether a reservation is cancelled within 14~~

~~days, the base fee shall not be refundable except for reason of a death in the family or such other unusual occurrence, again at the discretion of the Amenities Manager.~~

- ~~6. — Areas that are not locked off that require a fee such as the Pavilion may not be used without payment of the required fee. No parties, classes or events may be held on CDD property or green space without permission from the Amenities Manager.~~

~~C. Contract and Management of Piney Z Amenities.~~

- ~~1. — A reservation contract must be executed and the fees and deposit collected before a reservation may be confirmed.~~
- ~~2. The Amenities Manager will keep records and copies of all reservation transactions, send deposits and expense invoices to the CDD accountants, and review CDD accounting statements. Copies of all documents and an annual calendar of reservations shall be made available to the Chair of the District Board of Supervisors and any Supervisor upon request.~~

Policies, Procedures, Charges and Regulations for the Fitness Center Playground and Gazebo Park

A. Fitness Center

1. Equipment must be used in an appropriate and safe manner. Use of exercise equipment is at the users' own risk. The CDD is not responsible for injuries incurred by any Resident or Guest in the exercise room.
2. Children under the age of 16 must be accompanied and supervised by a parent.
3. Children under the age of 12 are not allowed in the exercise area. There is a play area designated for their use and they must remain in this area while parent is engaged in activity in the exercise room.

4. The exercise room is open 5 a.m. to 10 p.m. every day.
5. Food and beverages, except for bottled water, are not permitted around the exercise equipment or while operating any equipment.
6. The CDD is not responsible for lost or stolen items in the exercise facility. Lockers are available only while using exercise area.
7. The Fitness Center is only available to Residents, Passholders and their Guests. Guests are limited to two per Resident or Passholder and must be accompanied by the Resident or Passholder while using the Fitness Center.
8. Any user of the Fitness Center, found to be abusing or misusing ~~treating~~ equipment, will lose access to the Fitness Center, and may be requested to pay for repairs or ~~broken~~ or damage to equipment
9. Alcoholic beverages are not permitted in the Fitness Center.

Policies, Procedures, ~~Charges~~ and Regulations for the Playground and Gazebo Park

A. Playground and Gazebo Park

1. Use of the Playground and Gazebo Park is limited to Residents, Passholders and Guests.
2. Use of the park is limited to children under the age of 12.
3. All children under the age of 12 must be accompanied by a parent or person over the age of 14.
4. Use of the Playground and Gazebo Park are at the user's own risk.
5. The use of Alcoholic beverages is not permitted in the Playground or Gazebo park.

Fees and Charges Regarding Lodge/Pavilion/Swimming Pool

A. Rental Policies and Procedures

1. ~~Residents and passholders are encouraged to rent~~ **Rental** of the Rental Amenities **will be** in accordance with these policies **and the fees set forth in Rule ____ of the Piney- Z Community Development District.** ~~for personal parties, meetings or events.~~

~~There will be a payment of a Use/~~ **A Rental fee will be charged** each time the Lodge/Pavilion/Swimming Pool Area is reserved, to help cover the general costs associated with the operation of the facilities such as toiletries, cleaning **costs** ~~supplies~~, utilities, ~~and wear and tear on equipment, etc. It also includes the janitorial costs and labor incurred by the CDD after rental.~~ Rental fees for a reservation (six hours or less) will include:

BASE FEE ~~\$150 for all residents and Passholders and payable by Residents and Non-Residents for~~ **each** Amenity area reserved.

ADDITIONAL FEE paid in addition to Base Fee for each Amenity area reserved dependent upon the number of persons that are anticipated to attend the event.

Category 1 -1-25 people	
Category 2 - 26-50 people	\$100
Category 3- 51-111 people	\$250
(Note: Lodge capacity 111/Pool Capacity 108)	
Category 4 - 112-400 people	\$350 (Pavilion only)

~~ADDITIONAL HOURS FEE: payable for each hour beyond per~~
~~Amenity area~~

(FOR CONSIDERATION: Will residents receive a discounted price or will non-residents be charged a higher price? The

~~argument would be that residents are already paying for repairs and maintenance of all amenities.....)~~

Note that reservation of the swimming pool also requires the additional payment for appropriate number of lifeguards.

Hours for the event may be extended with an additional payment ~~per hour for rental of the Lodge and Pavilion~~ if the request is made 14 days or less from the event, and the extension doesn't conflict with the Lodge or Pavilion calendar. The event may not be extended beyond midnight except for an event that traditionally goes beyond midnight such as a New Year's Eve party.

2. There will also be a \$500 deposit collected at the time the reservation is made for any damages or costs incurred in restoring the facilities to original condition. A signed contract will be required with all reservations with the ~~resident or passholder~~ person making the reservation agreeing to pay any additional charges if damages exceed the deposit, or if clean up fees exceed those established with the ~~Use/Rental~~ fee.

Any damages above these deposits will be the responsibility of the person reserving these facilities. This deposit is refundable if, after inspection of facilities by the CDD representative, there is no damage or unusual cost for clean-up pursuant to the contract.

~~The check for the reservation of the amenity will be deposited immediately in order to hold the reserved date. A second check for the \$500 cleaning/damage fee will be held until after the event, and will only be cashed if needed due to additionaladditional cleaning, or repairs. If the second check is not needed it will be returned to the person renting the amenity.~~

3. Exempt from these fees are events sponsored by the homeowners association or CDD (example: Fourth of July party, Community Christmas party, homeowners meetings, committee

events, etc.). ~~and any event sponsored by Piney Z, Ltd. or Piney Z Development, Inc.~~

4. All fees and deposits shall be by check. ~~, money order or, when available, by credit card.~~
5. ~~If a reservation is cancelled 14 days or less from of the date reserved, a refund of the reservation amount will be at the discretion of the Amenities Manager, based on the occurrence necessitating the cancellation. the fee will be forfeited. The fee shall not be forfeited if an event is cancelled by reason of a death in the family or other such unusual occurrence at the discretion of the Amenities Manager. Notwithstanding whether a reservation is cancelled within 14 days, the base fee shall not be refundable except for reason of a death in the family or such other unusual occurrence, again at the discretion of the Amenities Manager.~~
6. Areas that are not locked off that require a fee such as the Pavilion may not be used without payment of the required fee. No parties, classes or events may be held on CDD property or green space without permission from the Amenities Manager.
7. The CDD reserves the right to increase fees annually, as necessary, to cover maintenance, repairs and replacement of amenities, but no higher than 5% annually.

B. Contract and Management of Piney Z Amenities

1. A reservation contract must be executed and the fees and deposit collected before a reservation may be confirmed.
2. The reservation form must be filled out and signed by the person who will be responsible for the amenity rental.

7B.

If alcohol use is to be allowed within the Lodge for Rental purposes. Consider including the following language in proposed Amenity Policies and Procedures,

1. Intent to serve alcohol must be indicated on the Rental form;
2. Event Liability insurance coverage in the amount of One Million Dollars (\$1,000,000.00) will be required for all events that are approved to serve alcoholic beverages. The District, Board of Supervisors and Amenities manager are to be named on the policy as additional insureds. Proof of such Coverage must be presented to the Amenities manager prior to the event.
3. Residents and Non-residents serving alcohol agree to indemnify and hold harmless the District, Board of Supervisors and staff from any and all liability, claims, actions, suits, or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of or in connection with, the service of alcohol. Such indemnification shall not be deemed or construed as a waiver of the Districts sovereign immunity granted pursuant to Section 768.28, Fla. Stat.
4. A certified bartender must be hired to dispense alcohol.
5. A District Staff member must be present at all events at which alcohol is served. The individual renting the Lodge shall be required to pay for the District staff member at their normal hourly rate.

7C.

Piney-Z Community Development District

Amenities Rental Rates

In accordance with Chapters 190 and 120 of the Florida Statutes, and after a duly scheduled public meeting and public hearing on July 13, 2015, the Board of Supervisors of the Piney-Z Community Development District (the “CDD”) adopted the following rules to govern rates for the rental of the CDD’s Amenities.

1. Introduction. This rule addresses various rates, fees and charges associated with rental of the Amenities.

2. Definitions. All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Piney-Z Community Development District Amenities Policies and Procedures (the “CDD Amenities Policies and Procedures”), as amended from time to time.

3. Rental Fees Regarding Lodge/Pavilion/Swimming Pool

a. Base Fee: \$150.00- This fee is for up to 25 Participants per Amenity area reserved.

b. Additional fee- This fee is based on the number of participants and is added to the Base Fee as follows,

- 1-25 people – no additional fee, amount is included in the Base fee.
- 26-50 people- Level 1 additional fee of **\$100.00** added to the Base Fee ;
- 51-111 people – Level 2 additional fee **\$250.00** added to the Base Fee;
- 112-400 people – Level 3 additional fee **\$350.00** added to the Base Fee.

Note Lodge capacity is 111 and Pool Capacity is 108.

Level 3 fee only applies to the Pavilion.

c. Duration of Rental- The Lodge and Pavilion are available for rental for up to six (6) hours. The swimming pool is available for rental for two and a half (2.5) hours.

d. Additional Hours Fee- A posted Additional Hourly fee of **\$25.00** will be available to pay for additional party hours per amenity.

- 4. Adjustment of Rates** – Not more than once per year, the Board may adjust by resolution adopted at a duly noticed public meeting any of the fees set forth in Paragraph **3** by not more than **5%** percent per year to reflect actual costs of the operation of the amenities, to promote use of the Amenities, or for any other purpose as determined by the Board to be in the best interests of the District.
- 5. Use of the Amenities-** The CDD Amenities Policies and Procedures, as amended from time to time, govern the rental of the Amenities and renters will be held to use consistent with those policies.
- 6. Severability.** The invalidity or unenforceability of any one or more provisions of this rule shall not affect the validity or enforceability of the remaining portions of this rule, or any part of this rule not held to be invalid or unenforceable.

Law Implemented Sections 190.011, 190.035, Florida statute (2014).

Effective Date _____, 2015.

7D.

Select Year:

The 2014 Florida Statutes

[Title XIII](#)[Chapter 190](#)[View Entire Chapter](#)

PLANNING AND DEVELOPMENT COMMUNITY DEVELOPMENT DISTRICTS

190.006 Board of supervisors; members and meetings.—

(1) The board of the district shall exercise the powers granted to the district pursuant to this act. The board shall consist of five members; except as otherwise provided herein, each member shall hold office for a term of 2 years or 4 years, as provided in this section, and until a successor is chosen and qualifies. The members of the board must be residents of the state and citizens of the United States.

(2)(a) Within 90 days following the effective date of the rule or ordinance establishing the district, there shall be held a meeting of the landowners of the district for the purpose of electing five supervisors for the district. Notice of the landowners' meeting shall be published once a week for 2 consecutive weeks in a newspaper which is in general circulation in the area of the district, the last day of such publication to be not fewer than 14 days or more than 28 days before the date of the election. The landowners, when assembled at such meeting, shall organize by electing a chair who shall conduct the meeting. The chair may be any person present at the meeting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions.

(b) At such meeting, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the district for each person to be elected. A landowner may vote in person or by proxy in writing. Each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property, or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy need not be notarized. A fraction of an acre shall be treated as 1 acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. The two candidates receiving the highest number of votes shall be elected for a period of 4 years, and the three candidates receiving the next largest number of votes shall be elected for a period of 2 years, with the term of office for each successful candidate commencing upon election. The members of the first board elected by landowners shall serve their respective 4-year or 2-year terms; however, the next election by landowners shall be held on the first Tuesday in November. Thereafter, there shall be an election of supervisors for the district every 2 years in November on a date established by the board and noticed pursuant to paragraph (a). The second and subsequent landowners' election shall be announced at a public meeting of the board at least 90 days prior to the date of the landowners' meeting and shall also be noticed pursuant to paragraph (a). Instructions on how all landowners may participate in the election, along with sample proxies, shall be provided during the board meeting that announces the

landowners' meeting. The two candidates receiving the highest number of votes shall be elected to serve for a 4-year period, and the remaining candidate elected shall serve for a 2-year period.

(3)(a)1. If the board proposes to exercise the ad valorem taxing power authorized by s. 190.021, the district board shall call an election at which the members of the board of supervisors will be elected. Such election shall be held in conjunction with a primary or general election unless the district bears the cost of a special election. Each member shall be elected by the qualified electors of the district for a term of 4 years, except that, at the first such election, three members shall be elected for a period of 4 years and two members shall be elected for a period of 2 years. All elected board members must be qualified electors of the district.

2.a. Regardless of whether a district has proposed to levy ad valorem taxes, commencing 6 years after the initial appointment of members or, for a district exceeding 5,000 acres in area or for a compact, urban, mixed-use district, 10 years after the initial appointment of members, the position of each member whose term has expired shall be filled by a qualified elector of the district, elected by the qualified electors of the district. However, for those districts established after June 21, 1991, and for those existing districts established after December 31, 1983, which have less than 50 qualified electors on June 21, 1991, sub-subparagraphs b. and d. shall apply. If, in the 6th year after the initial appointment of members, or 10 years after such initial appointment for districts exceeding 5,000 acres in area or for a compact, urban, mixed-use district, there are not at least 250 qualified electors in the district, or for a district exceeding 5,000 acres or for a compact, urban, mixed-use district, there are not at least 500 qualified electors, members of the board shall continue to be elected by landowners.

b. After the 6th or 10th year, once a district reaches 250 or 500 qualified electors, respectively, then the positions of two board members whose terms are expiring shall be filled by qualified electors of the district, elected by the qualified electors of the district for 4-year terms. The remaining board member whose term is expiring shall be elected for a 4-year term by the landowners and is not required to be a qualified elector. Thereafter, as terms expire, board members shall be qualified electors elected by qualified electors of the district for a term of 4 years.

c. Once a district qualifies to have any of its board members elected by the qualified electors of the district, the initial and all subsequent elections by the qualified electors of the district shall be held at the general election in November. The board shall adopt a resolution if necessary to implement this requirement when the board determines the number of qualified electors as required by sub-subparagraph d., to extend or reduce the terms of current board members.

d. On or before June 1 of each year, the board shall determine the number of qualified electors in the district as of the immediately preceding April 15. The board shall use and rely upon the official records maintained by the supervisor of elections and property appraiser or tax collector in each county in making this determination. Such determination shall be made at a properly noticed meeting of the board and shall become a part of the official minutes of the district.

(b) Elections of board members by qualified electors held pursuant to this subsection shall be nonpartisan and shall be conducted in the manner prescribed by law for holding general elections. The district shall publish a notice of the qualifying period set by the supervisor of elections for each election at least 2 weeks prior to the start of the qualifying period. Board members shall assume the office on the second Tuesday following their election. If no elector qualifies for a seat to be filled in an election, a vacancy in that seat shall be declared by the board effective on the second Tuesday following the election. Within 90 days thereafter, the board shall appoint a qualified elector to fill the vacancy. Until such appointment, the incumbent board member in that seat shall remain in office.

(c) Candidates seeking election to office by qualified electors under this subsection shall conduct their campaigns in accordance with the provisions of chapter 106 and shall file qualifying papers and qualify for individual seats in accordance with s. 99.061.

(d) The supervisor of elections shall appoint the inspectors and clerks of elections, prepare and furnish the ballots, designate polling places, and canvass the returns of the election of board members by qualified electors. The county canvassing board shall declare and certify the results of the election.

(4) Members of the board shall be known as supervisors and, upon entering into office, shall take and subscribe to the oath of office as prescribed by s. 876.05. They shall hold office for the terms for which they were elected or appointed and until their successors are chosen and qualified. If, during the term of office, a vacancy occurs, the remaining members of the board shall fill the vacancy by an appointment for the remainder of the unexpired term.

(5) A majority of the members of the board constitutes a quorum for the purposes of conducting its business and exercising its powers and for all other purposes. Action taken by the district shall be upon a vote of a majority of the members present unless general law or a rule of the district requires a greater number.

(6) As soon as practicable after each election or appointment, the board shall organize by electing one of its members as chair and by electing a secretary, who need not be a member of the board, and such other officers as the board may deem necessary.

(7) The board shall keep a permanent record book entitled "Record of Proceedings of (name of district) Community Development District," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, bonds given by all employees, and any and all corporate acts. The record book shall at reasonable times be opened to inspection in the same manner as state, county, and municipal records pursuant to chapter 119. The record book shall be kept at the office or other regular place of business maintained by the board in the county or municipality in which the district is located or within the boundaries of a development of regional impact or Florida Quality Development, or combination of a development of regional impact and Florida Quality Development, which includes the district.

(8) Each supervisor shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the board of supervisors, not to exceed \$4,800 per year per supervisor, or an amount established by the electors at referendum. In addition, each supervisor shall receive travel and per diem expenses as set forth in s. 112.061.

(9) All meetings of the board shall be open to the public and governed by the provisions of chapter 286.

History.—s. 2, ch. 80-407; s. 6, ch. 84-360; s. 23, ch. 85-80; s. 3, ch. 91-308; s. 962, ch. 95-147; s. 36, ch. 99-378; s. 19, ch. 2000-158; s. 35, ch. 2004-345; s. 32, ch. 2004-353; s. 3, ch. 2007-160; s. 33, ch. 2008-95; s. 2, ch. 2009-142.

Eighth Order of Business

8A.

MEMORANDUM

TO: Board of Supervisors
Piney-Z Community Development District

FROM: Melinda J. Parker

RE: Consulting Project Update

DATE: May 1, 2015

Budget, FY 2016

While my final repair and maintenance/capital improvement report is only 70 percent complete to date, the materials I have reviewed (approximately eight multi-page reports, and manager reports back to 2011) are replete with detail about issues requiring attention. Some on the list, below, may well have been addressed, a fact I cannot know until I complete the last two years of meeting minutes. Nonetheless, since the work has been bought and paid for – particularly the 2013 summary done by Southern Home Consultants – I thought it advisable to lay it on the record.

The few numbers included appear to have been developed in the summer of 2014. The vast majority of what I have read relates to electrical and roof-related issues; since those are, I believe, in the final reports compiled by David Bailey and Pati Lytle, I shall add nothing here. I would, however, state that one appears to be very much safety related, while the other more cosmetic at this time (staining, etc.)

Additional projects, in no particular order, are:

Replacement, fitness equipment	\$12,000, annual recurring
Replacement, AC units	\$6,000 per unit
Pool, re-marcite and re- tile	\$50,000
Painting, exterior	\$5,000
Add metal structure over pumps,	\$3,500

Breaker and chlorinator at pool
Re-pave and re-stripe lot
Replacement, picnic tables
Replacement, trash cans
Masonry repairs (retaining walls,
pavilion floor, etc.)
Carpentry repairs (primarily doors)
Plumbing repairs (loose toilets, sink
drain line, leaking shower pan, etc.)*
HVAC (multiple issues; report
should be shared with Benson's)
Updating, furniture and blinds
Deep scratches in lodge floor

Additional project reports, consulting agreement

Board resolutions summaries
City of Tallahassee, including eagle habitat
Insurance, including coke machine
Website materials
Service agreements, interim

The vast majority (approximately 80 percent) of my work is complete; I intend to submit my final report and recommendations in time for your June meeting.

*These were noted in the bathroom on the second floor of the lodge, and I believe some, or all, may have been attended to. The record is simply unclear.

Service Agreements Interim Report

Copier – requires agreement with HOA on cost sharing

Legal – signed by both parties

Lawn care – signed by both parties

Pest control – signed by both parties

Pool – signed by both parties

Cleaning – signed by both parties

HVAC – not signed, but ready to be so

Fitness equipment – not signed, but ready to be so

Termites – not signed, but in hand

Trash container – nothing but my notes

Fire suppression – nothing but my notes

Security – 2003 agreement (unsigned) with 2012 amendment, CDD signed

Time keeping – 2014 amendment only, signed both parties

05-01-2015/mjp

Florida Municipal Insurance Trust

#0827

Dates of coverage

October 1, 2014 to October 1, 2015

Administered by

Florida League of Cities, Inc./
Department of Insurance and Financial
Services
#407-425-9142, or #800-445-6248
flcities.com/insurance

Acreage basis

346

Annual premium

\$ 5,300 General liability
\$ 4,276 Property
\$ 4,928 Workers' Compensation
\$14,504 **TOTAL**

Coverages

- (1) **General Liability**, including these limits:
- broad form property damage (\$500,000)
 - extra contractual legal expense (\$25,000)
 - fire legal liability (\$500,000)
 - public officials' errors and omissions liability (\$1 million)
 - cyber liability (\$250,000)

- (2) **Property**, including:
- Lodge, valued at \$662,596
(+ \$75,000 personal property)
 - Party pavilion, valued at \$170,526
 - Pavilion, valued at \$4,206
 - Gazebo , valued at \$4,690
 - Pool & wading pool, valued at \$215,256
 - 8 x 12 shed , valued at \$1,976

(Total: \$1,059,250, + \$75,000 personal property)

N.B. Replacement cost; no inflation

- (3) **Workers' Compensation**, including employer's liability limits as follow:
- bodily injury by accident, \$1 million each
 - bodily injury by disease, \$1 million policy limit
 - bodily injury by disease, \$ million each employee
 - based on total payroll of \$122,000
 - based on 17 total employees

Deductibles

Real property	\$1,000
Personal property	\$1,000
Named storm	3%
Information security	p. 31-32

Policy detail

Trust agreement	p. 6-12
Coverages agreement	p. 13-30
General liability declarations	p. 31-33
Property damage endorsement	p. 34
Extra contractual legal	p. 35-36
Fire	p. 37
Medical malpractice	p. 38
Errors & omissions endorsement	p. 39-41
Employee benefits administration endorsement	p. 42-43
Inverse condemnation	p. 44
Specific excess	p. 45
Information security	p. 46-66
First party computer security	p. 67-76
Crisis intervention	p. 77
Sewer line back-up	p. 78
Property declarations	p. 79-80
Common policy condition	p. 81
Miscellaneous property coverages	p. 82
Cancellation & non-renewal	p. 83-85
Earned premium	p. 86-87
Environmental improvements	p. 88
Property schedule	p. 89
Commercial property condition	p. 90-91
Building and personal property	p. 92-105
Coverage extension	p. 106-110
Florida changes	p. 111-112*
Causes of loss	p. 113-121**
Ordinance or law coverage/ Property	p. 122-123
Watercraft	p. 124
Named storm	p. 125
Flood	p. 126-127
Terrorism	p. 128-131
Equipment breakdown	p. 132-137
Fungus/mold/mildew	p. 138-139
Extra expenses	p. 140-143
Business income	p. 144-151
Sinkhole	p. 152-153
Leasehold	p. 154-157

Commercial inland marine	p. 158-160
Accounts receivable	p. 161-164
Valuable papers and records	p. 165-167
Workers' compensation declarations	p. 168-169
Workers' compensation coverages agreement	p. 170-175
Workers' compensation extension of information	p. 176
Workers' compensation terrorism risk	p. 177-178
Workers' compensation voluntary compensation	p. 179-180

* hurricane, sinkhole, ground cover collapse

** earth shifting, volcanic action, nuclear, fungus/
rot, war, water, mudslide, faulty design

Coke Machine

The Coke machine located just outside the restrooms at the pavilion was placed there, at the request of Lance Rogers, by Superior Coffee Enterprises. According to Christ Farris of Superior, it dispenses plastic bottles, at a cost of \$1.50 per bottle.

The machine was located near the pool for the convenience of amenities' users, and, according to Farris, the agreement with Lance did **not** include payment of a commission to the CDD. If the CDD were to require a commission going forward, it would force a rise in the cost per bottle of approximately \$.20 to \$.25. Annual sales amount to approximately 450 bottles per year, most during pool season. Income to the CDD might be around \$100.

I inquired as to whether the machine could be removed for the six months of the year when it was rarely used, thereby allowing us to save the cost of electrifying it; Chris responded that, in addition to the fact that he has, from time to time, to remove out-of-date product, it would probably render the placement not worth the cost to him. I asked about having terms of the placement in writing, and he replied that was not generally a part of convenience placements requested by a given entity. Finally, I expressed concern about liability were something to happen to someone while at or near the machine, and he replied that no one had ever raised that issue with him.

Notes:

1-800-647-2653, Tulsa
Equipment RY07016955
Third party machine
Superior Coffee Enterprises
Contact: Chris Farris @ 850-508-4675

05-01-2015/mjp

Website, 2015

GENERAL INFORMATION

Full Legal Name

Piney-Z Community Development District

Public Purpose Statement

Initially, this local unit of special-purpose government was created to provide urban community development services, focusing on the laying-in of basic infrastructure, including but not limited to roads, sewers/water, landscaping within rights of way, etc. Subsequently, the Board of Supervisors elected to purchase approximately 4.5 acres, sited near the center of the development, to create recreation and meeting facilities for residents of the community.

Boundaries/Service Area

A map of the service area may be found here:

http://www.pineyz.com/publications/community_map.pdf

Services Provided

In addition to maintenance of the common areas and the long term management and oversight of the community created, including the amenities, the district's board is also responsible for establishing an annual budget necessary to operate the recreational and meeting amenities, and to assess each landowner his/her fair portion of the total required, based on lot size. The assessments are collected annually for the district by the Leon County Tax Collector, for which the collector is paid a percentage of the total collected.

Because the CDD is a not-for-profit entity, landowners in the CDD receive the benefit of the district's authority to pay no sales tax on goods and services, and to secure requisite financing with tax-exempt bonds issued at reduced interest rates.

Finally, the district establishes and enforces rules by which the common areas within its purview as well as the amenities are operated and maintained.

Full Text of the Charter Creation Document

The uniform charter is contained within Chapter 190, Florida Statutes. We have been granted no special powers beyond those enumerated in Chapter 190.012, Florida Statutes.

Our creation document is Ordinance 97-O-0033AA, City of Tallahassee. (A copy to be attached).

Statutes Under Which the Special District Operates

The primary statutes under which the District operates are:

Chapter 190, Florida Statutes, Community Development Districts
Chapter 189, Florida Statutes, Uniform Special Districts
Accountability Act

Date Established

June 11, 1997

Establishing Entity or Entities

The establishing entities are the legislative and executive branches of the State of Florida, and the City Commission of the City of Tallahassee.

CONTACT INFORMATION**Mailing Address**

950 Piney-Z Plantation Road
Tallahassee, Florida 32311

Email Address

cddmanager@pineyzcdd.com

Telephone Number

#850-656-4007

Website Address

www.pineyzcdd.com

Registered Agent

Maureen McCarthy Daughton, LLC
Suite 304
1725 Capital Circle NE
Tallahassee, Florida 32308
#850-345-8251
mddaughton@mmd-lawfirm.com
www.mmd-lawfirm.com

GOVERNING BODY MEMBERS

Joseph W. Didier (Seat 4)
983 Watersview Drive
Tallahassee, Florida 32311
joe@pineyzcdd.com
Term of service, 2012-2016

Richard A. Kessler, Jr. (Seat 2)
753 Eagle View Drive
Tallahassee, Florida 32311
richard@pineyzcdd.com
Term of service, 2012-2016

Michael D. Lee (Seat 5)
4895 Planters Ridge Drive
Tallahassee, Florida 32311
michael@pineyzcdd.com
Term of service, 2014-2018

Cheryl M. Hudson (Seat 3)
977 Watersview Drive
Tallahassee, Florida 32311
cheryl@pineyzcdd.com
Term of service, 2014-2018

Ann Pincus (Seat 1)
1172 Winter Lane
Tallahassee, Florida 32311
ann@pineyzcdd.com
Term of service, 2014-2018

Our supervisors are **elected** by the landowners of the district in regularly-scheduled elections conducted in and by the county of Leon.

REVENUE INFORMATION

Our revenue derives from assessments imposed on landowners in the district. Said assessments are collected by the Leon County Tax Collector, and are added to each landowner's property tax bill.

Assessments for fiscal year 2015 are as follow:

<u>Lot Size</u>	<u>Assessment</u>
36 feet	\$ 733.42
40 feet	\$ 763.49
50 feet	\$ 862.67
50 garage	\$ 787.31
65 feet	\$ 774.44
60 feet	\$ 881.52
75 feet	\$1,019.29
90 feet	\$1,134.70

The statutory authority for the levy of the tax, fee, assessment or charge is found in 190.021, Florida Statutes. To wit, "the board shall annually determine, order, and levy the annual installment of the total benefit special assessments for bonds issued and related expenses to finance district facilities and projects which are levied under this act. These assessments may be due and collected during each year that county taxes are due and collected, in which case such annual installment and levy shall be evidenced to and certified to the property appraiser by the board not later than August 31 of each year, and such assessment shall be entered by the property appraiser on the county tax rolls, and shall be collected and enforced by the tax collector in the same manner and at the same time as county taxes, and the proceeds thereof shall be paid to the district."

GENERAL FINANCIAL INFORMATION

Our fiscal year runs from October through September.

Our (third) tentative budget for fiscal year 2015 may be found here:
http://www.pineyz.com/uploads/file/PZCDD%207_14_14.pdf
pages 35-63, presented to the board on July 14, 2014

Our final adopted budget for fiscal year 2015 may be found here:
http://www.pineyz.com/uploads/file/Piney%20Z%2008_11_14.pdf
pages 33-62, adopted on August 11, 2014 by a board vote of 4 to 0

There have been no amendments to the fiscal 2015 budget.

LINK TO BE INCLUDED TO ENABLE PUBLIC TO VIEW THE CDD'S ANNUAL FINANCIAL REPORT ON THE WEBSITE OF THE DEPARTMENT OF FINANCIAL SERVICES

<https://apps.fldfs.com/LocalGov/Reports/>

THE FINAL, COMPLETE AUDIT REPORT FOR FISCAL YEAR 2014 MAY BE FOUND HERE

http://www.pineyz.com/uploads/file/PZCDD%204_13_15%20Agenda%20Package.pdf
pages 32-65

The audit report was accepted by the board, by a vote of 5-0, on April 13, 2015.

ETHICS

We have adopted no code of ethics. Generally applicable ethics provisions may be found here:

www.ethics.state.fl.us, select "ethics law."

RETIREMENT SYSTEM

We do not have a defined benefit retirement system.

WEBSITE ADDRESS

By October 1, 2015 we will supply our new website address to the Special District Accountability Program by emailing the URL to:
Jack.Gaskins@DEO.MyFlorida.com

City of Tallahassee

Ordinances and Interlocal Agreements

June 11, 1997

Ordinance 97-O-0033AA

- Petition for establishment of the Piney-Z Community Development District granted by City of Tallahassee
- 345.56 acres
- District granted special powers enumerated in 190.012, 2(a) and 2 (d), Florida Statutes, but limited, under 2(d), to the construction of fences and gates
- The charter shall be sections 190.006 through 190.041, but the district shall have only those enumerated above
- District shall dissolve itself 30 days after debt is paid
- Original board of supervisors:
 - Mark Conner
 - Anne Dechman
 - Joe Humphrey
 - Clifford Lamb
 - Susan Thompson

July 9, 1997

Interlocal Agreement

- District shall undertake projects for public infrastructure and dedicate to city
- District agrees that it will not use its ad valorem taxing powers
- District agrees that it will not incur any long term debt with a maturity beyond December 31, 2020
- District agrees that it will terminate itself within 30 days after debt payoff
- Public projects not previously dedicated will be so dedicated

- City agrees to assume larger share of projects costs, and District waives its right to utility rebates. City to assume 57% of cost of Conner Boulevard project.

June 9, 1999

Resolution 99-R-0014

- City authorizes and consents to District constructing, operating and maintaining recreational, cultural and educational facilities

March 21, 2001

First Amendment to the 1997 Interlocal Agreement

- District agrees to exercise only those powers necessary to the completion of district projects
- District agrees that it will not use its ad valorem taxing powers but specifically reserves its rights and powers to exercise its condemnation powers
- References streets and drainage projects relative to Conner Boulevard

November 23, 2010

Ordinance 10-O-54*

- Strikes Section 6 of Ordinance 97-O-0033AA
- Replaces in its entirety the July 9, 1997 Interlocal Agreement with the December 1, 2010 Amended and Restated Interlocal Agreement
- Replaces in its entirety the March 21, 2001 First Amendment to the Interlocal Agreement of July 9, 1997 with the December 1, 2010 Amended and Restated Interlocal Agreement

- Gives the District discretionary authority to provide lawn and landscaping maintenance services deemed to be generally beneficial to the residents of Piney-Z

*Attachment A referenced herein is the text of the December 1, 2010 Amended and Restated Interlocal Agreement

December 1, 2010

Amended and Restated Interlocal Agreement

- District may continue construction of streets, drainage, water and sewer projects, and will dedicate same to city
- District may finance and complete those projects limited to construction of streetlights, alleys, landscaping and hardscaping
- District may enter in to landscape maintenance agreement with HOA after previous agreements were found to violate the interlocal agreement
- District may provide landscape maintenance to Fieldcrest homes, as allowable by law

February 25, 2014

Ordinance 14-O-17

- City grants petition to Piney-Z Land Company providing for a 12.82 acre contraction of the District

May 28, 2014

Ordinance 14-O-25

- External boundaries contracted by 12.82 acres (to 332.74 acres remaining) to accommodate the request of the Piney-Z Land Company
- Dissolution of District upon 2019 bond retirement is no longer mandatory

July 15, 2014

**First Amendment to Amended and Restated
Interlocal Agreement**

- Acceptance by Piney-Z CDD Board of Supervisors of 12.82 acre contraction

05-01-2015/mjp

Eagle Preserve

The eagle habitat comprises 43.90 acres of the District; 21.95 acres are designated on the Phase 8 plat as “open space,” and have been dedicated to the Piney-Z HOA.

Many of the documents are, to date, unavailable, either on-line or through various firms (Royal American) and agencies (City of Tallahassee, Circuit Court, etc.) Nonetheless, the documents which are available permit this recitation of recent history:

July 5, 2000

Eagle Habitat conservation easement
granted to the City of Tallahassee
(Document follows)

July 7, 2002

Developer reports nest destroyed
and has fallen to the ground

January 9, 2003

Biological Research Associates documents
destruction of the nest

March 5, 2003

Piney-Z, Ltd. reports to the city of
Tallahassee that the nest has been destroyed,
thereby triggering the two year reverter
clause in the conservation easement

March 7, 2003

The city of Tallahassee replies that, in its
judgment, the reverter clause has not been
triggered; the eagle remains in the habitat,
just not in the same nest.

June 8, 2004

Piney-Z, Ltd. seeks declaratory relief
(argues that original nest is down; seeks to
be permitted to develop 66 lots on southern
portion of the habitat)
(Document follows)

July 1, 2005

City of Tallahassee and Piney-Z, Ltd. are
denied summary judgment

Summer 2005

Piney-Z flyer references open space
dedication, to the HOA, in Phase 8 plat.
Based on June 8, 2004 filing for relief, the
HOA portion of the habitat would be on the
north side of the habitat)
(Document follows)

April 24, 2006

Piney-Z HOA granted motion to intervene
in the action filed on June 8, 2004

September 5, 2006

Circuit Court, 2nd Judicial Circuit, denies
declaratory relief sought by Piney-Z, Ltd.
(Document follows)

Resolutions of the Board of Supervisors Piney-Z Community Development District 1997

June 25, 1997

- 97-1 Mark Conner appointed Chairman
- 97-2 Joseph Humphrey appointed Vice Chairman
- 97-3 Gary L. Moyer appointed Secretary
- 97-4 Rhonda Archer appointed Treasurer
- 97-5 Susan Thompson appointed Assistant Secretary
 Anne Dechman appointed Assistant Secretary
 Clifford Lamb appointed Assistant Secretary
- 97-6 Gary L. Moyer appointed District Manager
- 97-7 Carlton Fields law firm appointed District Counsel
- 97-8 Nancy Linnan appointed Registered Agent
- 97-9 Proposed budget approved for balance of fiscal year
 1997, and fiscal year 1998. Public hearing set.
- 97-10 Board, District Manager, Secretary, Assistant Secretaries,
 District Engineer and District Counsel will not be held
 personally liable for official actions. Legal
 representation will be provided in civil litigation. District
 does not waive immunity from liability. District may
 insure itself.
- 97-11 Authorized the issuance of not to exceed \$15 million in
 capital improvement revenue bonds
- 97-12 District to draft preliminary assessment roll. Special
 assessment in the amount of \$13,565,000.

97-13 Public hearing set regarding special assessments

July 29, 1997

97-14 Summary of resolutions 97-12 and 97-13. Approve special assessment methodology, to be paid in 22 payments (originally called for 20 only).

Construction costs:	\$ 9,952,280
Financing, capitalized interest, debt service reserve and contingency	<u>\$ 3,612,720</u>
TOTAL	\$13,565,000

September 8, 1997

97-15 Landowners elect Board of Supervisors:

Mark Conner	
Anne Dechman	Four year terms

Susan Thompson	
Joseph Humphrey	Two year terms
Albert J. Conner, Jr.	

97-16 Board ratifies Resolutions 97-1 through 97-14

97-17 General fund budget adopted for fiscal year 1998

97-18 Intent to use uniform method of collecting its benefit and maintenance assessments (non ad valorem). May be done for more than a single year.

97-19 Intent to reimburse certain project costs incurred with proceeds of future tax exempt financing

**Resolutions of the Board of Supervisors
Piney-Z Community Development District
1998**

October 29, 1997

- 98-1 Board authorizes issuance of \$12,870,000 capital improvement revenue bonds:
- \$3,352,000 Series 1997A
- \$9,545,000 Series 1997B
- Approves master trust indenture, the offering memorandum, etc. Modified “all previous inconsistent resolutions.”

January 12, 1998

- 98-2 Amended general fund budget, fiscal year 1997

February 9, 1998

- 98-3* First Union National Bank designated as the depository

January 12, 1998**

- 98-4 Amended general fund budget, fiscal year 1998

April 13, 1998

- 98-5*** Amended general fund budget, fiscal year 1998

May 11, 1998

- 98-6**** District Manager, Treasurer and Finance Director to execute public depositor report
- 98-7 Approved fiscal year 1999 budget, and set public hearing, to consider same

July 13, 1998

98-8 Budget adopted; future amendments anticipated.
\$5,422,926 to be raised by levy of assessment.

August 10, 1998

98-9 Amended general fund budget for fiscal year 1999

* Technically not a board resolution

**Out of chronological order

***Joe Humphrey signs

****Joe Humphrey signs as **Chairman**

Resolutions of the Board of Supervisors Piney-Z Community Development District 1999

October 12, 1998

99-1 Amended general fund budget for fiscal year 1997

November 9, 1998

99-2 Amended general fund budget for fiscal year 1998

January 11, 1999

99-3 Amended general fund budget for fiscal year 1999

March 8, 1999

99-4 Approved revised investment policy

May 12, 1999

99-5 Approved budget for fiscal year 2000, and set public hearing, to consider same

May 10, 1999**

99-6 Amended engineering report accepted for Series 1997
A & B bonds

99-7 Amended Resolution 97-12 re costs, special assessment
and assessment roll

99-8 Set public hearing, reiteration of 99-7

June 17, 1999

99-9 Amended Resolution 97-14 regarding special assessment,
etc. (Bill Holland now signing as Vice Chairman)

July 19, 1999

99-10

Approved annual budget for fiscal year 2000, and set public hearing, to consider same. Authorized special assessments, supplemental appropriation, maintenance and benefits special assessment.

* The date, May 10, is accurate.

Resolutions of the Board of Supervisors Piney-Z Community Development District 2000

January 10, 2000

2000-1 Landowner election results:
Ed Livingston 549 votes 4 year term
M.T. Mustian 549 votes 4 year term
Vacancy 549 votes 2 year term

March 13, 2000

2000-2 General fund budget amended for fiscal year 1999
(William Holland signs as Chairman)

2000-3 Darrin Mossing appointed Assistant Secretary

May 8, 2000

2000-4 Kimberly Murphy appointed to vacancy
(this is actually a **meeting agenda**)

July 10, 2000

2000-5 Annual appropriations resolution; adopted budget for
fiscal year 2001; fixed maintenance and benefit special
assessments

Resolutions of the Board of Supervisors Piney-Z Community Development District 2001

October 9, 2000

- 2001-1 Authorize District Manager to transmit funds to, and withdraw funds from, the State Board of Administration for purposes of investment
- 2001-2 Assessments levied to defray cost of improvement of recreational amenities. Assessment to total \$850,000 of total cost of \$1,085, 400
- 2001-3 Hearing set for December 4, 2000 regarding amenities

November 13, 2000

- 2001-4 Repeal of original investment guidelines, adoption of alternative guidelines

June 25, 2001

- 2001-5 Approval of proposed budget for fiscal year 2002, and public hearing set, to consider same

August 29, 2001

- 2001-6 Annual appropriations resolution and adoption of budget, fiscal year 2002. Fixed maintenance and benefits special assessment for fiscal year 2002.
- 2001-7 Levy of non ad valorem maintenance assessment for general fund, and non ad valorem assessment for debt service fund, fiscal year 2002

Resolutions of the Board of Supervisors Piney-Z Community Development District 2002

November 26, 2001

- 2002-1 Landowners' election of supervisors:
- | | | |
|-----------------|-----------|-------------|
| Ed Livingston | 382 votes | 4 year term |
| Kimberly Murphy | 383 votes | 4 year term |
| Percy Dillard | 299 votes | 2 year term |
- 2002-2 Amendment of debt service fund budget, fiscal year 2002
- 2002-3 Authorized district projects; approved special assessments; provided for collection of special assessments
- 2002-4* Amended permissible district projects to include parks and facilities, outdoor cultural and educational uses; authorized issuance of up to \$2,130,000 principal amount of bonds, to include additional series in the amount of \$850,000 under the series 2001 bond

February 21, 2002

- 2002-5 Authorized execution of second supplemental trust indenture and issuance of \$850,000, series 2002 revenue bonds, to acquire land on which the "amenities" now stand; selected bank to purchase the bonds

April 8, 2002

- 2002-6 Amended debt service fund budget for fiscal year 2001
- 2002-7 Amended general fund budget for fiscal year 2001
- 2002-8 Authorized District Manager to transmit funds to the State Board of Administration for investment

June 10, 2002

2002-9 Approved proposed budget for fiscal year 2003, and set public hearing, to consider same

2002-10 Not used, per STS

August 12, 2002

2002-11 Annual appropriations resolution and adoption of budget, fiscal year 2003. Fixed maintenance and benefits special assessment for fiscal year 2003.

August 29, 2001

2002-12 Levy of non ad valorem maintenance assessment for general fund, and non ad valorem assessment for debt service fund, fiscal year 2003

*This resolution provides a reasonably thorough history of the financing of the development to date.

Resolutions of the Board of Supervisors Piney-Z Community Development District 2003

June 9, 2003

- 2003-1 Patti Powers appointed Treasurer
- 2003-2 Rich Haus appointed Assistant Secretary
- 2003-3 Approved proposed budget for fiscal year 2004, and set public hearing, to consider same

August 11, 2003

- 2003-4 Annual appropriations resolution and adoption of budget, fiscal year 2004. Fixed maintenance and benefits special assessment for same.
- 2003-5 Levy of non ad valorem maintenance assessment for general fund, and non ad valorem assessment for debt service fund, fiscal year 2004

Resolutions of the Board of Supervisors Piney-Z Community Development District 2004

2004-1 Not used, per STS

2004-2 Not used, per STS

November 10, 2003

2004-3 Canvass and certification of results of landowners'
election of supervisor:
Grace Dansby 49 votes 4 year term

2004-4 Approved proposed budget for fiscal year 2005, and set
public hearing, to consider same

2004-5 Amended general fund budget for fiscal year 2003

2004-6 Appointed James P. Ward Secretary

2004-7 Re-scheduled public budget hearing

August 9, 2004

2004-8 Appointed Jan Bridges Assistant Secretary

2004-9 Appointed Sam DiConcilio Assistant Secretary

2004-10 Amended general fund budget for fiscal year 2004

2004-11 Amended debt service budget for fiscal year 2004

September 2, 2004

2004-12 Adopted final budget for fiscal year 2005

Levy STS cannot locate

Resolutions of the Board of Supervisors Piney-Z Community Development District 2005

January 10, 2005

2005-1 Appointment of James P. Ward, Treasurer, and
Karen Ellis, Assistant Treasurer

May 9, 2005

2005-2 Approved proposed budget for fiscal year 2006, and set
public hearing to consider same

2005-3 STS cannot locate

2005-4 STS cannot locate

September 12, 2005

2005-5 Approved motion to rescind Resolution 2005-1,
appointments of Janice Larned as Treasurer, and
Edward Goscicki as Assistant Treasurer

2005-6* Adoption of general fund budget for fiscal year 2006

2005-7 Levy of non ad valorem maintenance assessment for
general fund, and non ad valorem assessment for debt
service fund, fiscal year 2006

* This is not the standard annual appropriations resolution, which includes
budget **and** the fixing of assessments.

Resolutions of the Board of Supervisors Piney-Z Community Development District 2006

October 10, 2006*

- 2006-1 Terms of supervisors Livingston, Murphy and DiConcilio extended to November 2006. Terms of supervisors Bridges and Dansby extended to November 2008. Actions taken to conform with the provisions of new Florida statute, amending the electoral process.
- 2006-2 Amendment of general fund budget for fiscal year 2005
- 2006-3 Amendment of debt service budget for fiscal year 2005
- 2006-4 Board requests Leon County Supervisor of Elections to conduct an election for three seats on the board. This is required following the sixth year of District operations **and** when the number of 250 qualified electors has been reached.

May 17, 2006

- 2006-5 Approved proposed budget for fiscal year 2007, and set public hearing to consider same

July 17, 2006

- 2006-6 Annual appropriations resolution and adoption of budget, fiscal year 2007. Fixed maintenance and benefits special assessment for same.
- 2006-7 Levy of non ad valorem maintenance assessment for general fund, and non ad valorem assessment for debt service fund, fiscal year 2007

*This appears to be inaccurately dated or numbered.

Resolutions of the Board of Supervisors Piney-Z Community Development District 2007

November 13, 2006

2007-1 Reallocation of assessments due to changing land use.
Directed District Manager to record notice of same.

January 8, 2007

2007-2 Officers designated:

Tom Cooper	Chairman
Geraldine Rudd	Vice Chairman
Robert Koncar	Secretary
Janice Larned	Treasurer
Pamela Rower	Assistant Treasurer
Grace Dansby	Assistant Secretary
Jan Bridges	Assistant Secretary
Richard Mergy	Assistant Secretary

June 11, 2007

2007-3 Approved proposed budget for fiscal year 2008, and set
public hearing to consider same

August 13, 2007

2007-4 Annual appropriations resolution and adoption of budget,
fiscal year 2008, referencing maintenance and benefits
special assessment for same

2007-5 Levy of non ad valorem maintenance assessment for
general fund, and non ad valorem assessment for debt
service fund, fiscal year 2008

Resolutions of the Board of Supervisors Piney-Z Community Development District 2008

November 12, 2007

- 2008-1 Appointments of Pamela Rower as Treasurer, Robert Koncar as Assistant Treasurer and Janice E. Davis as Assistant Secretary
- 2008-2 Not used, per STS
- 2008-3 Not used, per STS

January 14, 2008

- 2008-4 Authorized sale of not to exceed \$2,125,000 capital improvement revenue bonds, Series 2008, to refund and defease outstanding Series 1997A bonds, and to designate as qualified tax exempt bonds. Determined need for negotiated sale; approved form of bond purchase and all associated actions necessary to be taken.
- 2008-5 Confirmed and approved all actions of all officers and staff regarding the assessments for sale and closing of the \$29,515,000 Series 2008 bonds
- 2008-6 Not used, per STS
- 2008-7 Approved proposed budget for fiscal year 2009, and set public hearing to consider same
- 2008-8 Annual appropriations resolution and adoption of budget, fiscal year 2009, referencing maintenance and benefits special assessment for same
- 2008-9 Levy of non ad valorem maintenance assessment for general fund, and non ad valorem assessment for debt service fund, fiscal year 2009

Resolutions of the Board of Supervisors Piney-Z Community Development District 2009

January 12, 2009

2009-1

Officers designated:

Tom Cooper	Chairman
Geraldine Rudd	Vice Chairman
Janice E. Davis	Secretary
Robert Koncar	Treasurer
Stephen Bloom	Assistant Treasurer
Richard Mergy	Assistant Secretary
Richard Kessler	Assistant Secretary
Beth Ann Matuga	Assistant Secretary

May 11, 2009

2009-2

Approved proposed budget for fiscal year 2010, and set public hearing to consider same

July 13, 2009

2009-3

Annual appropriations resolution and adoption of budget, fiscal year 2010, referencing maintenance and benefits special assessment for same

2009-4

Imposition of non ad valorem maintenance assessment for general fund, and certification of assessment roll for fiscal year 2010

- 2008-7 Approved proposed budget for fiscal year 2009, and set public hearing to consider same.
- 2008-8 Annual appropriations resolution and adoption of budget, fiscal year 2009, referencing maintenance and benefits special assessment for same.
- 2008-9 Levy of non ad valorem maintenance assessment for general fund, and non ad valorem assessment for debt service fund, fiscal year 2009.

Resolutions of the Board of Supervisors Piney-Z Community Development District 2010

November 9, 2009

- 2010-1 Designation of Chasity O'Steen as Registered Agent, and her firm office (Rose, Sundstrom & Bentley) as Registered Office, for the District

May 10, 2010

- 2010-2 Approved proposed budget for fiscal year 2011, and set public hearing to consider same
- 2010-3 Approved motion to continue using Leon County Supervisor of Elections to conduct CDD elections

August 9, 2010

- 2010-4 Adoption of operations and maintenance assessment method for fiscal year 2011. Directed District Manager to record notice of re-allocation.
- 2010-5 Annual appropriations resolution and adoption of budget, fiscal year 2011, referencing maintenance and benefits special assessment for same
- 2010-6 Imposition of special assessments, and certification of assessment roll for fiscal year 2011

Resolutions of the Board of Supervisors Piney-Z Community Development District 2011

November 8, 2010

2011-1 Amended general fund budget for fiscal year 2010

January 10, 2010*

2011-2 Officers designated:

Jan Bridges	Chairman
Beth Matuga	Vice Chairman
Janice E. Davis	Secretary
Robert Koncar	Treasurer
Stephen Bloom	Assistant Treasurer
Rosemary White	Assistant Secretary
Michael Lee	Assistant Secretary
Richard Kessler	Assistant Secretary

May 9, 2011

2011-3 Approved proposed budget for fiscal year 2012, and set public hearing to consider same

July 11, 2011

2011-4 Annual appropriations resolution and adoption of budget, fiscal year 2012, referencing maintenance and benefits special assessment for same

2011-5 Imposition of special assessments, and certification of assessment roll for fiscal year 2012

*Error as to year

**Resolutions of the Board of Supervisors
Piney-Z Community Development District
2012**

January 9, 2012

2012-1 Chasity O'Steen remains Registered Agent, and her office, Sniffen & Spellman, becomes Registered Office for the District

May 14, 2012

2012-2 Approved proposed budget for fiscal year 2013, and set public hearing to consider same

July 16, 2012

2012-3 Annual appropriations resolution and adoption of budget, fiscal year 2013, referencing maintenance and benefits special assessment for same

2012-4 Imposition of special assessments, and certification of assessment roll for fiscal year 2013

Resolutions of the Board of Supervisors Piney-Z Community Development District 2013

January 14, 2013

2013-1

Officers designated:

Michael Lee	Chairman
Joe Didier	Vice Chairman
Janice E. Davis	Secretary
Robert Koncar	Treasurer
Stephen Bloom	Assistant Treasurer
Jan Bridges	Assistant Secretary
Richard Kessler	Assistant Secretary
Rosemary White	Assistant Secretary

March 11, 2013

2013-2

Resolution honoring the memory of Rosemary White by naming the playground and gazebo area the “Rosemary White Playground and Gazebo Park”

June 10, 2013

2013-3

Officers designated:

Michael Lee	Chairman
Joe Didier	Vice Chairman
Janice E. Davis	Secretary
Robert Koncar	Treasurer
Stephen Bloom	Assistant Treasurer
Jan Bridges	Assistant Secretary
Cheryl Hudson	Assistant Secretary
Richard Kessler	Assistant Secretary

2013-4

Approved proposed budget for fiscal year 2014, and set public hearing to consider same

July 15, 2013

2013-5

Appointment of new Registered Agent, Maureen McCarthy Daughton

August 12, 2013

- 2013-6 Annual appropriations resolution and adoption of budget, fiscal year 2014, referencing maintenance and benefits special assessment for same

- 2013-7 Imposition of special assessments, and certification of assessment roll for fiscal year 2014

Resolutions of the Board of Supervisors Piney-Z Community Development District 2014

November 12, 2013

2014-1 Designation of public comment periods during board meetings

March 10, 2014

2014-1a In support of petition to contract, by 12.82 acres, the District boundaries

April 14, 2014

2014-2 Confirming continued use of Leon County Supervisor of Elections to conduct elections for the District

May 12, 2014

2014-3 Approved proposed budget for fiscal year 2015, and set public hearing to consider same

August 11, 2014

2014-4 Annual appropriations resolution and adoption of budget, fiscal year 2015, referencing maintenance and benefits special assessment for same

2014-5 Imposition of non ad valorem maintenance assessment for general fund, and certification of assessment roll for fiscal year 2015

**Resolutions of the Board of Supervisors
Piney-Z Community Development District
2015**

January 12, 2015

2015-1

Officers designated:

Joe Didier

Chairman

Richard Kessler

Vice Chairman

Janice E. Davis

Secretary

Robert Koncar

Treasurer

Stephen Bloom

Assistant Treasurer

Ann Pincus

Assistant Secretary

Cheryl Hudson

Assistant Secretary

Michael Lee

Assistant Secretary

March 9, 2015

2015-2

Maureen McCarthy Daughton remains as Registered Agent, with her new firm, Maureen McCarthy Daughton, LLC, designated as Registered Office for the District.

Tenth Order of Business

10A.

PINEY-Z

Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2016

Version 2 - Proposed Budget:

(Printed on 5-3-15)

Prepared by:



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Piney-Z

Community Development District

Operating Budget

Fiscal Year 2016

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU MAR-2015	PROJECTED APR - SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
REVENUES								
Interest - Investments	\$ 1,255	\$ 1,047	\$ 809	\$ 300	\$ 489	\$ 350	\$ 839	\$ 300
S/F Program Fees	-	-	391	-	-	-	-	-
S/F Swimming Program Fees	-	-	-	1,000	-	312	312	500
Net Incr (Decr) In FMV-Invest	-	84	(84)	-	-	-	-	-
Interest - Tax Collector	42	32	-	-	28	-	28	-
Special Assmnts- Tax Collector	358,554	358,554	394,414	354,503	344,648	9,855	354,503	394,337
Special Assmnts- Discounts	(13,589)	(13,412)	(14,772)	(14,180)	(14,024)	-	(14,024)	(15,773)
Settlements	-	-	3,122	-	33,924	-	33,924	-
Other Miscellaneous Revenues	-	400	-	-	-	-	-	-
Access Cards	-	-	510	-	85	-	85	-
Pavilion Rental	-	-	400	900	250	150	400	900
Lodge Rental	-	-	15,275	9,500	6,760	3,000	9,760	10,000
Pool Rental	-	-	-	600	-	-	-	-
Amenities Revenue	11,420	16,563	-	-	-	-	-	-
TOTAL REVENUES	357,682	363,268	400,065	352,623	372,160	13,667	385,827	390,264
EXPENDITURES								
<i>Administrative</i>								
P/R-Board of Supervisors	5,200	7,800	12,000	11,000	5,800	6,000	11,800	12,000
FICA Taxes	398	597	918	842	444	459	903	918
ProfServ-Engineering	-	-	-	500	-	500	500	500
ProfServ-Legal Services	33,127	30,521	58,281	35,000	20,144	14,856	35,000	35,000
ProfServ-Mgmt Consulting Serv	47,839	49,275	54,275	54,275	27,138	27,137	54,275	56,450
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,800
Auditing Services	3,300	3,400	3,000	3,000	3,000	-	3,000	3,000
Communication - Telephone	10	3	1	100	-	-	-	100
Postage and Freight	863	1,193	1,121	2,000	655	845	1,500	1,500
Insurance - General Liability	8,074	8,136	8,568	10,591	6,308	2,394	8,702	10,534
Printing and Binding	1,925	2,671	2,546	2,500	1,721	979	2,700	2,700

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU MAR-2015	PROJECTED APR - SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
Legal Advertising	1,512	2,879	3,225	1,500	124	1,376	1,500	1,500
Miscellaneous Services	2,156	1,239	636	500	186	314	500	500
Misc-Assessmnt Collection Cost	10,349	10,360	11,389	10,635	9,919	296	10,215	11,830
Misc-Contingency	-	1,175	783	500	-	500	500	500
Office Supplies	390	410	528	500	182	318	500	500
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	119,955	124,471	162,083	138,255	80,433	55,974	136,407	142,507
Field								
Contr-Landscape-Amenities Area	12,040	12,040	12,040	12,040	1,839	4,458	6,297	13,000
Misc-Contingency	2,433	8,892	5,223	5,500	3,261	2,305	5,566	6,000
Total Field	14,473	20,932	17,263	17,540	5,100	6,763	11,863	19,000
Parks and Recreation - General								
Payroll-Salaries	108,129	100,636	116,176	68,775	19,480	28,000	47,480	65,250
Payroll - Overtime	-	-	-	250	-	-	-	-
FICA Taxes	8,324	7,792	9,005	5,280	1,556	2,142	3,698	4,992
Pension Benefits	2,250	2,250	4,303	2,250	-	-	-	-
Life and Health Insurance	8,219	8,592	11,772	12,200	-	-	-	-
Workers' Compensation	3,704	4,247	4,257	5,412	3,696	1,232	4,928	5,421
ProfServ-Mgmt Consulting Serv	-	-	-	-	-	7,330	7,330	-
ProfServ-Pool Maintenance	4,800	4,800	4,800	-	-	-	-	-
Contracts-Security Services	4,530	2,813	5,885	4,000	726	3,234	3,960	6,000
Communication - Teleph - Field	2,542	1,821	2,291	1,620	855	270	1,125	1,620
Postage and Freight	404	494	812	900	-	-	-	50
Utility - General	24,333	24,792	16,661	21,777	5,031	7,969	13,000	14,000
Utility - Other	2,347	2,239	2,506	2,293	1,171	1,181	2,352	2,400
Electricity - Streetlighting	-	-	-	1,300	778	788	1,566	1,350
Utility - Irrigation	-	-	-	3,850	550	566	1,116	1,150
Utility - Refuse Removal	-	-	-	1,802	728	676	1,404	1,404
R&M-General	15,389	24,643	24,091	8,945	3,913	4,930	8,843	9,000
R&M-Pest Control	390	2,948	1,008	790	568	290	858	600

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU MAR-2015	PROJECTED APR - SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
Misc-Contingency	600	6,610	6,448	2,400	825	-	825	1,000
Misc-Information Technology	-	-	-	1,000	548	847	1,395	1,500
Office Supplies	5,140	4,482	6,501	2,750	281	200	481	800
Subscriptions and Memberships	-	-	-	500	500	-	500	750
P&R-Misc. Contingency	-	-	-	-	-	800	800	-
Misc-Training	-	-	-	-	-	-	-	4,000
Impr. Sewer Connection	-	-	-	-	10,273	-	10,273	-
Capital Outlay	32,360	23,799	4,683	31,900	350	24,000	24,350	40,000
Total Parks and Recreation - General	223,461	222,958	221,199	179,994	51,829	84,455	136,284	161,287
Swimming Pool								
Payroll-Salaries	-	-	-	32,365	1,283	24,000	25,283	26,000
Payroll - Overtime	-	-	-	750	-	-	-	-
FICA Taxes	-	-	-	2,533	98	1,836	1,934	1,989
ProfServ-Pool Maintenance	-	-	-	4,800	2,500	3,000	5,500	6,000
Communication - Teleph - Field	-	-	-	660	412	408	820	840
R&M-General	-	-	-	1,170	825	-	825	1,000
R&M-Pools	3,973	9,679	13,512	5,500	4,478	1,100	5,578	6,000
Misc-Licenses & Permits	-	-	-	250	-	250	250	250
Misc-Contingency	-	-	-	1,800	885	-	885	2,000
Op Supplies - Pool Chemicals	3,515	3,294	3,994	5,000	1,195	3,500	4,695	5,000
Capital Outlay	-	-	-	2,400	-	5,000	5,000	5,000
Total Swimming Pool	7,488	12,973	17,506	57,228	11,676	39,094	50,770	54,079

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU MAR-2015	PROJECTED APR - SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<i>Fitness Center</i>								
Payroll-Salaries	-	-	-	4,680	520	250	770	500
FICA Taxes	-	-	-	358	40	19	59	38
R&M-General	-	-	-	2,785	746	1,300	2,046	2,000
R&M-Equipment	2,123	1,536	2,965	2,300	775	600	1,375	1,200
Misc-Contingency	-	-	-	1,200	-	-	-	1,200
Capital Outlay	-	-	-	14,500	7,844	5,300	13,144	11,000
Total Fitness Center	2,123	1,536	2,965	25,823	9,925	7,469	17,394	15,938
<i>Park & Grounds</i>								
Payroll-Salaries	-	-	-	4,180	850	260	1,110	1,000
FICA Taxes	-	-	-	320	65	20	85	77
R&M-General	-	-	-	1,370	316	1,500	1,816	1,500
Misc-Contingency	-	-	-	3,100	4,203	2,000	6,203	3,500
Capital Outlay	-	-	-	1,200	430	1,275	1,705	15,300
Total Park & Grounds	-	-	-	10,170	5,864	5,055	10,919	21,377
<i>Reserves</i>								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	10,000
Total Reserves	-	-	-	10,000	-	-	-	10,000
TOTAL EXPENDITURES & RESERVES	367,500	382,870	421,016	439,010	164,827	198,810	363,637	424,188
Excess (deficiency) of revenues								
Over (under) expenditures	(9,818)	(19,602)	(20,951)	(86,387)	207,333	(185,143)	22,190	(33,924)

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU MAR-2015	PROJECTED APR - SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(52,463)	-	-	-	-
Use of Fund Balance (Settlement)				(33,924)				(33,924)
TOTAL OTHER SOURCES (USES)	-	-	-	(86,387)	-	-	-	(33,924)
Net change in fund balance	(9,818)	(19,602)	(20,951)	(86,387)	207,333	(185,143)	22,190	(33,924)
FUND BALANCE, BEGINNING	212,524	202,706	183,104	162,153	162,153	-	162,153	184,343
FUND BALANCE, ENDING	\$ 202,706	\$ 183,104	\$ 162,153	\$ 75,766	\$ 369,486	\$ (185,143)	\$ 184,343	\$ 150,419

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2016	\$ 184,343
Net Change in Fund Balance - Fiscal Year 2016	(33,924)
Reserves - Fiscal Year 2016 Additions	10,000
Total Funds Available (Estimated) - 9/30/2016	160,419

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital	59,534 ⁽¹⁾
Reserves - CDD Amenity	
FY 2012 Contribution	10,000
FY 2013 Contribution	10,000
FY 2014 Contribution	10,000
FY 2015 Contribution	10,000
FY 2016 Contribution - proposed	10,000
Reserves - Other	
FY 2016 Settlement after use of 1st installment	50,885
Subtotal	160,419

Total Allocation of Available Funds	160,419
--	----------------

Total Unassigned (undesignated) Cash	\$ (0)
---	---------------

Notes

(1) Represents approximately 2 months of operating expenditures

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

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

Special Assessments – Tax Collector (363010-3000)

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

Special Assessments – Discounts (363090-3000)

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

S/F Swimming Program Fees (347071-3000)

Scuba Diving Lessons Revenue

Pavilion Rental (369942-3000)

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

Lodge Rental (369943-3000)

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

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

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

FICA Taxes (521001-51101)

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

Professional Services – Engineering (531013-51500)

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

Budget Narrative
Fiscal Year 2016**Expenditures – Administrative (continued)****Professional Services – Legal Services (531023-51401)**

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

Professional Services – Management Consulting Services (531027-51201)

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

Professional Services – Special Assessment (531038-51301)

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

Auditing Services (532002-51301)

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

Communication – Telephone (541003-51301)

Telephone and fax machine expenses.

Postage & Freight (541006-51301)

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

Insurance – General Liability (545002-51301)

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust (FMIT). FMIT specializes in providing insurance coverage to governmental agencies. Currently, General Liability premium is \$5,300 and the Property Insurance premium is \$4,276. The budget is based on this year's premium plus 10% anticipated cost increase.

Printing & Binding (547001-51301)

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

Legal Advertising (548002-51301)

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

Piney-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2016

Expenditures – Administrative (continued)

Miscellaneous Services (549001-51301)

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

Misc. – Assessment Collection Cost (549070-51301)

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2016 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Misc. – Contingency (549900-51301)

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

Office Supplies (551002-51301)

Miscellaneous office supplies.

Annual District Filing Fees (554007-51301)

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

Expenditures - Field

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

Contracts – Landscape – Amenities Area (534053-53901)

This line item is to provide landscaping and maintenance of the amenities area within the District.

Misc. – Contingency (549900-53901)

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

Budget Narrative

Fiscal Year 2016

Expenditures - Parks and Recreation - General

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

Payroll – Salaries (512001-57201)

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

Payroll – Overtime (514001-57201)

Represents pay for any overtime hours that will be incurred.

FICA Taxes (521001-57201)

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

Workers' Compensation (525001-57201)

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

Contracts-Security Services (534037-57201)

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

Communication – Telephone-Field (541005-57201)

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

Utility – General (543001-57201)

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

Utility – Other (543004-57201)

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

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Community Development District

General Fund

Budget Narrative

Fiscal Year 2016

Expenditures – Parks and Recreation - General (continued)

Electricity - Streetlighting (543013-57201)

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

Utility - Irrigation (543014-57201)

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

Utility – Refuse Removal (543020-57201)

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

R&M – General (546001-57201)

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
A/C Annual Servicing	\$ 315
A/C Parts / Repairs	750
Wood floor cleaning of Lodge floor	1,200
Carpet / Rug Cleaning	250
Plumbing Repairs	350
Fire Protection Supplies/Inspections/Extinguisher	750
Painting	825
Electric Replace/Repairs/Enhance	1,125
Misc. Carpentry Needs	320
General Operating Supplies / Miscellaneous	3,115
TOTAL	\$ 9,000

R&M – Pest Control (546070-57201)

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

Misc. – Contingency (549900-57201)

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

Budget Narrative

Fiscal Year 2016

Expenditures – Parks and Recreation - General (continued)**Misc. – Information Technology (549942-57201)**

This expense provides funds for any technology expenses for IT support and Replicon (15 lifeguards).

Office Supplies (551002-57201)

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

Subscriptions and Memberships (554001-57201)

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

Capital Outlay (564043-57201)

Represents various Capital Outlay needs planned for or unexpected. Specifically recommended for FY2016 are the rewire lodge and add gutters & upgrade kitchen/bathrooms.

Expenditures – Swimming Pool

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

Payroll – Salaries (512001-57205)

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

Payroll – Overtime (514001-57205)

Represents pay for any overtime hours that will be incurred.

FICA Taxes (521001-57205)

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

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General Fund

Budget Narrative

Fiscal Year 2016

Expenditures – Swimming Pool (continued)

Professional Services – Pool Maintenance (531034-57205)

Represents the cost associated with services provided by Alan Cox Aquatics for \$500 per month. One (1) weekly visit to clean the pool year around, training and placement of lifeguards at the pool, provide fee-generating aquatics programming such as children's swim lessons, coordinating with Amenity Manager the selection of programming and supervision of lifeguards; coordinating with Amenity Manager and Head Guards with the lifeguard staff meetings, scheduling of their work hours, guarding and maintaining pool during swim season; performing minor maintenance repairs to the pool.

Communication – Telephone-Field (541005-57205)

Represents cost of one (1) Verizon cell phone service for lifeguard station phone at pool for emergencies and communication with management. (\$70/mo. / \$840/annually – 100% pool expense)

R&M – General (546001-57205)

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
Plumbing Repairs	50
Painting	150
Electric Replace/Repairs/Enhance	125
Misc. Carpentry Needs	80
General Operating Supplies / Miscellaneous	595
TOTAL	\$ 1,000

R&M – Pools (546074-57205)

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

Operating Supplies- Pool Chemicals (552009-57205)

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

Misc-License & Permits (549066-57205)

Represents Leon County Health Department pool licenses.

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General Fund

Budget Narrative

Fiscal Year 2016

Expenditures – Swimming Pool (continued)

Misc. – Contingency (549900-57205)

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

Capital Outlay (564043-57205)

Represents costs to refresh/replace pool furniture.

Expenditures – Fitness Center

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

Payroll – Salaries (512001-57214)

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

FICA Taxes (521001-57214)

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

R&M – General (546001-57214)

Represents the following services:

Service	Annual Amount
A/C Annual Servicing	\$ 250
A/C Parts / Repairs	50
Carpet / Rug Cleaning	250
Plumbing Repairs	50
Painting	375
Electric Replace/Repairs/Enhance	750
Misc. Carpentry Needs	240
General Operating Supplies / Miscellaneous	35
TOTAL	\$ 2,000

Budget Narrative
Fiscal Year 2016**Expenditures – Fitness Center (Continued)****R&M – Equipment (546022-57214)**

This represents monthly servicing / preventative maintenance of equipment in the Fitness Center plus any necessary repairs, parts and labor on exercise equipment. All equipment is commercial grade and currently includes:

Misc. – Contingency (549900-57214)

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

Capital Outlay (564043-57214)

This represents various Capital Outlay needs planned for or unexpected. Specifically recommended for FY2016 replace Universal machine.

Expenditures – Parks & Grounds

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

Payroll – Salaries (512001-57240)

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

FICA Taxes (521001-57240)

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

Misc. – Contingency (549900-57214)

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

Piney-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2016

Expenditures – Parks & Grounds (continued)

R&M – General (546001-57240)

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
Painting	150
Electric Replace/Repairs/Enhance	500
Misc. Carpentry Needs	160
General Operating Supplies / Miscellaneous	490
TOTAL	<u>\$ 1,300</u>

Capital Outlay (564043-57240)

This represents costs to replace pavilion outdoor fans & gutters, retaining wall, steps with Tremron retaining wall block & wall cap.

Expenditures – Reserves

Reserves – CDD Amenities (568044-58100)

For future repairs and maintenance of the CDD amenities.

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Community Development District

Debt Service Budgets

Fiscal Year 2016

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU MAR-2015	PROJECTED APR - SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
REVENUES								
Interest - Investments	\$ 58	\$ 59	\$ 63	\$ 50	\$ 29	\$ 20	\$ 49	\$ 50
Special Assmnts- Tax Collector	82,527	79,195	81,881	79,355	77,149	2,206	79,355	81,937
Special Assmnts- Prepayment	-	-	861	-	-	-	-	-
Special Assmnts- Discounts	(3,128)	(2,962)	(3,067)	(3,174)	(3,139)	-	(3,139)	(3,277)
TOTAL REVENUES	79,457	76,292	79,738	76,231	74,039	2,226	76,265	78,710
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Trustee Fees	2,694	2,694	2,694	3,100	3,502	-	3,502	3,502
Misc-Assessmnt Collection Cost	2,382	2,288	2,364	2,381	2,220	66	2,286	2,458
Total Administrative	5,076	4,982	5,058	5,481	5,722	66	5,788	5,960
<i>Debt Service</i>								
Principal Debt Retirement	50,000	50,000	55,000	55,000	-	55,000	55,000	60,000
Principal Prepayments	-	-	-	-	5,000	-	5,000	-
Interest Expense	23,500	21,000	18,500	15,750	7,875	7,750	15,625	12,750
Total Debt Service	73,500	71,000	73,500	70,750	12,875	62,750	75,625	72,750
TOTAL EXPENDITURES	78,576	75,982	78,558	76,231	18,597	62,816	81,413	78,710
Excess (deficiency) of revenues Over (under) expenditures	881	310	1,180	-	55,442	(60,590)	(5,148)	-
Net change in fund balance	881	310	1,180	-	55,442	(60,590)	(5,148)	-
FUND BALANCE, BEGINNING	97,487	98,368	98,678	99,858	99,858	-	99,858	94,710
FUND BALANCE, ENDING	\$ 98,368	\$ 98,678	\$ 99,858	\$ 99,858	\$ 155,300	\$ (60,590)	\$ 94,710	\$ 94,710

SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/15	255,000	5.00%		6,375.00	
05/01/16	255,000	5.00%	60,000	6,375.00	72,750
11/01/16	195,000	5.00%		4,875.00	
05/01/17	195,000	5.00%	65,000	4,875.00	74,750
11/01/17	130,000	5.00%		3,250.00	
05/01/18	130,000	5.00%	65,000	3,250.00	71,500
11/01/18	65,000	5.00%		1,625.00	
05/01/19	65,000	5.00%	65,000	1,625.00	68,250
			\$ 255,000	\$ 32,250	\$ 287,250

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU MAR-2015	PROJECTED APR - SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
REVENUES								
Interest - Investments	\$ 111	\$ 109	\$ 111	\$ 50	\$ 45	\$ 45	\$ 90	\$ 50
Special Assmnts- Tax Collector	227,306	227,306	227,306	214,348	208,178	5,952	214,130	214,130
Special Assmnts- Prepayment	-	-	54,490	-	-	-	-	-
Special Assmnts- Discounts	(8,615)	(8,503)	(8,513)	(8,574)	(8,471)	-	(8,471)	(8,565)
TOTAL REVENUES	218,802	218,912	273,394	205,824	199,752	5,997	205,749	205,615
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Arbitrage Rebate	(600)	-	-	-	-	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Trustee Fees	3,763	3,763	3,771	4,400	4,903	-	4,903	4,903
Misc-Assessmnt Collection Cost	6,561	6,567	6,564	6,430	5,991	179	6,170	6,424
Total Administrative	10,724	11,330	11,335	11,830	11,894	179	12,073	12,327
<i>Debt Service</i>								
Principal Debt Retirement	155,000	160,000	165,000	170,000	-	170,000	170,000	180,000
Principal Prepayments	-	-	-	-	55,000	-	55,000	-
Interest Expense	57,950	52,138	46,138	39,950	19,975	18,806	38,781	30,388
Total Debt Service	212,950	212,138	211,138	209,950	74,975	188,806	263,781	210,388
TOTAL EXPENDITURES	223,674	223,468	222,473	221,780	86,869	188,985	275,854	222,715
Excess (deficiency) of revenues								
Over (under) expenditures	(4,872)	(4,556)	50,921	(15,956)	112,883	(182,988)	(70,105)	(17,100)

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU MAR-2015	PROJECTED APR - SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(15,956)	-	-	-	(17,100)
TOTAL OTHER SOURCES (USES)	-	-	-	(15,956)	-	-	-	(17,100)
Net change in fund balance	(4,872)	(4,556)	50,921	(15,956)	112,883	(182,988)	(70,105)	(17,100)
FUND BALANCE, BEGINNING	171,426	166,554	161,998	212,919	212,919	-	212,919	142,814
FUND BALANCE, ENDING	\$ 166,554	\$ 161,998	\$ 212,919	\$ 196,963	\$ 325,802	\$ (182,988)	\$ 142,814	\$ 125,715

SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE (1)	PRINCIPAL	SPECIAL CALL	INTEREST	TOTAL
11/01/15	715,000	4.25%			15,193.75	
05/01/16	715,000	4.25%	180,000		15,193.75	210,387.50
11/01/16	535,000	4.25%			11,368.75	
05/01/17	535,000	4.25%	175,000		11,368.75	197,737.50
11/01/17	360,000	4.25%			7,331.25	
05/01/18	360,000	4.25%	175,000		7,331.25	189,662.50
11/01/18	185,000	4.25%			3,187.50	
05/01/19	185,000	4.25%	185,000		3,187.50	191,375.00
			\$ 715,000	\$ -	\$ 74,163	\$ 789,163

Budget Narrative

Fiscal Year 2016

REVENUES**Interest-Investments**

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

Special Assessments – Tax Collector

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

Special Assessment – Discounts

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

EXPENDITURES**Expenditures - Administrative****Professional Services – Trustee**

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

Professional Services - Dissemination Agent

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

Misc. – Assessment Collection Cost

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2016 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Budget Narrative

Fiscal Year 2016

Expenditures – Debt Service

Principal Debt Retirement

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

Interest Expense

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

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Community Development District

Supporting Budget Schedules

Fiscal Year 2016

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

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2016	FY2015	Percent Change	FY2016	FY2015	Percent Change	FY2016	FY2015	Percent Change	FY2016	FY2015	Percent Change
36	28	\$522.30	\$469.54	11.24%	\$196.00	\$196.00	0.00%	\$70.09	\$67.88	3.26%	\$788.39	\$733.42	7.50%
40	104	\$522.30	\$469.54	11.24%	\$217.78	\$217.78	0.00%	\$78.65	\$76.17	3.26%	\$818.73	\$763.49	7.24%
50	291	\$522.30	\$469.54	11.24%	\$298.85	\$298.85	0.00%	\$97.35	\$94.28	3.26%	\$918.50	\$862.67	6.47%
60	62	\$522.30	\$469.54	11.24%	\$298.85	\$298.85	0.00%	\$116.81	\$113.13	3.25%	\$937.96	\$881.52	6.40%
75	183	\$522.30	\$469.54	11.24%	\$408.34	\$408.34	0.00%	\$146.01	\$141.41	3.25%	\$1,076.65	\$1,019.29	5.63%
90	67	\$522.30	\$469.54	11.24%	\$490.00	\$490.00	0.00%	\$180.86	\$175.16	3.25%	\$1,193.16	\$1,134.70	5.15%
65 *	8	\$522.30	\$469.54	11.24%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$827.20	\$774.44	6.81%
50 gar	12	\$522.30	\$469.54	11.24%	\$304.90	\$304.90	0.00%	\$13.29	\$12.87	3.26%	\$840.49	\$787.31	6.75%
	755												