

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**JUNE 14, 2015**

**AGENDA PACKAGE**

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

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June 8, 2015

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Sunday, June 14, 2015 the Board of Supervisors of the Piney-Z Community Development District will hold a regular meeting at 6:00 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the meeting:

**Regular Meeting: 6:00 p.m.**

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Approval of the Minutes of the May 11, 2015 Workshop and Regular Meeting**
- 5. Acceptance of the April 2015 Financial Statements and Approval of the Check Register and Invoices**
- 6. Organizational Matters**
  - A. Ratification of Engagement with Lewis, Longman & Walker, P.A.
  - B. Consideration of Resolution 2015-3 Authorizing & Approving Change of Designated Registered Agent and Registered Office
  - C. Ratification of Employment Agreement with Melinda J. Parker
  - D. Piney-Z CDD Bond Representative & Discussion
- 7. Amenities Manager's Report**
  - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)
- 8. District Attorney's Report**
- 9. Business Matters**
  - A. Consideration for HOA Quarterly Newsletter Advertising
  - B. CDD Expense Reimbursements
  - C. Landscaping & John Hurst Landscape Agreement
  - D. Insurance
  - E. Staffing (Assistant Office Manager, Maintenance/Grounds, Lifeguards, etc.)
  - F. Financial Processes (Petty Cash, Payroll, Billing/Vendor Payments), Supervisor Roles (Chairman, Vice Chair, Treasurer, etc.)
  - G. Public Records Role & Processes

**10. District Manager's Report**

- A. Discussion of Proposed FY 2016 Budget
- B. Consideration of Resolution 2015-4 Approving the Budget & Setting the Public Hearing
- C. Number of Registered Voters - 1,268

**11. Supervisor Requests**

- A. Election of Officers for the Board of Supervisors - Realignment of Individual Positions and Responsibilities as Determined by the Board - (Supervisor Kessler)

**12. Adjournment**

Enclosed for your review are copies of the minutes of the May 11, 2015 workshop and May 11, 2015 regular meeting and the April 2015 financials and FY 2016 draft proposed budget.

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

Sincerely,

Janice Eggleton Davis/ms  
District Manager

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

## **Fourth Order of Business**

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

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held Monday, May 11, 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  
Cheryl Hudson  
Ann Pincus  
Melinda Parker  
Numerous Residents

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Consultant

*The following is a summary of the discussions at the May 11, 2015 Piney-Z Community Development District's Board of Supervisors Workshop.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was led by Ms. Pincus.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

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

**FIFTH ORDER OF BUSINESS**

**Financial Processes (Petty Cash, Payroll,  
Billing/Vendor Payments)**

- Mr. Didier addressed the financial processes.
  - Petty cash - should it be increased from \$750.
  - Cash / gift cards - put in a supervisor's name and place in petty cash box.
  - Mr. Didier is holding five invoices.

- Payroll - Mr. Didier addressed the possibility of STS going directly into Replicon to pull the report or have one sent to them.

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

#### **Staffing (Amenities Manager, Asst. Office Manager, Maintenance, and Lifeguards)**

- Ms. Peterman's last day was last Thursday.
- Staffing processes are not being followed.
  - Need staff to provide supervision.
  - Mr. Kessler suggested shutting down the amenities until two weeks after an Amenities Manager is hired.
- Ms. Pincus addressed her list of things they need to do as a Board:
  - The Lodge and office are a mess and dirty.
  - Volunteered to be the liaison between the Board and the office.
  - Suggested hiring Ms. Parker as an employee.
- Discussion followed on staffing -amenities manager, facilities manager, administrative, CDD manager, maintenance.
- Discussion followed on the Severn Trent Services contract.

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

#### **Partner Businesses & Vendors (Alan Cox Aquatics, John Hurst Landscaping, Maureen McCarthy Daughton, LLC, Severn Trent, & Recent Vendor Projects on Property)**

- Mr. Didier addressed partner businesses and vendors.
- Discussion followed on switching service providers - attorney, District management.
- In June the Board will discuss the landscape contract.

#### **TWELFTH ORDER OF BUSINESS**

#### **Discuss Proposed FY 2016 Budget**

- Mr. Didier noted next month they will go through the budget line-by- line.

#### **SIXTH ORDER OF BUSINESS**

#### **Supervisor Roles (Chairman, Vice Chair, Treasurer, etc.)**

- Discussion followed on an anonymous letter received by the Board members.
- Turnover of personnel was addressed.
- Mr. Kessler addressed:
  - His belief that the authority of the Chair is limited to what is granted by the Board.
  - Proposed clear guidance is given on the relationship between the Chair and amenities staff.
  - Changing primary contact person to another Board member with a prioritized contact list.
  - Restructuring Board.
- Mr. Didier addressed the comments noting they are dealing with multiple things at one time and it is very challenging.
- Ms. Hudson noted normally they should not be trying to manage but somebody has to train them.
- Discussion continued on the oversight of amenities personnel and finding a balance.
- Set a workshop for late summer [August / September] for Board Roles and Priorities.

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

#### **Consultant Update from Melinda J. Parker**

- Ms. Parker noted the comments in red are the CDD's problems and outlined her recommendations.
  - Vendors - contracts, insurance/additional insured, appointments for services.
  - Monthly calendars to include 90-day notice of contracts ending.
  - All invoices should come to the Lodge first.
  - Additional handout with an overview of the insurance policy.

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

#### **Insurance Coverage(s)**

Not addressed.

**SEVENTH ORDER OF BUSINESS**

Not addressed.

**Public Records Role & Processes**

**TENTH ORDER OF BUSINESS**

Not addressed.

**Modification of Operational Hours and/or Amenities**

**THIRTEENTH ORDER OF BUSINESS**

Not addressed.

**Workshop Schedule & Discussion Topics**

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the Workshop was adjourned.





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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, May 11, 2015 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road; Tallahassee, Florida.

Present and constituting a quorum were:

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

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Maureen Daughton	District Counsel
Melinda Parker	Consultant
Numerous Residents	

*The following is a summary of the discussions and actions taken at the May 11, 2015 Piney-Z Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was led by Ms. Hudson.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

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

**FOURTH ORDER OF BUSINESS**

**Approval of 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**

On MOTION by Mr. Kessler seconded by Ms. Pincus, the minutes of the March 25, 2015 Emergency meeting, April 13, 2015 Amenities Manager Candidate Review Committee meeting, April 13, 2015 workshop, Rule Development workshop and regular meeting were approved with votes as follows:

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

**FIFTH ORDER OF BUSINESS**

**Acceptance of the March 2015 Financial Statements and Approval of the Check Register and Invoices**

On MOTION by Mr. Kessler seconded by Ms. Hudson, to accept the March 2015 Financial Statements and approve the check register and invoices was approved with votes as follows:

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

**SIXTH ORDER OF BUSINESS**

**Amenities Manager's Report**

- A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)**
  - Mr. Didier provided an update noting the pool opened on April 18<sup>th</sup>.

**SEVENTH ORDER OF BUSINESS**

**District Attorney's Report**

- A. Consideration of Revised Amenity Policies and Procedures**
  - Ms. Daughton noted the revised draft Amenity Policies and Procedures were included in the agenda package.
  - Mr. Kessler addressed:

- Page 7 - paragraph 2 - would like it to read must sign-in rather than shall if requested. [Consensus of Board to make change.]
- Page 10 - paragraph 6 - resident issued keys for their event should not enter the Lodge or pavilion area at any time other than their reservation unless arranged in advance. Should there be a clarification of whether keys will be issued to residents only?
- Page 10 - Alcoholic beverages.
- Page 11 - paragraph A1 - use of playground and gazebo park is limited to residents and guests. [Consensus of Board is not to change.]
- Mr. Didier noted the gazebo park was renamed the Rosemary White Park.
- Mr. Didier inquired if Page 11 - paragraph A1 should read their guest. He also noted that the park is certified for a certain age range.
- Mr. Kessler continued:
  - Page 12 - second to last paragraph - note: reservation of swimming pool also requires an additional payment for appropriate number of lifeguards. It does not list the appropriate number of lifeguards. Discussion followed with Mr. Kessler noting he will contact Mr. Cox.
- A resident inquired what access in the Lodge someone would have with an issued key. He also addressed the required number of lifeguards. Discussion followed.
- Discussion followed on the evening/night rentals of the pool.
- Mr. Kessler continued:
  - Page 13 - paragraph 4 - all deposits and fees shall be by check. Should there be a reference to cancellations with regard to refunds?
  - Discussion followed on checks and whether checks for damage/clean up deposits should be deposited when received.
  - Change references to check to payment.
- Ms. Davis suggested under definition of guest it be defined as a non-resident or non-pass holder.
- Ms. Hudson suggested the pool area be defined as the enclosed pool area.

## **B. Consideration of Alcohol Use Policies While Using District Amenities**

- Ms. Daughton noted they have not addressed the use of alcohol in the policy. If they intend to allow alcohol to be served, there is some language to be included in the policy.
  - The intent to serve alcohol must be indicated on the rental form.
  - Event liability coverage in the amount of \$1 million is recommended with the District, supervisors and/or Amenities Manager named on the policy as the additional insured and proof of coverage has to be provided for the event.
  - The resident or non-resident, if serving alcohol, must agree to indemnify and hold harmless all supervisors and staff.
  - A certified [licensed] bartender must be hired to dispense alcohol.

Mr. Kessler MOVED to prohibit the use of alcohol beverages in all CDD amenities at all times.

- It was requested they review the language for city and county parks.
- Discussion continued on the use of alcohol within CDD amenities.
- Ms. Daughton suggested having a staff member present, at the renter's expense, at all events serving alcoholic beverages.

The prior motion died for lack of a second.

- The policy will be drafted identifying the areas where alcoholic beverages are not allowed.

**C. Approval of Rental Rate Rules**

- Ms. Daughton addressed rental rate rules. She took the direction of the Board on the rate being the same for residents and non-residents to rent the amenities; included was a discount that would be provided to residents.
  - Discussion followed on the base fee for rental of more than one amenity. Included per amenity.

Mr. Kessler MOVED to include the 25% discount for residents in the published rule if it is deemed to be appropriate and Ms. Pincus seconded the motion.

- Rental rates for the Lodge versus the pavilion were discussed.
- Reduce the pavilion base fee to \$100 for up to 50 people.
  - 51 to 125 people - additional \$150.
  - 126 plus - additional \$250.
  - Mr. Didier requested a friendly amendment to the prior motion.

Mr. Kessler amended the motion to include the pavilion rental rates and Ms. Pincus seconded the amendment.

The amendment was withdrawn at this time.

The prior motion to include the 25% discount for residents in the published rule if it is deemed to be appropriate was approved as follows:

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

Mr. Kessler MOVED to revise the pavilion base rental rate to \$100 for 1 to 50 attendees, 51 to 125 attendees base plus \$150, 126 attendees and up base plus \$250 and Ms. Pincus seconded the motion.

- Discussion followed on policy versus rule.

The prior motion was approved as follows:

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

- Discussion followed on publishing the rules.
- D. Follow-up Regarding Payment of Supervisors for Attendance at Workshops**
  - 190.006(8) allows for an amount not to exceed \$200 per meeting of the Board of Supervisors not to exceed \$4,800 per year per supervisor.
    - Ms. Daughton noted in her opinion the Board is entitled to be compensated for attendance at workshop meetings in addition to any other meetings that are called of the Board with total annual compensation being limited to \$4,800 per supervisor.
    - Ms. Davis noted her understanding is compensation is a person-by-person decision.
    - Discussion followed on supervisor compensation.

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

## **EIGHTH ORDER OF BUSINESS**

### **Organizational Matters**

#### **A. Consultative Update from Melinda J. Parker**

- Ms. Parker provided an update.
  - Website is done.
  - Summary of resolutions.
  - List of agreements with the City of Tallahassee.
  - R&M issues - there has to be a continuing list.
  - Vendor agreement issues.
  - Benson and Fitness Pro agreements to Mr. Didier and Ms. Daughton for review and to be placed on June agenda.
- Discussion followed on the update and contracts. A COI will be requested from all vendors.

## **NINTH ORDER OF BUSINESS**

### **Business Matters**

#### **A. Insurance Coverage(s)**

- Ms. Parker provided a review.
  - Insuring 346 acres since 2002. Recommending they insure the 4.52 acres containing the pool and Lodge parcels and the 7.51 acres leased from the

HOA. An amended lease including an insurance clause will be required between the CDD and HOA to insure the parcel. These changes would decrease the policy by approximately \$1,000 per year.

- Public Officials Errors and Omissions liability. Increasing to \$2 million will raise the premium by \$1,296.
- Pavilion is carried for \$171,000 replacement.
- The Lodge is carried at \$663,000.
- Rename the second pavilion a gazebo.
- Exclude the wading pool from the policy as it filled in.
- Consideration should be given to how payroll is distributed across the various activities. If it were redistributed the savings would be approximately \$2,000 per year on Workers' Compensation.

Mr. Didier MOVED to authorize an additional \$500 to include engaging the consultant to address insurance issues with appropriate staff and vendors and Ms. Pincus seconded the motion.

Ms. Pincus withdrew the second.

Mr. Didier withdrew the motion.

**B. Staffing (Amenities Manager, Asst. Office Manager, Maintenance, and Lifeguards)**

- Mr. Kessler addressed the amenities manager.
  - Mr. Kessler suggested shutting down the amenities until two weeks after an amenities manager is hired.

Mr. Kessler MOVED to offer an employment agreement for the Amenities Manager position to Ms. Parker.

- Discussion followed on titling the position.
- Ms. Parker read the job description she drafted for a part-time grounds and building manager.



- Discussion followed on filling the position and the parameters.

Mr. Kessler withdrew the motion.

Ms. Pincus MOVED to enter discussions with Ms. Parker about a position they need to get filled and Mr. Didier seconded the motion.

- Discussion followed on the resumés submitted for the amenities position and whether it is appropriate to proceed this evening.

The prior motion was approved with votes as follows:

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Cheryl Hudson - Aye**

**Michael Lee - Aye**

**Joseph Didier - Aye**

- The parameters of the position were addressed.
  - Ms. Parker noted she would not work for less than \$30 per hour with a minimum of 35 hours per week.
- Ms. Daughton noted all candidates that applied should be considered.
- A member of the Board can be authorized to work on negotiating an agreement with Ms. Parker or interview the other two candidates. It can be brought back to the Board in June.
- Discussion followed on an interim manager.
- A Review Committee will meet to review candidates. The committee will be Mr. Didier, Ms. Pincus and Mr. Frank Cicione.

Ms. Hudson MOVED to publish a notice of meeting for the Review Committee as soon as possible and Ms. Pincus seconded the motion.

The prior motion was approved with votes as follows:

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

- Discussion followed on an additional position for housekeeping, maintenance, or amenities manager.

Mr. Kessler MOVED to authorize the Chair to negotiate and execute a contract with Ms. Parker as the interim CDD manager and Ms. Pincus seconded the motion.

- Ms. Parker suggested they include the hours she is to work as a CDD employee and then she can complete her consultant contract.
- Mr. Didier requested a friendly amendment to authorize the Vice Chair.

Mr. Kessler amended the motion to authorize the Vice Chair and Ms. Pincus seconded the amendment.

The prior motion was approved with votes as follows:

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

- Discussion followed on posting an ad for a part-time grounds and building manager.
  - The review committee can review the resumés submitted for this position.
  - The committee will be called the Staff Selection Committee.

On MOTION by Ms. Hudson seconded by Mr. Didier to amend the notice to a meeting of the Staff Selection Committee was approved with votes as follows:

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

- The ad will be posted on the web, Craigslist, Florida State.

*The record will reflect Mr. Lee is no longer on the phone.*

Ms. Hudson MOVED to post an ad a part-time grounds and building manager and Mr. Kessler seconded the motion.

The prior motion was approved with votes as follows:

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

- Mr. Kessler addressed the amendments to the insurance coverage.
  - Ms. Pincus will work with the staff member on the insurance.

**C. Financial Processes (Petty Cash, Payroll, Billing/Vendor Payments)**

- Tabled. [June meeting]

**D. Supervisor Roles (Chairman, Vice Chair, Treasurer, etc.)**

- Mr. Kessler addressed an anonymous letter regarding the Board Chair. He addressed his concerns that there might be some substance to the letter with the turnover of staff.
  - The Board has not provided the Chair any guidance, limitations or principals on how far to go and what actions he should take as far as implementing, directing, initiating new functions for policies and procedures for business practices and daily operations for the amenities manager.

- Designate a supervisor as the go to point/liaison for the amenities manager.
- A more severe route might be to hold elections and re-designate the officers.
- Ms. Pincus noted she feels Mr. Didier is a good Chairman but maybe he does not need the responsibility for the Board liaison for the office.
- Mr. Didier noted they have to understand what they are dealing with now was not created by them and it is not easy. They are making progress.
- Ms. Hudson noted if the amenities staff gets mad at Mr. Didier they should be able to call or email the rest of the Board.

*The record will reflect the meeting was paused momentarily.*

- Discussion continued regarding the anonymous letter.
- Mr. Didier's addressed his grievances with Ms. Daughton.

Ms. Kessler MOVED to designate Ms. Pincus as the amenities staff liaison between the staff and Board.

Ms. Hudson seconded the motion.

- Mr. Didier addressed the STS contract stating they have the responsibility over the appointment, supervision and removal of District personnel and they are not filling the role and the Board is trying to pick up the pieces.
- Mr. Didier's continued his grievances with Ms. Daughton.

The prior motion was approved with votes as follows:  
**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Cheryl Hudson - Aye**  
**Joseph Didier - Aye**

#### **E. Workshop Schedule & Discussion Topics**

- No additional topics.
  
- F. Public Records Role & Processes**
  - Tabled [June meeting]
  
- G. Partner Businesses & Vendors (Alan Cox Aquatics, John Hurst Landscaping, Maureen McCarthy Daughton, LLC, Severn Trent, & recent vendor projects on property)**
  - Mr. Didier noted Alan Cox Aquatics has asked that he provide his supplies directly. An inventory needs to be done.
    - Mr. Didier will let Mr. Cox know the Board is not ready to discuss this and this agenda item will be further addressed at the next meeting .
  - Ms. Hudson noted a workshop needs to be held on what the Board members responsibilities are.
  
- H. Modification of Operational Hours and/or Amenities**
  - Adult Swim was discussed.
  - The defibrillator was addressed. Ms. Pincus noted she will take it the battery store to have the battery replaced.

Ms. Hudson MOVED to approve the adult swim waiver and release form and for adult swim to be held Monday, Wednesday and Friday from 9:00 a.m. to 10:00 a.m. as long as the person has signed the waiver.

- Ms. Daughton recommended the Board approve the adult swim waiver form and they would be able to begin adult swim as scheduled.

Ms. Hudson amended the motion to Monday through Friday.

Ms. Pincus seconded the motion.

The prior motion was approved with votes as follows:  
**Ann Pincus - Aye**  
**Richard Kessler - Nay**

<b>Cheryl Hudson - Aye</b> <b>Joseph Didier - Aye</b>
--

- Mr. Didier requested Ms. Pincus fill-in on Thursday at 11:00 a.m. in the office.
- Ms. Parker noted someone is coming in on Thursday at noon to pick up a key for her rental and to look at the kitchen.
- Ms. Parker noted Brad Stowers is leaving for vacation on May 27<sup>th</sup>.
- Ms. Daughton suggested a volunteer waiver if they will be using volunteers to assist with the workload.

**TENTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Discussion of Draft Proposed Budget for FY 2016**

- Mr. Didier noted they will go over the budget by line item next month, but if they have anything prior to that, they can send it to Ms. Davis.
- Ms. Davis noted on the question raised at the last meeting by Mr. Kessler regarding the Series 2002 bonds, there is a cash flow analysis and they have the ability to reduce the assessments below what is on the budget to use up the surplus balance.
- Discussion followed on whether the Series 2002 bonds can be paid off early.
- Two tables can be provided for the 2002 assessments.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

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Janice Eggleton Davis  
Secretary

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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:** June 8, 2015  
**SUBJECT:** April Financial Report

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

### **General Fund**

Total revenues for the General Fund was at a favorable 108% of the YTD budget, due to the settlement portion for 2015.

- The YTD Non-Ad Valorem assessments collections are at 99% which is the same as last year at the same time.
- Settlement - FY2015 portion of the O&M maintenance settlement with Piney-Z Land LLC.
- Other Miscellaneous Revenues - FMIT Premium refunds for FY 2013 and FY 2014.

Total Expenditures through April were at a favorable 81% of the YTD budget (prorated) with the following notes for the fiscal year:

- Park and Recreation Department - Salaries are lower due to reduced hours of the District's staff and reduced staff. Pension Benefits and Life and Health Insurance were budgeted for the property manager 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 - Pool season has started however the lifeguards attendance is kept minimal. R&M-Pools - Five areas of pool decking were repaired.
- Fitness Center Department - Capital Outlay represents a purchase of new fitness equipment.
- Park & Grounds - Misc-Contingency - Removal of dead trees and trimming branches. Replaced 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*

*April 30, 2015*

**Prepared by**



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**Piney-Z  
Community Development District**

**Financial Statements**

**(Unaudited)**

**April 30, 2015**

**Balance Sheet**

April 30, 2015

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 36,920	\$ -	\$ -	\$ 36,920
Cash On Hand/Petty Cash	750	-	-	750
Due From Other Funds	4,098	-	-	4,098
Investments:				
Money Market Account	409,410	-	-	409,410
Prepayment Account	-	-	1	1
Redemption Fund	-	646	-	646
Reserve Fund	-	15,750	-	15,750
Revenue Fund	-	143,275	330,231	473,506
Prepaid Items	196	-	-	196
<b>TOTAL ASSETS</b>	<b>\$ 451,374</b>	<b>\$ 159,671</b>	<b>\$ 330,232</b>	<b>\$ 941,277</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 21,308	\$ -	\$ -	\$ 21,308
Accrued Expenses	1,859	-	-	1,859
Unearned Revenue	84,810	-	-	84,810
Accrued Wages Payable	2,166	-	-	2,166
Accrued Taxes Payable	166	-	-	166
Due To Other Funds	-	3,098	1,000	4,098
<b>TOTAL LIABILITIES</b>	<b>110,309</b>	<b>3,098</b>	<b>1,000</b>	<b>114,407</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Prepaid Items	196	-	-	196
<b>Restricted for:</b>				
Debt Service	-	156,573	329,232	485,805
<b>Assigned to:</b>				
Operating Reserves	63,155	-	-	63,155
Reserves - CDD Amenity	62,805	-	-	62,805
Reserves - Other	84,810	-	-	84,810
<b>Unassigned:</b>	130,099	-	-	130,099
<b>TOTAL FUND BALANCES</b>	<b>\$ 341,065</b>	<b>\$ 156,573</b>	<b>\$ 329,232</b>	<b>\$ 826,870</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 451,374</b>	<b>\$ 159,671</b>	<b>\$ 330,232</b>	<b>\$ 941,277</b>

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

For the Period Ending April 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 300	\$ 175	\$ 624	\$ 449
S/F Swimming Program Fees	1,000	-	-	-
Interest - Tax Collector	-	-	28	28
Special Assmnts- Tax Collector	354,503	354,503	350,479	(4,024)
Special Assmnts- Discounts	(14,180)	(14,180)	(14,024)	156
Settlements	-	-	33,924	33,924
Other Miscellaneous Revenues	-	-	1,142	1,142
Access Cards	-	-	85	85
Pavilion Rental	900	525	400	(125)
Lodge Rental	9,500	5,542	7,410	1,868
Pool Rental	600	-	-	-
<b>TOTAL REVENUES</b>	<b>352,623</b>	<b>346,565</b>	<b>380,068</b>	<b>33,503</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	11,000	6,000	6,800	(800)
FICA Taxes	842	459	520	(61)
ProfServ-Engineering	500	292	-	292
ProfServ-Legal Services	35,000	20,419	23,207	(2,788)
ProfServ-Mgmt Consulting Serv	54,275	31,661	31,660	1
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,000	3,000	3,000	-
Communication - Telephone	100	56	-	56
Postage and Freight	2,000	1,169	725	444
Insurance - General Liability	10,591	7,944	7,182	762
Printing and Binding	2,500	1,456	2,254	(798)
Legal Advertising	1,500	1,000	587	413
Miscellaneous Services	500	294	190	104
Misc-Assessmnt Collection Cost	10,635	10,635	10,094	541
Misc-Contingency	500	294	-	294
Office Supplies	500	294	242	52
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>138,255</b>	<b>89,785</b>	<b>91,273</b>	<b>(1,488)</b>

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

For the Period Ending April 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Field</b>				
Contr-Landscape-Amenities Area	12,040	7,023	3,400	3,623
Misc-Contingency	5,500	3,206	5,932	(2,726)
<b>Total Field</b>	<b>17,540</b>	<b>10,229</b>	<b>9,332</b>	<b>897</b>
<b>Parks and Recreation - General</b>				
Payroll-Salaries	68,775	40,117	24,319	15,798
Payroll - Overtime	250	-	-	-
FICA Taxes	5,280	3,080	1,923	1,157
Pension Benefits	2,250	2,250	-	2,250
Life and Health Insurance	12,200	7,119	-	7,119
Workers' Compensation	5,412	4,059	3,696	363
ProfServ-Consultants	-	-	2,433	(2,433)
Contracts-Security Services	4,000	3,000	3,536	(536)
Communication - Teleph - Field	1,620	945	945	-
Postage and Freight	900	525	-	525
Utility - General	21,777	12,705	6,127	6,578
Utility - Other	2,293	1,337	1,366	(29)
Electricity - Streetlighting	1,300	756	888	(132)
Utility - Irrigation	3,850	2,245	642	1,603
Utility - Refuse Removal	1,802	1,050	845	205
R&M-General	8,945	5,217	5,764	(547)
R&M-Pest Control	790	396	991	(595)
Misc-Contingency	2,400	1,400	2,531	(1,131)
Misc-Information Technology	1,000	581	818	(237)
Office Supplies	2,750	1,603	633	970
Subscriptions and Memberships	500	500	500	-
Impr. Sewer Connection	-	-	10,273	(10,273)
Capital Outlay	31,900	18,606	350	18,256
<b>Total Parks and Recreation - General</b>	<b>179,994</b>	<b>107,491</b>	<b>68,580</b>	<b>38,911</b>
<b>Swimming Pool</b>				
Payroll-Salaries	32,365	6,473	2,593	3,880
Payroll - Overtime	750	-	-	-
FICA Taxes	2,533	507	198	309
ProfServ-Pool Maintenance	4,800	2,800	3,000	(200)
Communication - Teleph - Field	660	385	480	(95)
R&M-General	1,170	683	1,285	(602)
R&M-Pools	5,500	3,206	4,704	(1,498)
Misc-Licenses & Permits	250	250	-	250

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

For the Period Ending April 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Misc-Contingency	1,800	1,050	885	165
Op Supplies - Pool Chemicals	5,000	2,919	1,195	1,724
Capital Outlay	2,400	1,400	-	1,400
<b>Total Swimming Pool</b>	<b>57,228</b>	<b>19,673</b>	<b>14,340</b>	<b>5,333</b>
<b>Fitness Center</b>				
Payroll-Salaries	4,680	2,730	525	2,205
FICA Taxes	358	210	40	170
R&M-General	2,785	1,624	746	878
R&M-Equipment	2,300	1,344	875	469
Misc-Contingency	1,200	700	-	700
Capital Outlay	14,500	8,456	7,844	612
<b>Total Fitness Center</b>	<b>25,823</b>	<b>15,064</b>	<b>10,030</b>	<b>5,034</b>
<b>Park &amp; Grounds</b>				
Payroll-Salaries	4,180	2,437	1,070	1,367
FICA Taxes	320	185	82	103
R&M-General	1,370	798	1,066	(268)
Misc-Contingency	3,100	1,806	4,953	(3,147)
Capital Outlay	1,200	700	430	270
<b>Total Park &amp; Grounds</b>	<b>10,170</b>	<b>5,926</b>	<b>7,601</b>	<b>(1,675)</b>
<b>Reserves</b>				
Reserve - CDD Amenity	10,000	-	-	-
<b>Total Reserves</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>439,010</b>	<b>248,168</b>	<b>201,156</b>	<b>47,012</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(86,387)	98,397	178,912	80,515
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(86,387)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(86,387)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (86,387)	\$ 98,397	\$ 178,912	\$ 80,515
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>162,153</b>	<b>162,153</b>	<b>162,153</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 75,766</b>	<b>\$ 260,550</b>	<b>\$ 341,065</b>	

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

For the Period Ending April 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 28	\$ 36	\$ 8
Special Assmnts- Tax Collector	79,355	79,355	78,454	(901)
Special Assmnts- Discounts	(3,174)	(3,174)	(3,139)	35
<b>TOTAL REVENUES</b>	<b>76,231</b>	<b>76,209</b>	<b>75,351</b>	<b>(858)</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Trustee Fees	3,100	3,100	3,502	(402)
Misc-Assessmnt Collection Cost	2,381	2,381	2,259	122
<b>Total Administration</b>	<b>5,481</b>	<b>5,481</b>	<b>5,761</b>	<b>(280)</b>
<b>Debt Service</b>				
Principal Debt Retirement	55,000	-	-	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	15,750	7,875	7,875	-
<b>Total Debt Service</b>	<b>70,750</b>	<b>7,875</b>	<b>12,875</b>	<b>(5,000)</b>
<b>TOTAL EXPENDITURES</b>	<b>76,231</b>	<b>13,356</b>	<b>18,636</b>	<b>(5,280)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	62,853	56,715	(6,138)
Net change in fund balance	\$ -	\$ 62,853	\$ 56,715	\$ (6,138)
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>99,858</b>	<b>99,858</b>	<b>99,858</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 99,858</b>	<b>\$ 162,711</b>	<b>\$ 156,573</b>	



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2015

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 28	\$ 60	\$ 32
Special Assmnts- Tax Collector	214,348	214,348	211,699	(2,649)
Special Assmnts- Discounts	(8,574)	(8,574)	(8,471)	103
<b>TOTAL REVENUES</b>	<b>205,824</b>	<b>205,802</b>	<b>203,288</b>	<b>(2,514)</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Trustee Fees	4,400	4,400	4,903	(503)
Misc-Assessmnt Collection Cost	6,430	6,430	6,097	333
<b>Total Administration</b>	<b>11,830</b>	<b>11,830</b>	<b>12,000</b>	<b>(170)</b>
<b>Debt Service</b>				
Principal Debt Retirement	170,000	-	-	-
Principal Prepayments	-	-	55,000	(55,000)
Interest Expense	39,950	19,975	19,975	-
<b>Total Debt Service</b>	<b>209,950</b>	<b>19,975</b>	<b>74,975</b>	<b>(55,000)</b>
<b>TOTAL EXPENDITURES</b>	<b>221,780</b>	<b>31,805</b>	<b>86,975</b>	<b>(55,170)</b>
Excess (deficiency) of revenues Over (under) expenditures	(15,956)	173,997	116,313	(57,684)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(15,956)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(15,956)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (15,956)	\$ 173,997	\$ 116,313	\$ (57,684)
<b>FUND BALANCE, BEGINNING (OCT 1, 2014)</b>	<b>212,919</b>	<b>212,919</b>	<b>212,919</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 196,963</b>	<b>\$ 386,916</b>	<b>\$ 329,232</b>	

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

Supporting Schedules

April 30, 2015

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

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2015				\$ 647,988	\$ 354,503	\$ 79,355	\$ 214,130
Allocation %				100%	55%	12%	33%
11/06/14	\$ 6,687	\$ 363	\$ 207	\$ 7,257	\$ 3,970	\$ 889	\$ 2,398
11/25/14	136,468	7,405	4,221	148,093	81,019	18,136	48,938
12/09/14	360,946	15,505	11,163	387,614	212,057	47,469	128,089
12/26/14	57,551	1,835	1,780	61,166	33,463	7,491	20,212
01/16/15	9,618	307	297	10,223	5,593	1,252	3,378
02/12/15	6,070	128	188	6,385	3,493	782	2,110
03/18/15	8,872	92	274	9,238	5,054	1,131	3,053
04/08/15	10,337	-	320	10,657	5,830	1,305	3,522
TOTAL	\$ 596,548	\$ 25,634	\$ 18,450	\$ 640,632	\$ 350,479	\$ 78,454	\$ 211,699
% COLLECTED					98.86%	98.86%	98.86%
<b>TOTAL OUTSTANDING</b>				<b>\$ 7,355</b>	<b>\$ 4,024</b>	<b>\$ 901</b>	<b>\$ 2,431</b>

**Cash and Investment Report**

*April 30, 2015*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Operating Checking Account	BB&T	Business checking	0.00%	\$36,920
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$409,410
			<b>Subtotal</b>	<u>\$446,330</u>
<b>DEBT SERVICE FUNDS</b>				
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$646
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$15,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$143,275
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$330,231
			<b>Total</b>	<u><u>\$936,232</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.** 04-15  
**Statement Date** 04/30/15

<b>G/L Balance (\$)</b>	36,920.35	<b>Statement Balance</b>	37,325.22
<b>G/L Balance</b>	36,920.35	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	37,325.22
<b>Subtotal</b>	36,920.35	<b>Outstanding Checks</b>	404.87
<b>Negative Adjustments</b>	0.00	<b>Total Differences</b>	0.00
<b>Ending G/L Balance</b>	36,920.35	<b>Ending Balance</b>	36,920.35
<b>Difference</b>	0.00		

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
<b>Outstanding Checks</b>						
08/27/14	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
04/23/15	Payment	55984	EVAN V. FRANCIS	41.21	0.00	41.21
04/23/15	Payment	55985	BENJAMIN V. KILGORE	47.10	0.00	47.10
04/23/15	Payment	55986	JOSHUA M. LILES	43.17	0.00	43.17
04/23/15	Payment	55983	LUKE J. LILES	0.00	0.00	0.00
04/23/15	Payment	55988	MARY A. PETERMAN	0.00	0.00	0.00
04/29/15	Payment	55993	FEDEX	45.92	0.00	45.92
04/29/15	Payment	55994	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
04/29/15	Payment	55995	VERIZON WIRELESS	67.45	0.00	67.45
Total Outstanding Checks . . . . .				404.87		

Check Register by Fund  
For the Period from 4/1/15 to 4/30/15  
(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	55949	04/06/15	BRIAN PESCHL	032015	4/15 renewal notice	R&M-Pest Control	546070-57201	\$278.00
001	55950	04/06/15	FEDEX	2-978-10217	SERVICE FOR 3/14/15	Postage and Freight	541006-51301	\$15.81
001	55951	04/06/15	FLORIDA DEPARTMENT OF LAW ENFORCEMENT	CM756259	Deposit on Account	Misc-Contingency	549900-57201	(\$192.00)
001	55951	04/06/15	FLORIDA DEPARTMENT OF LAW ENFORCEMENT	FL737057Z-2014091800	David Bailey	Misc-Contingency	549900-57201	\$24.00
001	55951	04/06/15	FLORIDA DEPARTMENT OF LAW ENFORCEMENT	040215	DEPOSIT FOR NEW HIRE BACKGROUND CHECKS	Misc-Contingency	549900-57201	\$320.00
001	55952	04/06/15	JOHN HURST OUTDOOR SERVICES	I150331818	TRASH OUT CLEAN UP TRASH AT BACK LOT	Contr-Landscape-Amenities Area	534053-53901	\$75.00
001	55952	04/06/15	JOHN HURST OUTDOOR SERVICES	150331817	CDD AMENITIES 2/16-3/16/15	Contr-Landscape-Amenities Area	534053-53901	\$966.67
001	55953	04/06/15	MAUREEN M. DAUGHTON	1007	GENERAL SERVICE 3/15	ProfServ-Legal Services	531023-51401	\$2,852.50
001	55954	04/06/15	PATRICIA LYTLE	032515	MILEAGE REIMBURSEMENT 10/14 THRU 3/24/15	R&M-General	546001-57201	\$70.31
001	55955	04/06/15	PETTY CASH	032515	PETTY CASH REIMB 3/18 THRU 3/24/15	Cash In Bank	101002	\$409.76
001	55956	04/06/15	REPLICON, INC.	SI-7255	GEN3 TIMEATTEND 4/16 THRU 7/15/15	Misc-Information Technology	549942-57201	\$82.50
001	55957	04/06/15	SEMINOLE POWER WASH, LLC	IN00106	PRESSURE WASHING ALL CONCRETE POOL DECK	R&M-General	546001-57205	\$443.75
001	55958	04/06/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2078275	3/15 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55958	04/06/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2078275	3/15 MANAGEMENT FEES	Postage and Freight	541006-51301	\$20.30
001	55958	04/06/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2078275	3/15 MANAGEMENT FEES	Printing and Binding	547001-51301	\$349.40
001	55958	04/06/15	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	STES 2078275	3/15 MANAGEMENT FEES	Miscellaneous Services	549001-51301	\$69.55
001	55959	04/06/15	SONITROL	250811	CUST# R1C601472 SERVICE FOR 4/1/15-6/30/15	Contracts-Security Services	534037-57201	\$586.58
001	55962	04/10/15	BERGER, TOOMBS, ELAM, & FRANK	0298057	Audit FYE 9/30/14	Auditing Services	532002-51301	\$3,000.00
001	55963	04/10/15	CHRISTIAN C. KOBES	082714 PAYROLL	Re-issue payroll check #55634, 8/27/14-never recvd	Payroll-Salaries	512001-57201	\$127.40
001	55964	04/10/15	CITY OF TALLAHASSEE	5610 033115	Utilities 2/25/15-3/28/15	Utility - Irrigation	543014-57201	\$92.42
001	55964	04/10/15	CITY OF TALLAHASSEE	5610 033115	Utilities 2/25/15-3/28/15	Utility - General	543001-57201	\$746.54
001	55964	04/10/15	CITY OF TALLAHASSEE	5610 033115	Utilities 2/25/15-3/28/15	Utility - Refuse Removal	543020-57201	\$91.00
001	55965	04/10/15	FEDEX	2-985-336602	Services thru 3/31/15	Postage and Freight	541006-51301	\$9.79
001	55966	04/10/15	MAY DAY OUTDOOR SERVICE	1490	Installation of Drainage Swell	Misc-Contingency	549900-53901	\$1,900.00
001	55967	04/10/15	MELINDA PARKER	1ST INSTALLMENT	CONSULTING 1st Installment	ProfServ-Consultants	531075-51301	\$2,433.33
001	55969	04/10/15	QUALITY FLOOR CLEANING, LLC	5066	Lodge Gen Cleaning 2/23-3/30/15	Misc-Contingency	549900-57201	\$550.00
001	55991	04/20/15	CITY OF TALLAHASSEE	5610 041015	Utilities 03/13/15-04/10/15	Electricity - Streetlighting	543013-57201	\$108.49
001	55992	04/20/15	COMCAST	5015 041415	Cable Service 04/25/15-05/24/15	Prepaid Items	155000	\$195.88
001	55993	04/29/15	FEDEX	5-000-01452	Shipping thru 4/8/15	Postage and Freight	541006-51301	\$45.92
001	55994	04/29/15	MARPAN SUPPLY CO., INC.	1347151	Container Rental 05/01/15	Utility - Refuse Removal	543020-57201	\$26.00
001	55995	04/29/15	VERIZON WIRELESS	9743849862	321347673-0001 03/13/15-04/12/15	Communication - Teleph - Field	541005-57205	\$67.45
001	55960	04/08/15	RICHARD B. STOWERS	PAYROLL	April 08, 2015 Payroll Posting			\$252.75
001	55961	04/08/15	DAVID C. BAILEY	PAYROLL	April 08, 2015 Payroll Posting			\$1,260.95
001	DD000046	04/07/15	PATRICIA S. LYTLE	PAYROLL	April 07, 2015 Payroll Posting			\$346.48
001	55973	04/17/15	RICHARD A. KESSLER, JR.	PAYROLL	April 17, 2015 Payroll Posting			\$184.70
001	55974	04/17/15	MICHAEL D. LEE	PAYROLL	April 17, 2015 Payroll Posting			\$184.70
001	55975	04/17/15	CHERYL M. HUDSON	PAYROLL	April 17, 2015 Payroll Posting			\$174.28
001	55976	04/17/15	JOSEPH W. DIDIER	PAYROLL	April 17, 2015 Payroll Posting			\$184.70
001	55977	04/17/15	DELORES A. PINCUS	PAYROLL	April 17, 2015 Payroll Posting			\$184.70
001	55978	04/17/15	RICHARD A. KESSLER, JR.	PAYROLL	April 17, 2015 Payroll Posting			\$184.70

**Check Register by Fund**  
**For the Period from 4/1/15 to 4/30/15**  
**(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	55979	04/17/15	CHERYL M. HUDSON	PAYROLL	April 17, 2015 Payroll Posting			\$174.28
001	55980	04/17/15	JOSEPH W. DIDIER	PAYROLL	April 17, 2015 Payroll Posting			\$184.70
001	55981	04/17/15	DELORES A. PINCUS	PAYROLL	April 17, 2015 Payroll Posting			\$184.70
001	55982	04/23/15	RICHARD B. STOWERS	PAYROLL	April 23, 2015 Payroll Posting			\$265.50
001	55983	04/23/15	LUKE J. LILES	PAYROLL	April 23, 2015 Payroll Posting			\$43.17
001	55984	04/23/15	EVAN V. FRANCIS	PAYROLL	April 23, 2015 Payroll Posting			\$41.21
001	55985	04/23/15	BENJAMIN V. KILGORE	PAYROLL	April 23, 2015 Payroll Posting			\$47.10
001	55986	04/23/15	JOSHUA M. LILES	PAYROLL	April 23, 2015 Payroll Posting			\$43.17
001	55987	04/23/15	DAVID C. BAILEY	PAYROLL	April 23, 2015 Payroll Posting			\$507.92
001	55988	04/23/15	MARY A. PETERMAN	PAYROLL	April 23, 2015 Payroll Posting			\$444.21
001	DD000047	04/22/15	PATRICIA S. LYTLE	PAYROLL	April 22, 2015 Payroll Posting			\$425.49
<b>Fund Total</b>								<b>\$25,608.68</b>

SERIES 2002 DEBT SERVICE FUND - 202

202	55970	04/10/15	US BANK	3933463	Series 2002 3/1/15-2/29/2016	ProfServ-Trustee Fees	531045-51301	\$3,097.81
202	55971	04/10/15	US BANK NATIONAL ASSOC	040815	Transfer Assessment Collections 2014-15	Due From Other Funds	131000	\$1,265.96
<b>Fund Total</b>								<b>\$4,363.77</b>

SERIES 2008 DEBT SERVICE FUND - 203

203	55968	04/10/15	PRAGER & CO.,LLC	5445	Annual Dissemination 2014-2015 Series 2008	ProfServ-Dissemination Agent	531012-51301	\$1,000.00
203	55972	04/10/15	US BANK NATIONAL ASSOC	040815 203	ransfer Assessment collections 2014-15	Due From Other Funds	131000	\$2,010.77
<b>Fund Total</b>								<b>\$3,010.77</b>

<b>Total Checks Paid</b>	<b>\$32,983.22</b>
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## **Sixth Order of Business**



**6A.**



REPLY TO: TALLAHASSEE

May 26, 2015

Piney-Z Community Development District  
Attn: Joe Didier, Chairman  
950 Piney-Z Plantation Road  
Tallahassee, FL 32311

RE: Legal Representation of Piney-Z Community Development District

Dear Chairman Didier:

On behalf of the law firm of Lewis, Longman & Walker, P.A., I thank you sincerely for the opportunity to work with you and the Piney-Z Community Development District concerning any legal assistance you may require. The following represents the terms and conditions of representation by the Firm on this matter:

1. Services. Lewis, Longman & Walker, P.A. will provide advice and representation to you as general and special counsel, as needed. I will be the shareholder in charge of this matter and will be primarily responsible for providing and supervising the legal services required. I will be responsible for ensuring that this matter is staffed in a manner adequate and appropriate to the requirements of the representation. At this time, I anticipate that Terry Lewis will also be involved in this matter. We will use our best judgment to determine the amount of time, who is to perform specific tasks and work, and the nature of the services to be performed in your best interests.

2. Term. The term of our engagement shall begin June 1, 2015 and continue until September 30, 2016. The engagement shall automatically renew each year thereafter unless the District provides notice of its intention not to renew.

3. Professional Fees. LLW will bill Piney-Z CDD on a mixed-fee basis. For general representation and advice, including attendance at regularly scheduled meetings of the Board, we will charge a monthly flat fee of \$2,000.00, exclusive of costs. For any litigation matters, including civil or administrative matters, LLW will charge Piney-Z CDD a reduced governmental rate of \$250.00 per hour, exclusive of costs.

---

*See Things Differently®*

TAMPA BAY  
101 Riverfront Boulevard  
Suite 620  
Bradenton, Florida 34205

p | 941-708-4040 • f | 941-708-4024

JACKSONVILLE  
245 Riverside Avenue  
Suite 150  
Jacksonville, Florida 32202

p | 904-353-6410 • f | 904-353-7619

TALLAHASSEE  
315 South Calhoun Street  
Suite 830  
Tallahassee, Florida 32301

p | 850-222-5702 • f | 850-224-9242

WEST PALM BEACH  
515 North Flagler Drive  
Suite 1500  
West Palm Beach, Florida 33401

p | 561-640-0820 • f | 561-640-8202

4. Costs and Expenses. The firm charges for costs and expenses incurred on your behalf for this representation. Attachment 1 sets forth the most commonly incurred costs and expenses. We may advance these costs and seek reimbursement in our billings or we may at our discretion require you to deposit these costs with us before the costs are incurred.

5. Billing and Payment. We will bill you on a monthly basis for professional services rendered and expenses incurred in connection with this matter, less any retainer amounts applied against these services and expenses. You agree to pay the amount of each statement in full within thirty (30) days of the billing date. Should you question or dispute any items or any statement, you agree to notify us in writing of any such question or dispute within fifteen (15) days of the billing date, and we will assume you do not have any dispute if we do not hear from you in that time.

6. Court Awarded Fees. In litigation matters, the court will sometimes order your adversary to pay part or all of your fees and out-of-pocket costs expended on your behalf in the matter at the trial and/or appellate level. Because fees and costs awards are totally unpredictable, court orders must be considered to be merely "on account" and you remain liable for payment of the total fees and costs. Amounts received pursuant to a court order will be credited to your account. Any court award of fees or costs does not set or limit our fees, nor your liability to the Firm for fees and costs in any way.

7. Default. In the event any suit or action is brought to enforce the provisions of this Agreement in any administrative or judicial proceeding, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in such proceedings, including appeals.

8. Client Documents. During the course of your matter, you may be required to provide to us documents such as tax records, expense records, bank records, deeds, etc. We will hold these records, in our office, during the pendency of your action and for five months thereafter. At the conclusion of your matter, we will contact you and make arrangements for the return of the records you provided. It is your responsibility to secure the return of your records. We will retain the balance of your file for an appropriate time period consistent with all applicable statutory timeframes. If arrangements are not made for the return of your records within six (6) years following the conclusion of your matter, they will be destroyed according to the guidelines set out in our Records Retention Policy.

We sincerely thank you for choosing our firm to assist you. If you agree with the foregoing terms and conditions, please sign in the space provided at the bottom of the letter, return the original

Piney-Z Community Development District  
May 26, 2015  
Page 3

to me in the enclosed self-addressed, stamped envelope and retain a copy for your records. On behalf of the Firm, we look forward to assisting you.

Sincerely,



M. Christopher Lyon

ACCEPTED BY:

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

By: Joseph Didien  
Joseph Didien  
Printed Name

Date: 5/26/15

## ATTACHMENT 1

<b>Cost/Expense</b>	<b>Typical Charges</b>
Computer Research	Actual usage + proportionate share of base subscription.
Court Reporters	Direct invoice from vendor to client or paid from retainer.
Delivery Charges	Actual amount invoiced to firm. Mode of delivery based on need and economy.
Messenger Service	Actual amount invoiced to the firm.
Overnight Express	Actual amount invoiced to the firm.
Telefacsimile	Outgoing: Actual telephone charge + \$1.25/page. Incoming: No charge
Photocopying	Inside copies: \$0.10/page Outside services: Actual amount invoiced to firm.
Secretarial Overtime	No charge
Telephone Charges	Actual long distance and cellular charges + proportionate share of base subscriptions.
Temporary Help	Actual amount invoiced to the firm.
Travel-Local/Surface	Reasonable mileage or actual rental charges.
Travel-Out-of-Town	Intrastate: Actual common carrier charges for coach. Interstate: Actual common carrier charges for business class. Meals/Accommodations: Lowest corporate seasonal rate available, reasonable business related meal expenses.
Word Processing	No charge
Other Expenses	Actual cost invoiced to the firm. In selected cases, these items may be directly invoiced from vendor to client.

**6B.**

## **RESOLUTION 2015-3**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND APPROVING CHANGE OF DESIGNATED REGISTERED AGENT AND REGISTERED OFFICE.**

**WHEREAS**, the Piney-Z Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Tallahassee, Florida; and

**WHEREAS**, the District is statutorily required to designate a registered agent and a registered office location for the purposes of records keeping and accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.014, Florida Statutes; and

**WHEREAS**, the District wishes to change its designated registered agent.

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

**Section 1.** M. Christopher Lyon of Lewis Longman & Walker, P.A. is hereby designated as Registered Agent for the Piney-Z Community Development District.

**Section 2.** The District's Registered Office shall be located at 315 South Calhoun Street, Suite 830, Tallahassee, Florida 32301.

**Section 3.** In accordance with Section 189.014, Florida Statutes, the District’s Secretary is hereby directed to file copies of this resolution with the City of Tallahassee, and the Florida Department of Economic Opportunity.

**Section 4.** This Resolution shall become effective upon adoption.

**PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF JUNE, 2015.**

**ATTEST:**

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

---

Janice Eggleton Davis  
Secretary

---

Joseph Didier  
Chairman

**6C.**



**PINEY-Z COMMUNITY DEVELOPMENT DISTRICT  
AGREEMENT OF EMPLOYMENT  
Interim CDD Manager**

THIS AGREEMENT OF EMPLOYMENT is made and entered into by and between PINEY-Z COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located at 950 Piney-Z Plantation Road, Tallahassee, Florida 32311 in Leon County, Florida (hereinafter referred to as the "District") and Melinda Parker (hereinafter referred to as the "Interim CDD Manager") (hereinafter together referred to as "the Parties").

This agreement is for a TEMPORARY engagement of PART TIME employment to commence on the date this agreement is executed by both Parties.

**Conditions of Employment.**

Compensation will be at a rate of \$30.00 per hour for an anticipated maximum of 35 hours per week.

There may be situations in which the Interim CDD Manager may be required to work in excess of thirty-five (35) hours to complete a task or attend to a time sensitive issue. In these situations she should seek prior approval, if possible, from the designated supervisor of the Board of Supervisors, or Vice-Chair if the designated supervisor is unavailable. The Interim CDD Manager will be paid for all hours worked over thirty-five (35) under these circumstances.

The Interim CDD Manager shall maintain the established office hours for customer support to residents of the District as 11:00AM - 4:00PM Monday through Thursday except for State of Florida holidays.

To the extent possible, the Interim CDD Manager shall submit written requests for time off to the designated Supervisor on the Board of Supervisors with sufficient advance notice so that action can be taken upon the request at a regularly scheduled Board meeting. At a minimum notice shall be provided thirty (30) days in advance. In emergency situations where time off is needed the Vice-Chairman of the Board of Supervisors may consider and approve such request.

**Duties.**

The duties of the Interim CDD manager are more specifically set forth in Attachment "A", CDD Manager Job Description dated 05/13/15, attached hereto and incorporated by reference.

The Interim CDD Manager reports to the District Board of Supervisors but in between meetings should bring any and all matters of concern to the designated member of the Board of Supervisors serving as the liaison for direction.

**Compliance with the Districts' Rules and Policies.**

Interim CDD Manager agrees to comply with all of the rules and policies of the District.

**Term.**

The term of this Agreement shall be through December 31, 2015 or until such time as it is

- (1) terminated due to the hiring of a permanent CDD Manager,
- (2) extended by mutual written consent of the parties,
- (3) or until the Interim CDD Manager resigns or is terminated.

**Termination of Employment.**

The District is the sole judge of the effectiveness and efficiency with which the Interim CDD Manager performs her duties. Recognizing that Florida is a right to work state the Interim CDD Manager serves at the pleasure of the District Board of Supervisors and may be terminated without cause from her position at any time by a majority vote of the District Board of Supervisors at any properly noticed meeting of the District.

**Resignation.**

The Interim CDD Manager may terminate this Agreement by providing written notice of resignation to the District. The Interim CDD Manager must at least provide a minimum of fourteen (14) calendar days written notice of his intention to terminate this Agreement.

**Confidentiality.**

The Interim CDD Manager recognizes that the District will have personal information relating to its residents, personnel records for its employees, sensitive information from vendors and other vital information (collectively "Information"). The Interim CDD Manager will protect such information and will not divulge, disclose or communicate any Information to any third parties unless required to by Florida law. If the Interim CDD Manager has any questions regarding his responsibilities regarding disclosure of Information he shall confer with District Counsel.

**Public Records.**


The Interim CDD Manager is aware of the applicability of the Florida Public Records law (Chapter 119, Fla. Stat.) to the records of the District and will notify the District Counsel and District Manager immediately upon receipt of a public records request received orally or in writing. The Interim CDD Manager agrees to confer with District Counsel regarding her responsibilities under the Florida Public Records Law to insure compliance.

**Consulting Agreement.**

This interim Agreement of Employment between the Parties does not impact or alter in any way the terms, conditions, or deliverables due under the existing Consulting Agreement that Ms. Parker and the District entered into on April 2, 2015 as an engagement planned for 10 weeks. Work performed under this Agreement of Employment is separate and distinct from the work performed under the Consulting Agreement and as such will be billed separately.

**Miscellaneous**

This Agreement of Employment does not preclude or otherwise interfere with Ms. Parker's ability to apply for this or other positions with the District.

  
Richard A. Kessler, Jr  
Supervisor, Piney Z Community Development District

5/14/15  
Date

  
Melinda Parker

5/14/15  
Date

Attachment A: CDD Manager Job Description dated 05/13/15



Piney-Z Community Development District  
**CDD Manager**  
**Job Description**  
05/13/15

**General**

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

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

**Amenities Management**

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

- Scheduling of Activities/Events and Rental reservations
- Rental Fee and Security deposit collection and processing
- Scheduling of Staff support
- Event preparation and cleanup

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

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

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

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

## **Facilities Management**

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

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

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

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

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

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

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

## **Administration**

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

### Contract Management

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

### Staff Supervision

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

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

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

### Coordination with District Board for:

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

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

### Other

- Attend all meetings held by the District Board of Supervisors to include Regular Meetings, Workshops, and Special Meetings.
- Provide support for Board of Supervisor meetings with actions such as posting meeting notices and signs and preparing the lodge for the meetings and related administrative tasks.
- Support to the District Board of Supervisors as needed for reporting of Amenities activities and researching potential activities and issues.

## **Seventh Order of Business**

**7A.**



# Property Manager's Report

## Piney-Z Community Development District

### June 4, 2015\*

#### Fitness Center

- cable covering repaired on universal machine

#### Lodge

- toilet in women's restroom repaired
- AC on second floor repaired
- AC in office repaired
- the shower, shower door, sink and floor – after years of neglect – can no longer be cleaned “regularly.” I understand that our service inspected the bathroom in January/February, and was unable, even with a brillo pad, to move the dirt on the floor. I can obtain a bid to have the restroom cleaned, but it will require special equipment.
- front face of lodge pressure washed
- blowing out leaves and dirt between windows and iron has begun
- four rental events were held in the Lodge
  - we hope to institute a new policy regarding “holding” a date open ahead of a formal request – and deposit – being made. 48 hours are what we believe to be fair to both parties.
  - would like board to affirm – or not – current policy on **no rental refund** absent a catastrophic occurrence

#### Pavilion

- men's urinal repaired
- we have called to have the Pavilion store room sprayed for insects, etc.
- we are still awaiting return of painter to correct problems in bathrooms
- learned that the women's restroom was pressure washed in April, and that the drain backed up mid-process. We will add this to the list of issues to be addressed.

## Playground/Grounds

- playground sprayed for poison ivy on May 27, 2015 (\$75 outside contract)

## Pool

- faucet repaired at pool
- approximately two dozen fobs issued to residents
- pool opened for day-long sessions on June 2, 2015
  - Alan Cox was on site to ensure opening went smoothly
  - Alan cleaned the pool shed, organized chemicals on hand and met with staff on site
  - we asked that he have the lifeguards clean tables, etc. when they had extra time
- adult swim began on June 3, 2015
  - waivers were signed by 11 persons by opening day
  - we were in touch with Sonitrol to learn, for each facility, at what times the systems were "armed." Adult swimmers will remain at level 3 until the pool closes, at which time we will have them re-assigned to level 2 status
  - as per the attached Sonitrol notes, we could, if desired, open for adult swim as early as 7:00 AM without taking additional action beyond announcing the change, if the board approves such
  - by day two the gate was being left open, thus negating the waiver/fob registration policy. We asked that this not be done, and an email was sent to the regulars
- pool permit expires June 30, 2015. The renewal has been filed and paid
- a second charger was purchased for the batteries which power the ADA lift chair
- we purchased new batteries for the Zoll defibrillator as well as a pedi (child's) pad. Each pad is \$95, and is "fresh" for a period of five years from the date of manufacture. We now have one adult and one pedi pad. For the record, the Zoll was purchased in May 2007; the warranty expired in May 2012.
- attached dates for scuba sessions 2 and 3. Between the writing of this report and June 14, 2015, I plan to talk with Chairman

Didier and Jason Ottinger regarding my serious concerns about the proposal which came before the board in February

## General

- Magnolia Properties has been asked not to pass fobs along from one renter to the next
- we need to consider purchasing a new pressure washer; of the two we have, one is inoperative and the other has to be dragged due to a missing wheel
- Supervisor Kessler was kind enough to examine and catalog dozens of disks of software and data found in various cupboards and drawers around the office
- met with janitorial service to discuss responsibilities. This vendor (Quality Floor Cleaning) is very, very good to deal with.
- Supervisor Pincus, after speaking with some of the guards, has decided against second suits
- completed pre-interviews with maintenance candidates
- multiple issues continue with payroll. For payroll ending May 30, 2015, the difference between the Replicon and paper time sheets was 29 hours. What should be a 30 minute process now requires 2-3 hours. Multiple issues regarding access, log in failures, etc.
- transferred FDLE background check responsibilities to Supervisor Pincus and interim manager
- acquired new external hard drive for legal files to be transferred by Maureen Daughton
- shared with Chris Lyon contact information for all supervisors, as well as some of the research done by our consultant
- we are in the process of purchasing a conference speaker phone for board meetings, and hope to have it up and running for the June meeting
- considering combining swim waiver with one we have found for exercising in the Lodge, if the board believes it is warranted
- lack of specificity in many service agreements has necessitated one on one meetings with vendors. I have done three to date.
- absent disagreement from the board, intend to move forward with projects begun under previous managers
  - 6 pallets of sod to finish swale project (\$2,000)
  - ice maker repair (ap. \$300)



- mulch for playground (awaiting estimate) and pathways (\$735)
- depending on decision regarding roof replacement, hire Gutterhawk (at a cost of approximately \$140) to clean roof and gutters

\*encompasses 13 days activity since hiring of interim manager. I am unable to report on activity from the date of the regular May meeting, and May 14.

## SONITROL FOB ACCESS

Dedicated Line: #850-656-9472

### FITNESS CENTER

LEVEL #1	Management	24 Hours/7 Days
LEVEL #2	Resident	4:40 AM – 9:55 PM

### LODGE

LEVEL #1	Management	24 Hours/7 Days
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### POOL

LEVEL #1	Management	24 Hours/7 Days
LEVEL #2	Resident	8:00 AM – 8:30 PM
LEVEL #3	Adult Swim	7:00 AM – 8:30 PM
LEVEL #4	Lifeguards	8:00 AM – 8:30 PM

6/2/15



## Summer (Class 1) 2015 SEI Diving Course Schedule

Jun	16 <sup>th</sup>	6-8:30 p.m.	Lecture
Jun	18 <sup>th</sup>	6-8:30 p.m.	Lecture
Jun	21 <sup>st</sup>	8-11 a.m.	Pool Session
Jun	23 <sup>rd</sup>	6-8:30 p.m.	Lecture
Jun	25 <sup>th</sup>	6-8:30 p.m.	Pool Session
Jun	28 <sup>th</sup>	8-11 a.m.	Pool Session
Jul	2 <sup>nd</sup>	6-8:30 p.m.	Lecture
Jul	7 <sup>th</sup>	6-8:30 p.m.	Lecture/Review
Jul	9 <sup>th</sup>	6-8 p.m.	Pool Evaluation
Jul	11 <sup>th</sup>	9 a.m. – 5 p.m.	Check Out Dives 1 & 2
Jul	12 <sup>th</sup>	9 a.m. – 5 p.m.	Check Out Dives 3 & 4
Jul	14 <sup>th</sup>	6-9 p.m.	Written Exam

The cost of the course is \$ \$260. This cost includes the following: the cost of the training, rental of SCUBA unit, and state park dive fees for the checkout dives. You will need to purchase, borrow, or rent a mask, fins, snorkel, dive booties, and a weight belt with weight outside of this course. This equipment can be purchased at any dive shop. We have one locally: Coral Reef Scuba (Capital Circle NE). Training will be taught by using the Scuba Educators International standards for scuba diving. The course book we will be using is the *Dennis Graver's: Scuba Diving, 4th Edition*. The ISBN (Book Number) is 978-0736079006 and can be purchased through the instructor, at local bookstores, or online. Prices vary between vendors and can be between \$16-25. A SEI course packet with the course workbooks, dive tables, logbook and carry case to accompany the course lectures will be available from the course staff for \$25. Upon completion of the course, there is an open water diver certification card-processing fee of \$15.

If you have any questions concerning this course please contact Jason Ottinger at 850-556-5520 (cell) or by e-mail at [Jason.Ottinger@comcast.net](mailto:Jason.Ottinger@comcast.net) .

**All classroom and pool sessions will be held at the Piney Z Lodge and Pool (950 Piney-Z Plantation Road, Tallahassee, FL 32311)**



## Summer (Class 2) 2015 SEI Diving Course Schedule

Aug	11 <sup>th</sup>	6-8:30 p.m.	Lecture
Aug	13 <sup>th</sup>	6-8:30 p.m.	Lecture
Aug	16 <sup>th</sup>	8-11 a.m.	Pool Session
Aug	18 <sup>th</sup>	6-8:30 p.m.	Lecture
Aug	20 <sup>th</sup>	6-8:30 p.m.	Pool Session
Aug	23 <sup>rd</sup>	8-11 a.m.	Pool Session
Aug	25 <sup>th</sup>	6-8:30 p.m.	Lecture
Aug	29 <sup>th</sup>	9 a.m. – 5 p.m.	Check Out Dives 1 & 2
Sep	3 <sup>rd</sup>	6-8:30 p.m.	Lecture/Review
Sep	8 <sup>th</sup>	6-8 p.m.	Pool Evaluation
Sep	10 <sup>th</sup>	6-9 p.m.	Written Exam
Sep	13 <sup>th</sup>	9 a.m. – 5 p.m.	Check Out Dives 3 & 4

The cost of the course is \$ \$260. This cost includes the following: the cost of the training, rental of SCUBA unit, and state park dive fees for the checkout dives. You will need to purchase, borrow, or rent a mask, fins, snorkel, dive booties, and a weight belt with weight outside of this course. This equipment can be purchased at any dive shop. We have one locally: Coral Reef Scuba (Capital Circle NE). Training will be taught by using the Scuba Educators International standards for scuba diving. The course book we will be using is the *Dennis Graver's: Scuba Diving, 4th Edition*. The ISBN (Book Number) is 978-0736079006 and can be purchased through the instructor, at local bookstores, or online. Prices vary between vendors and can be between \$16-25. A SEI course packet with the course workbooks, dive tables, logbook and carry case to accompany the course lectures will be available from the course staff for \$25. Upon completion of the course, there is an open water diver certification card-processing fee of \$15.

If you have any questions concerning this course please contact Jason Ottinger at 850-556-5520 (cell) or by e-mail at [Jason.Ottinger@comcast.net](mailto:Jason.Ottinger@comcast.net).

**All classroom and pool sessions will be held at the Piney Z Lodge and Pool (950 Piney-Z Plantation Road, Tallahassee, FL 32311)**

## **Tenth Order of Business**



**10A.**

# **PINEY-Z**

Community Development District

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

**Fiscal Year 2016**

Version 3 - Proposed Budget:

(Printed on 6/9/15)

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 APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>REVENUES</b>								
Interest - Investments	\$ 1,255	\$ 1,047	\$ 809	\$ 300	\$ 623	\$ 214	\$ 837	\$ 400
S/F Program Fees	-	-	391	-	-	-	-	-
S/F Swimming Program Fees	-	-	-	1,000	-	900	900	900
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	350,479	4,024	354,503	466,291
Special Assmnts- Discounts	(13,589)	(13,412)	(14,772)	(14,180)	(14,024)	-	(14,024)	(18,652)
Settlements	-	-	3,122	-	33,924	-	33,924	-
Other Miscellaneous Revenues	-	400	-	-	1,142	-	1,142	-
Access Cards	-	-	510	-	85	-	85	-
Pavilion Rental	-	-	400	900	400	-	400	800
Lodge Rental	-	-	15,275	9,500	7,410	2,350	9,760	10,000
Pool Rental	-	-	-	600	-	-	-	-
Amenities Revenue	11,420	16,563	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>357,682</b>	<b>363,268</b>	<b>400,065</b>	<b>352,623</b>	<b>380,067</b>	<b>7,488</b>	<b>387,555</b>	<b>459,739</b>

**EXPENDITURES***Administrative*

P/R-Board of Supervisors	5,200	7,800	12,000	11,000	6,800	5,000	11,800	24,000
FICA Taxes	398	597	918	842	520	383	903	1,836
ProfServ-Engineering	-	-	-	500	-	500	500	500
ProfServ-Legal Services	33,127	30,521	58,281	35,000	23,207	11,793	35,000	30,000
ProfServ-Mgmt Consulting Serv	47,839	49,275	54,275	54,275	31,660	22,615	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	3,150
Communication - Telephone	10	3	1	100	-	-	-	100
Postage and Freight	863	1,193	1,121	2,000	725	775	1,500	1,500
Insurance - General Liability	8,074	8,136	8,568	10,591	7,182	2,394	9,576	10,534
Printing and Binding	1,925	2,671	2,546	2,500	2,254	1,546	3,800	3,500
Legal Advertising	1,512	2,879	3,225	1,500	587	913	1,500	1,500

**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 APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
Miscellaneous Services	2,156	1,239	636	500	190	310	500	500
Misc-Assessmnt Collection Cost	10,349	10,360	11,389	10,635	10,094	121	10,215	13,989
Misc-Contingency	-	1,175	783	500	-	500	500	500
Office Supplies	390	410	528	500	242	488	730	730
Annual District Filing Fee	175	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>119,955</b>	<b>124,471</b>	<b>162,083</b>	<b>138,255</b>	<b>91,273</b>	<b>47,338</b>	<b>138,610</b>	<b>153,764</b>
<b>Field</b>								
Contr-Landscape-Amenities Area	12,040	12,040	12,040	12,040	3,400	4,585	7,985	13,000
Misc-Contingency	2,433	8,892	5,223	5,500	5,932	3,200	9,132	9,420
<b>Total Field</b>	<b>14,473</b>	<b>20,932</b>	<b>17,263</b>	<b>17,540</b>	<b>9,332</b>	<b>7,785</b>	<b>17,117</b>	<b>22,420</b>
<b>Parks and Recreation - General</b>								
Payroll-Salaries	108,129	100,636	116,176	68,775	24,319	27,420	51,739	78,885
Payroll - Overtime	-	-	-	250	-	-	-	-
FICA Taxes	8,324	7,792	9,005	5,280	1,923	2,098	4,021	6,035
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-Consultants	-	-	-	-	2,433	4,897	7,330	-
Contracts-Janitorial Services	-	-	-	-	-	-	-	6,760
Contracts-Security Services	4,530	2,813	5,885	4,000	3,536	2,208	5,744	6,596
Communication - Teleph - Field	2,542	1,821	2,291	1,620	945	450	1,395	1,080
Postage and Freight	404	494	812	900	-	98	98	1,300
Utility - General	24,333	24,792	16,661	21,777	6,127	6,873	13,000	14,000
Utility - Other	2,347	2,239	2,506	2,293	1,366	986	2,352	2,400
Electricity - Streetlighting	-	-	-	1,300	888	678	1,566	1,350
Utility - Irrigation	-	-	-	3,850	642	474	1,116	1,150
Utility - Refuse Removal	-	-	-	1,802	845	585	1,430	1,430
R&M-General	15,389	24,643	24,091	8,945	5,764	9,158	14,922	9,000
R&M-Pest Control	390	2,948	1,008	790	991	245	1,236	998
Misc-Training	-	-	-	-	-	1,200	1,200	1,500

**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 APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
Misc-Contingency	600	6,610	6,448	2,400	2,531	2,284	4,815	1,500
Misc-Information Technology	-	-	-	1,000	818	3,123	3,941	1,140
Office Supplies	5,140	4,482	6,501	2,750	633	3,096	3,729	5,350
Subscriptions and Memberships	-	-	-	500	500	-	500	750
Impr. Sewer Connection	-	-	-	-	10,273	-	10,273	-
Capital Outlay	32,360	23,799	4,683	31,900	350	24,000	24,350	40,000
<b>Total Parks and Recreation - General</b>	<b>218,661</b>	<b>218,158</b>	<b>216,399</b>	<b>179,994</b>	<b>68,580</b>	<b>91,105</b>	<b>159,685</b>	<b>186,645</b>
<b>Swimming Pool</b>								
Payroll-Salaries	-	-	-	32,365	2,593	26,151	28,744	35,447
Payroll - Overtime	-	-	-	750	-	-	-	-
FICA Taxes	-	-	-	2,533	198	2,001	2,199	2,712
ProfServ-Pool Maintenance	4,800	4,800	4,800	4,800	3,000	2,500	5,500	6,000
Communication - Teleph - Field	-	-	-	660	480	348	828	840
R&M-General	-	-	-	1,170	1,285	500	1,785	1,750
R&M-Pools	3,973	9,679	13,512	5,500	4,704	874	5,578	8,100
Misc-Licenses & Permits	-	-	-	250	-	250	250	250
Misc-Contingency	-	-	-	1,800	885	500	1,385	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
<b>Total Swimming Pool</b>	<b>12,288</b>	<b>17,773</b>	<b>22,306</b>	<b>57,228</b>	<b>14,340</b>	<b>41,624</b>	<b>55,964</b>	<b>67,099</b>

**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 APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b><i>Fitness Center</i></b>								
Payroll-Salaries	-	-	-	4,680	525	1,710	2,235	4,410
FICA Taxes	-	-	-	358	40	131	171	337
R&M-General	-	-	-	2,785	746	1,300	2,046	2,000
R&M-Equipment	2,123	1,536	2,965	2,300	875	850	1,725	1,955
Misc-Contingency	-	-	-	1,200	-	-	-	1,200
Capital Outlay	-	-	-	14,500	7,844	5,500	13,344	11,000
<b>Total Fitness Center</b>	<b>2,123</b>	<b>1,536</b>	<b>2,965</b>	<b>25,823</b>	<b>10,030</b>	<b>9,491</b>	<b>19,521</b>	<b>20,902</b>
<b><i>Park &amp; Grounds</i></b>								
Payroll-Salaries	-	-	-	4,180	1,070	4,605	5,675	11,410
FICA Taxes	-	-	-	320	82	352	434	873
R&M-General	-	-	-	1,370	1,066	1,250	2,316	1,750
Misc-Contingency	-	-	-	3,100	4,953	2,000	6,953	3,500
Capital Outlay	-	-	-	1,200	430	500	930	15,300
<b>Total Park &amp; Grounds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,170</b>	<b>7,601</b>	<b>8,707</b>	<b>16,308</b>	<b>32,833</b>
<b><i>Reserves</i></b>								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	10,000
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>367,500</b>	<b>382,870</b>	<b>421,016</b>	<b>439,010</b>	<b>201,155</b>	<b>206,049</b>	<b>407,204</b>	<b>493,663</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(9,818)	(19,602)	(20,951)	(86,387)	178,912	(198,561)	(19,650)	(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 APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(52,463)	-	-	-	-
Use of Fund Balance (Settlement)	-	-	-	(33,924)	-	-	-	(33,924)
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	-	<b>(86,387)</b>	-	-	-	<b>(33,924)</b>
Net change in fund balance	(9,818)	(19,602)	(20,951)	(86,387)	178,912	(198,561)	(19,650)	(33,924)
<b>FUND BALANCE, BEGINNING</b>	212,524	202,706	183,104	162,153	162,153	-	162,153	142,503
<b>FUND BALANCE, ENDING</b>	<b>\$ 202,706</b>	<b>\$ 183,104</b>	<b>\$ 162,153</b>	<b>\$ 75,766</b>	<b>\$ 341,065</b>	<b>\$ (198,561)</b>	<b>\$ 142,503</b>	<b>\$ 108,579</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2016	\$ 142,503
Net Change in Fund Balance - Fiscal Year 2016	(33,924)
Reserves - Fiscal Year 2016 Additions	10,000
<b>Total Funds Available (Estimated) - 9/30/2016</b>	<b>118,579</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - Operating Capital	-	(1)
Reserves - CDD Amenity		
FY 2012 Contribution	10,000	
FY 2013 Contribution	10,000	
FY 2014 Contribution	32,805	
FY 2015 Contribution	10,000	
FY 2016 Contribution - proposed	10,000	
Reserves - Other		
FY 2016 Settlement after use of 2nd installment	50,885	
	Subtotal	123,690

<b>Total Allocation of Available Funds</b>	<b>123,690</b>
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<b>Total Unassigned (Deficit) Cash</b>	<b>\$ (5,111)</b>
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**Notes**

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

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

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

**Special Assessments – Tax Collector (363010-3000)**

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

**Special Assessments – Discounts (363090-3000)**

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

**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 and workshop at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending and receiving compensation for all of the meetings and all of the workshops.

**FICA Taxes (521001-51101)**

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

**Professional Services – Engineering (531013-51500)**

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

**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 record storage and Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Severn Trent in accordance with the management contract.

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

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

**Auditing Services (532002-51301)**

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

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

Telephone and fax machine expenses.

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

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

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

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

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

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

**Legal Advertising (548002-51301)**

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

**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)**

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

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

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

**Budget Narrative**

Fiscal Year 2016

**Expenditures - Parks and Recreation - General**

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

**Payroll – Salaries (512001-57201)**

Compensation of one full time CDD Manager (100%), one part time Grounds and Buildings Manager (40%) and one part-time maintenance staff (25%).

**FICA Taxes (521001-57201)**

Represents the cost for payroll tax for salaries above.

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

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

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

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

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

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

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

Payroll stipend for staff requiring cell phone access to perform his/her duties.

**Utility – General (543001-57201)**

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

**Utility – Other (543004-57201)**

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

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2016

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

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

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

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

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

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

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

##### R&M – General (546001-57201)

Represents the following services:

##### Services:

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

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

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

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

Board of Supervisor and staff training.

**Budget Narrative**

Fiscal Year 2016

**Expenditures – Parks and Recreation - General (continued)****Misc. – Contingency (549900-57201)**

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

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

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

**Office Supplies (551002-57201)**

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

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

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

**Capital Outlay (564043-57201)**

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

**Expenditures – Swimming Pool**

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

**Payroll – Salaries (512001-57205)**

Compensation of lifeguards (\$9.00 per hour), one part-time Grounds and Buildings Manager (25%) and one part-time maintenance staff (35%)

**FICA Taxes (521001-57205)**

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



## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2016

#### Expenditures – Swimming Pool (continued)

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

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

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

Cell phone service (Verizon) for lifeguard station phone at pool, for emergencies and communication with management.

##### R&M – General (546001-57205)

Represents the following services:

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

##### R&M – Pools (546074-57205)

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

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

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

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

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

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2016

#### Expenditures – Swimming Pool (continued)

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

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

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

Replacement of deck furniture.

#### Expenditures – Fitness Center

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

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

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

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

Represents the cost for payroll tax for one part time Grounds and Buildings Manager and one part-time year-around staff who perform maintenance.

##### R&M – General (546001-57214)

Represents the following services:

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

**Budget Narrative**

Fiscal Year 2016

**Expenditures – Fitness Center (Continued)****R&M – Equipment (546022-57214)**

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

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

Unanticipated operating expenses

**Capital Outlay (564043-57214)**

Purchase of new equipment. In FY '16 replacement of the universal machine is recommended.

**Expenditures – Parks & Grounds**

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

**Payroll – Salaries (512001-57240)**

Compensation of one part time Grounds and Buildings Manager (25%) and one part time maintenance staff (30%).

**FICA Taxes (521001-57240)**

This represents the cost for payroll tax for one part time Grounds and Buildings Manager and one part-time year-around staff who perform 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
Carpentry	160
Electric	500
General operating supplies and miscellaneous	<u>940</u>
<b>TOTAL</b>	<b>\$ 1,750</b>

##### Capital Outlay (564043-57240)

FY '16 recommendations include replacement of pavilion fans and gutters as well as extensive renovations on the retaining wall and cap.

#### Expenditures – Reserves

##### Reserves – CDD Amenities (568044-58100)

For future repairs and maintenance of the CDD amenities.

## **Piney-Z**

Community Development District

### **Debt Service Budgets**

Fiscal Year 2016

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

ACCOUNT DESCRIPTION	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>REVENUES</b>								
Interest - Investments	\$ 58	\$ 59	\$ 63	\$ 50	\$ 36	\$ 20	\$ 56	\$ 50
Special Assmnts- Tax Collector	82,527	79,195	81,881	79,355	78,454	901	79,355	56,000
Special Assmnts- Prepayment	-	-	861	-	-	-	-	-
Special Assmnts- Discounts	(3,128)	(2,962)	(3,067)	(3,174)	(3,139)	-	(3,139)	(2,240)
<b>TOTAL REVENUES</b>	<b>79,457</b>	<b>76,292</b>	<b>79,738</b>	<b>76,231</b>	<b>75,351</b>	<b>921</b>	<b>76,272</b>	<b>53,810</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Trustee Fees	2,694	2,694	2,694	3,100	3,502	-	3,502	3,502
Misc-Assessmnt Collection Cost	2,382	2,288	2,364	2,381	2,259	27	2,286	1,680
<b>Total Administrative</b>	<b>5,076</b>	<b>4,982</b>	<b>5,058</b>	<b>5,481</b>	<b>5,761</b>	<b>27</b>	<b>5,788</b>	<b>5,182</b>
<i>Debt Service</i>								
Principal Debt Retirement	50,000	50,000	55,000	55,000	-	55,000	55,000	60,000
Principal Prepayments	-	-	-	-	5,000	-	5,000	-
Interest Expense	23,500	21,000	18,500	15,750	7,875	7,750	15,625	12,750
<b>Total Debt Service</b>	<b>73,500</b>	<b>71,000</b>	<b>73,500</b>	<b>70,750</b>	<b>12,875</b>	<b>62,750</b>	<b>75,625</b>	<b>72,750</b>
<b>TOTAL EXPENDITURES</b>	<b>78,576</b>	<b>75,982</b>	<b>78,558</b>	<b>76,231</b>	<b>18,636</b>	<b>62,777</b>	<b>81,413</b>	<b>77,932</b>
Excess (deficiency) of revenues Over (under) expenditures	881	310	1,180	-	56,715	(61,856)	(5,141)	(24,122)
Net change in fund balance	881	310	1,180	-	56,715	(61,856)	(5,141)	(24,122)
<b>FUND BALANCE, BEGINNING</b>	<b>97,487</b>	<b>98,368</b>	<b>98,678</b>	<b>99,858</b>	<b>99,858</b>	<b>-</b>	<b>99,858</b>	<b>94,717</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,368</b>	<b>\$ 98,678</b>	<b>\$ 99,858</b>	<b>\$ 99,858</b>	<b>\$ 156,573</b>	<b>\$ (61,856)</b>	<b>\$ 94,717</b>	<b>\$ 70,595</b>

## 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 APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>REVENUES</b>								
Interest - Investments	\$ 111	\$ 109	\$ 111	\$ 50	\$ 60	\$ 60	\$ 120	\$ 50
Special Assmnts- Tax Collector	227,306	227,306	227,306	214,348	211,699	2,431	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)
<b>TOTAL REVENUES</b>	<b>218,802</b>	<b>218,912</b>	<b>273,394</b>	<b>205,824</b>	<b>203,288</b>	<b>2,491</b>	<b>205,779</b>	<b>205,615</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Arbitrage Rebate	(600)	-	-	-	-	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Trustee Fees	3,763	3,763	3,771	4,400	4,903	-	4,903	4,903
Misc-Assessmnt Collection Cost	6,561	6,567	6,564	6,430	6,097	73	6,170	6,424
<b>Total Administrative</b>	<b>10,724</b>	<b>11,330</b>	<b>11,335</b>	<b>11,830</b>	<b>12,000</b>	<b>73</b>	<b>12,073</b>	<b>12,327</b>
<i>Debt Service</i>								
Principal Debt Retirement	155,000	160,000	165,000	170,000	-	170,000	170,000	180,000
Principal Prepayments	-	-	-	-	55,000	-	55,000	-
Interest Expense	57,950	52,138	46,138	39,950	19,975	18,806	38,781	30,388
<b>Total Debt Service</b>	<b>212,950</b>	<b>212,138</b>	<b>211,138</b>	<b>209,950</b>	<b>74,975</b>	<b>188,806</b>	<b>263,781</b>	<b>210,388</b>
<b>TOTAL EXPENDITURES</b>	<b>223,674</b>	<b>223,468</b>	<b>222,473</b>	<b>221,780</b>	<b>86,975</b>	<b>188,879</b>	<b>275,854</b>	<b>222,715</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(4,872)	(4,556)	50,921	(15,956)	116,313	(186,388)	(70,075)	(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 APR-2015	PROJECTED MAY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(15,956)	-	-	-	(17,100)
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	-	<b>(15,956)</b>	-	-	-	<b>(17,100)</b>
Net change in fund balance	(4,872)	(4,556)	50,921	(15,956)	116,313	(186,388)	(70,075)	(17,100)
<b>FUND BALANCE, BEGINNING</b>	171,426	166,554	161,998	212,919	212,919	-	212,919	142,844
<b>FUND BALANCE, ENDING</b>	<b>\$ 166,554</b>	<b>\$ 161,998</b>	<b>\$ 212,919</b>	<b>\$ 196,963</b>	<b>\$ 329,232</b>	<b>\$ (186,388)</b>	<b>\$ 142,844</b>	<b>\$ 125,744</b>

## 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

<b>Expenditures – Debt Service</b>
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**Principal Debt Retirement**

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

**Interest Expense**

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

## **Piney-Z**

Community Development District

### **Supporting Budget Schedules**

Fiscal Year 2016

**Comparison of Non-Ad Valorem Assessment Rates  
Version 1 - 2002 Debt Service Assessments Deduction  
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	\$617.60	\$469.54	31.53%	\$196.00	\$196.00	0.00%	\$47.90	\$67.88	-29.43%	\$861.50	\$733.42	17.46%
40	104	\$617.60	\$469.54	31.53%	\$217.78	\$217.78	0.00%	\$53.75	\$76.17	-29.43%	\$889.13	\$763.49	16.46%
50	291	\$617.60	\$469.54	31.53%	\$298.85	\$298.85	0.00%	\$66.53	\$94.28	-29.43%	\$982.98	\$862.67	13.95%
60	62	\$617.60	\$469.54	31.53%	\$298.85	\$298.85	0.00%	\$79.83	\$113.13	-29.44%	\$996.28	\$881.52	13.02%
75	183	\$617.60	\$469.54	31.53%	\$408.34	\$408.34	0.00%	\$99.79	\$141.41	-29.43%	\$1,125.73	\$1,019.29	10.44%
90	67	\$617.60	\$469.54	31.53%	\$490.00	\$490.00	0.00%	\$123.61	\$175.16	-29.43%	\$1,231.21	\$1,134.70	8.51%
65 *	8	\$617.60	\$469.54	31.53%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$922.50	\$774.44	19.12%
50 gar	12	\$617.60	\$469.54	31.53%	\$304.90	\$304.90	0.00%	\$9.08	\$12.87	-29.45%	\$931.58	\$787.31	18.32%
	755												

**Comparison of Non-Ad Valorem Assessment Rates  
Version 2 - 2002 Debt Service Assessments Early Pay Off  
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	\$617.60	\$469.54	31.53%	\$196.00	\$196.00	0.00%	\$70.09	\$67.88	3.26%	\$883.69	\$733.42	20.49%
40	104	\$617.60	\$469.54	31.53%	\$217.78	\$217.78	0.00%	\$78.65	\$76.17	3.26%	\$914.03	\$763.49	19.72%
50	291	\$617.60	\$469.54	31.53%	\$298.85	\$298.85	0.00%	\$97.35	\$94.28	3.26%	\$1,013.80	\$862.67	17.52%
60	62	\$617.60	\$469.54	31.53%	\$298.85	\$298.85	0.00%	\$116.81	\$113.13	3.25%	\$1,033.26	\$881.52	17.21%
75	183	\$617.60	\$469.54	31.53%	\$408.34	\$408.34	0.00%	\$146.01	\$141.41	3.25%	\$1,171.95	\$1,019.29	14.98%
90	67	\$617.60	\$469.54	31.53%	\$490.00	\$490.00	0.00%	\$180.86	\$175.16	3.25%	\$1,288.46	\$1,134.70	13.55%
65 *	8	\$617.60	\$469.54	31.53%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$922.50	\$774.44	19.12%
50 gar	12	\$617.60	\$469.54	31.53%	\$304.90	\$304.90	0.00%	\$13.29	\$12.87	3.26%	\$935.79	\$787.31	18.86%
	755												

**10B.**



## **RESOLUTION 2015-4**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2016 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating and debt service budget for Fiscal Year 2016, a copy of which is attached hereto, and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

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

1. The budget proposed by the District Manager for Fiscal Year 2016, as may have been amended by the Board at the June 14, 2015 meeting, is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, hour and place:

Date: September 14, 2015

Hour: 6:30 p.m.

Place: Piney-Z Plantation Lodge  
950 Piney-Z Plantation Road  
Tallahassee, Florida

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

**Adopted this 14<sup>th</sup> day of June, 2015.**

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Joseph Didier  
Chairman

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Janice Eggleton Davis  
Secretary

**10C.**

**Ion Sancho**  
Supervisor of Elections  
Leon County, Florida

April 15, 2015

Kenneth Cassel  
Severn Trent Management Services  
210 N. University Dr., Suite 702  
Coral Springs, FL 33071

Re: Piney Z Community Development District

Dear Mr. Cassel:

In response to your request we are happy to provide the number of registered voters as of April 15, 2015. The voter registration total you requested is as follows:

Piney Z CDD:            1,268 registered voters

These determinations were made using our voter registration database and the current map of the district. We hope this information satisfies your requirements. If you need additional assistance please contact Chris Moore, Demographics/GIS Manager at (850) 606-8683 or via email at [moorechr@leoncountyfl.gov](mailto:moorechr@leoncountyfl.gov).

Sincerely,



Ion Sancho