

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**JANUARY 11, 2016**

**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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January 4, 2016

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, January 11, 2016 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop at 3:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. CDD Amenities and Staffing**
- 5. Board Priorities and Goals**
- 6. Rule Development**
- 7. Adjournment**

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Public Hearing – Adoption of Amended Rules of Procedure – Resolution 2016-2**
- 5. Approval of the Minutes of the November 16, 2015 Workshop and Regular Meeting**
- 6. Acceptance of the November 2015 Financial Statements and Approval of the Check Register and Invoices**
- 7. CDD Manager's Report**
  - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)
- 8. Organizational Matters**
  - A. HOA Requests for Lodge and Pavilion
  - B. Alan Cox Aquatics – Addendum to Contract
  - C. Fitness Center Equipment
  - D. Vending Machine
  - E. Housekeeping
- 9. District Manager's Report**

Piney-Z CDD  
January 4, 2016

**10. District Attorney's Report**

**11. Business Matters**

A. FY 2016 Board Goals & Objectives

**12. Supervisor Requests**

A. Discussion Regarding Discontinuing Lifeguards (Supervisor Pincus)

**13. Adjournment**

Any additional supporting materials we have received for the items listed above are enclosed. Others may be distributed under separate cover. The balance of the agenda is routine in nature. If you have any questions, please give me a call at (813) 991-1116, extension 105.

Sincerely,

Bob Nanni/ms  
District Manager

cc: Christopher Lyon      Bob Reid      Melinda Parker  
Brett Sealy

## **Fourth Order of Business**

## **RESOLUTION 2016-2**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT ADOPTING POLICIES AND PROCEDURES FOR THE AMENITIES LOCATED IN THE PINEY-Z COMMUNITY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Policies and Procedures for the Amenities Located in the Piney-Z Community attached hereto as **Exhibit A** for immediate use and application, and to replace those Policies and Procedures previously adopted by the District; and

**WHEREAS**, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

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

**SECTION 1.** The attached Policies and Procedures for the Amenities Located in the Piney-Z Community are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Policies and Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*, and shall replace and supersede any previously adopted Rules of Procedure.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 11th day of January, 2016.

ATTEST:

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson

**Exhibit A:** Rules of Procedure

**RULES OF THE PINEY-Z  
COMMUNITY DEVELOPMENT DISTRICT**

**ESTABLISHING CERTAIN POLICIES AND PROCEDURES  
FOR THE AMENITIES LOCATED IN THE PINEY-Z  
COMMUNITY DEVELOPMENT DISTRICT**

**1.01 Purpose**

To adopt initial uniform policies and procedures for use of amenities located on property owned or leased by the Piney-Z Community Development District (the “CDD”), including but not limited to the Swimming Pool Area, fitness center, lodge, pavilion, the Rosemary White Playground and Gazebo Park.

Specific Authority Chapter 190.035; 190.011; 190.012; 120.54, Fla. Statute

Law Implemented Chapter 190.011; 190.012; 190.035, Fla. Statute

**1.02 Necessity**

To establish uniform policies and procedures for the CDD amenities.

**1.03 Definitions**

- A. The term “Resident” is hereinafter defined as an individual who resides on a regular basis in a home within the CDD as a property owner, renter, or member of a household. The term Resident is also defined as an individual or entity owning one or more lots within the CDD-.
- B. The term “Passholder” is hereinafter defined as a non-resident who pays an annual fee to use the CDD amenities and members of that non-resident’s household.
- C. The term “Guest” is hereinafter defined as a non-resident accompanying a Resident or Passholder to use the CDD amenities.
- D. The term “Program Participant” is a person who enrolls in a CDD sponsored program or class.

#### **1.04 Annual Non-Resident User Fee**

Non-residents may use the CDD amenities for an annual fee equal to the current annual Operation and Maintenance Assessment. The annual fee may change each fiscal year so the CDD Manager should be contacted for the most current fee. Payment of the annual fee entitles the non-resident and members of the non-resident's household to use the CDD amenities in accordance with these Rules 12 months from the date of receipt of payment by the CDD. The fees for the full 12 months must be paid to activate membership. The CDD does not offer monthly or prorated memberships.

#### **1.05 Conduct Required of Users**

Users of the CDD amenities shall conduct themselves in a generally acceptable manner and follow all amenities rules. Violations of generally acceptable standards of conduct may result in suspension of any or all privileges. The CDD Manager shall, and from time to time as issues arise, post requirements for use and proscribed behavior. Additionally, pursuant to Florida law, smoking is prohibited on CDD property.

The CDD amenities' parking lot is for use only by Residents, Passholders, Guests and Program Participants only when they are using the CDD amenities in accordance with these policies and procedures. Vehicles left in parking spaces when the owner is not using the Amenities are subject to towing. Additionally, vehicles left in the CDD parking lot between 12:00 a.m. and 5:00 a.m. are subject to towing.

#### **1.06 Policies, Procedures, Charges, and Regulations for the Swimming Pool Area, Fitness Center, Playground and Gazebo Park**

A. An access control device issued by CDD Management is required to access both the Swimming Pool Area and the Fitness Center and may be obtained from the CDD office located at the lodge.

1. An address with a single occupant is entitled to no more than one access control device. An address with more than a single occupant is entitled to two access control devices. If the home at an address is a rental and the property owner resides in Tallahassee, there may still be no more than two access control devices issued for that single address.

2. When applying for an access control device, first-time owner applicants must provide a copy of a driver's license or other photo identification, as well as a copy of a utility bill addressed to them at the address at which they are registering. Renters, as well as owners, are entitled to an access



control device and are required to provide, in addition to a photo identification and utility bill, a copy of their lease.

3. When people with active access control devices no longer reside in Tallahassee, those devices will be deactivated.

B. The “Swimming Pool Area” is defined as the swimming pool and surrounding enclosed area but excluding the restricted area utilized for pool equipment.

1. User Qualifications for Swimming Pool Area Use:

- a. Only Residents, Passholders, Guests and Program Participants in a pool-based CDD program can use the Swimming Pool Area facilities. Program Participants may use the area during class times only.
- b. Residents and Passholders may bring up to 4 Guests per household per day unless other arrangements have been made through CDD Management. All requests to exceed the maximum number shall be made to the CDD Manager 5 business days in advance. Reasonable requests to exceed the maximum number of Guests may be considered provided the request can be safely accommodated.
- c. Guests must be accompanied by a Resident, Passholder or CDD Manager.
- d. Children aged 14 and under must be accompanied at all times by a parent, legal guardian, or designated adult.
- e. Children aged 15 through 17 must be prepared to provide information to CDD Management as to how to immediately reach their parent(s) or legal guardian(s).
- f. All persons not authorized to use the Swimming Pool Area will be considered trespassers.

C. Swimming Pool Area Schedule, Hours, and Closings

1. The Swimming Pool Area schedule, hours and closings are adopted by the CDD Board of Supervisors in a public, regularly scheduled meeting and shall be posted on the CDD website and community bulletin board located at the lodge.

D. General Swimming Pool Area Rules

1. Conduct at the Swimming Pool Area during open swim times must be such as to provide the greatest enjoyment for the greatest number of participants. The cooperation of all Swimming Pool Area users is essential and required.
2. Everyone must shower before entering the Swimming Pool Area.
3. All persons who enter the Swimming Pool Area must be authorized as described in this document. Verification of authorization must be provided to the designated CDD staff person upon request. Swimming Pool Area users should have with them an access control device at all times to provide proof of verification that they are a Resident, Passholder, or Guest. Upon entering the Swimming Pool Area, all persons must, if requested by CDD Management, sign in for control and attendance record purposes.
4. Only swim wear is allowed in the Swimming Pool Area. No cut-offs or shorts with buckles or rivets are permitted.
5. No pets, except service animals, are permitted in the Swimming Pool Area.
6. No items shall be brought into the Swimming Pool Area except equipment approved by the CDD Management.
7. The CDD, CDD Board, CDD Management, and staff are not responsible for lost or stolen items.
8. No food is allowed anywhere in the Swimming Pool Area unless approved by CDD Management for an event. Non-alcoholic beverages are permitted in plastic containers only. Alcoholic beverages are not allowed in the Swimming Pool Area.
9. Glass is not permitted in the Swimming Pool Area.
10. Smoking is prohibited within the Swimming Pool Area.
11. The volume of electronic equipment must be kept low enough so as not to disturb others.

12. Persons using the Swimming Pool Area must cooperate in keeping the area clean by properly disposing of trash and taking all personal items such as towels and magazines with them.
13. Children not toilet trained or requiring the use of diapers must wear an approved swimsuit diaper that fits snugly around the waist and legs.
14. Diapers may not be changed in the Swimming Pool Area. Diapers can be changed in the pavilion restrooms.
15. Urinating and defecating in the Swimming Pool Area is not allowed.
16. Diving, running and other hazardous or dangerous conduct is not permitted. Noisy activity that disturbs others will not be allowed. Activity that results in splashing others using the Swimming Pool Area deck is not allowed.
17. The Swimming Pool Area deck cannot be used for tanning or any other activity when the Swimming Pool Area is closed.
18. The Swimming Pool Area capacity will be posted on the community bulletin board at the lodge. CDD Management is authorized to deny persons access into the Swimming Pool Area when the capacity is reached.
19. Use of the Swimming Pool Area at any time is at the user's own risk.

E. Fitness Center

1. Use of the fitness center is at the user's own risk.
2. Equipment must be used in an appropriate and safe manner.
3. Children under the age of 16 must be accompanied and supervised by a parent, legal guardian or designated adult.
4. Children under the age of 12 are not allowed in the exercise area. There is a play area designated for their use and they must remain in this area while their parent, legal guardian or designated adult is engaged in activity in the exercise room.
5. The fitness center schedule, hours and closings are adopted by the CDD Board of Supervisors in a public, regularly scheduled meeting and shall be

208 posted on the CDD website and community bulletin board located at the  
209 lodge.

210  
211 6. Food and beverages, except for bottled water, are not permitted around the  
212 exercise equipment or while operating any equipment.

213  
214 7. The CDD, CDD Board and CDD Management are not responsible for lost  
215 or stolen items in the fitness center. Lockers are available only while  
216 present in the fitness center.

217  
218 8. The Fitness Center is only available to Residents, Passholders and their  
219 Guests. Guests are limited to two per Resident or Passholder and must be  
220 accompanied by the Resident or Passholder.

221  
222 F. Rosemary White Playground and Gazebo Park

223  
224 1. Use of the Rosemary White Playground and Gazebo Park is at the user's  
225 own risk.

226  
227 2. Use of the Playground and Gazebo Park is limited to Residents,  
228 Passholders and Guests accompanied by a Resident or Passholder.

229  
230 3. Use of the park is limited to children under the age of 12.

231  
232 4. All children must be accompanied by a parent or person over the age of  
233 14.

234  
235 **1.07 Policies, Procedures, Charges and Regulations for the Lodge and**  
236 **Pavilion**

237  
238 A. General Rules Regarding Use of the Lodge and/or Pavilion

239  
240 1. Use of the Lodge and Pavilion is restricted to Residents of the CDD, their  
241 family members living in the CDD, Passholders and their families, and  
242 Guests accompanied by a Resident or Passholder. Exceptions to this  
243 restriction may be approved by the CDD Board at a regularly scheduled,  
244 public meeting of the Board.

245  
246 2. Reservation of these facilities is on a first-come/first-served basis.

247  
248 3. Access to the lodge or pavilion is limited to the hours of event rental  
249 unless arranged in advance with CDD Management.

Functions may last no longer than midnight except for New Year's Eve parties and other events which traditionally extend beyond midnight.

#### B. Rental Fees Regarding the Lodge, Swimming Pool Area and Pavilion

1. There will be a \$500 deposit collected at the time the reservation is made for any damages or costs incurred in restoring the facilities to original condition. A signed contract will be required with all reservations with the Resident or Passholder making the reservation agreeing to pay any additional charges if damages exceed the deposit or if clean-up fees exceed those established with the Use/Rental Fee.
2. Base Fee: \$150.00 – This fee is for up to 25 Participants for rental of either the Swimming Pool Area or the Lodge. If both are rented the Base Fee is \$300.00.
3. Additional Fee – This fee is based on the number of participants and is added to the Base Fee as follows:
  - 1-25 people – no additional fee, amount is included in the Base Fee
  - 26-50 people – Level 1 additional fee of \$100.00 added to the Base Fee
  - 51-111 people – Level 2 additional fee of \$250.00 added to the Base Fee
4. Duration of Rental – The Lodge is available for rental for up to six (6) hours. The Swimming Pool Area is available for rental for two and a half (2.5) hours.
5. Additional Hours Fee – An additional hourly fee of \$25.00 will be available to pay for additional hours at the Lodge.

#### C. Rental Fees for the Pavilion

1. Base Fee: \$100.00 – This fee is for up to 50 Participants at the Pavilion.
2. Additional Fee – This fee is based on the number of participants and is added to the Base Fee as follows:
  - 51-111 people – Level 2 additional fee of \$100.00
  - 112-400 people – Level 3 additional fee of \$250.00

- 293 3. Duration of Rental – The Pavilion is available for rental for up to six (6)  
294 hours.  
295
- 296 4. Additional Hours Fee – An additional hourly fee of \$25.00 will be  
297 available to pay for additional hours at the Pavilion.  
298
- 299 D. Adjustment of Rates – Not more than once per year, the Board may adjust by  
300 resolution adopted at a duly noticed public meeting any of the fees set forth in  
301 Paragraphs B and C by not more than 5% percent per year to reflect actual costs  
302 of the operation of the amenities, to promote use of the amenities, or for any other  
303 purpose as determined by the Board to be in the best interests of the District.  
304
- 305 E. Use of the Amenities – The CDD Amenities Policies and Procedures, as amended  
306 from time to time, govern the rental of the amenities and renters will be held to  
307 use consistent with those policies.  
308
- 309 F. Severability – The invalidity or unenforceability of anyone or more provisions of  
310 this rule shall not affect the validity or enforceability of the remaining portions of  
311 this rule, or any part of this rule not held to be invalid or unenforceable.



# RULES OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

## ESTABLISHING CERTAIN POLICIES AND PROCEDURES FOR THE AMENITIES LOCATED IN THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

### 1.01 Purpose

To adopt initial uniform policies and procedures for use of ~~amenities~~facilities located on property owned or leased by the Piney-Z Community Development District (the “CDD”), including ~~but not limited to~~ the swimming pool area, fitness center, lodge, pavilion, ~~and the Rosemary White~~ pPlayground and Gazebo pPark.

Specific Authority Chapter 190.035; 190.011; 190.012; 120.54, Fla. Statute

Law Implemented Chapter 190.011; 190.012; 190.035, Fla. Statute

### 1.02 Necessity

To establish uniform ~~and comprehensive~~ policies and procedures for the CDDPiney-Z amenities. ~~“Amenities” herein defined as the Swimming Pool, Fitness Center, Lodge, Pavilion and Playground and Gazebo Park located within the Piney-Z community.~~

### 1.03 Definitions

- A. The term “resident” is hereinafter defined as an individual who resides on a regular basis in a home within the CDD as a property owner, renter, or member of a household. The term resident is also defined as an individual or entity owning one or more lots within the CDDPiney-Z Plantation.
- B. The term “passholder” is hereinafter defined as a non-resident who pays an annual fee to use the CDDPiney-Z aAmenities and members of that non-resident’s household.
- C. The term “guest” is hereinafter defined as a non-resident ~~or passholder~~ accompanying a resident or passholder to use the CDDPiney-Z aAmenities.
- D. The term “program participant” is a person who enrolls in a CDD sponsored program or class ~~such as swim lessons~~.



## 1.04 Annual Non-Resident User Fee

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

## 1.05 Conduct Required of Users

Users of the ~~CDDPiney-Z-a~~Amenities shall conduct themselves in a generally acceptable manner and follow all amenities rules. ~~For example, foul or abusive language will not be tolerated.~~ Violations of generally acceptable standards of conduct may result in suspension of any or all privileges. The Property Manager shall, and from time to time as issues arise, post requirements for use and proscribed behavior. Additionally, pursuant to Florida law, smoking is prohibited on CDD property.~~inside Piney-Z Amenities which includes the swimming pool enclosure.~~

The CDDPiney-Z-aAmenities' parking lots ~~is~~are for use only by residents, passholders, guests and program participants only when they are using the ~~CDDPiney-Z-a~~Amenities in accordance with these policies and procedures. ~~Unauthorized parking or V~~vehicles left in parking spaces when the owner is not using the ~~Piney-Z~~Amenities are subject to towing. Additionally, vehicles left in the ~~CDDSwimming Pool~~ parking lot between 12:00 a.m. and ~~5~~6:00 a.m. are subject to towing.

## 1.06 Policies, Procedures, Charges, and Regulations for the Swimming Pool Area, Fitness Center, Playground and Gazebo Park

- A. An access control device issued by CDD Management is required to access both the Swimming Pool Area and the Fitness Center and may be obtained from the CDD office located at the lodge.
  - 1. An address with a single occupant is entitled to no more than one access control device. An address with more than a single occupant is entitled to two access control devices. If the home at an address is a rental and the property owner resides in Tallahassee, there may still be no more than two access control devices issued for that single address.

2. When applying for an access control device, first-time owner applicants must provide a copy of a driver's license or other photo identification, as well as a copy of a utility bill addressed to them at the address at which they are registering. Renters, as well as owners, are entitled to an access control device and are required to provide, in addition to a photo identification and utility bill, a copy of their lease.
  3. When people with active access control devices no longer reside in Tallahassee, those devices will be deactivated.
- B. The "Swimming Pool Area" is defined as the swimming pool and surrounding enclosed area but excluding the restricted area utilized for pool equipment. (pool, Deck Space, Children's Wading Pool)

1. User Qualifications for Swimming Pool Area Use:

- a. Only residents, passholders, guests and program participants in a pool-based CDD program can use the pool facilities. Program participants may use the area during class times only.
- b. Residents and passholders may ~~bring~~have up to 4 guests per household per day unless other arrangements have been made through ~~CDD management~~the Property Manager or his/her staff designee. All requests to exceed the maximum number shall be made to the ~~CDD~~Property Manager ~~5 businessweek~~ days in advance, ~~of the need to bring the extra guests.~~ Reasonable requests to exceed the maximum number of guests may be considered provided the request can be safely accommodated. such as birthday parties for children shall be allowed; however, no more than 12 guests shall be permitted. Even then, the number permitted must be capable of being accommodated safely and there is no guarantee that up to 12 may be accommodated.
- c. Guests must be accompanied by a resident, ~~or~~ passholder or CDD Manager. ~~A guest can be a guest of a resident, passholder, member of the Board of Supervisors or the CDD Property Manager.~~

~~Residents, passholders, guests and community members may enroll in CDD programs. Guest and community members who enroll in any CDD programs become program participants and are not entitled to any Piney Z Amenity privileges.~~

- d. Children aged 14 and under must be accompanied at all times by a parent, legal guardian, or ~~specific~~ designated adult. ~~The parent, guardian, or designated adult must be prepared to assist the lifeguard(s) if the child exhibits a behavior problem or other need. If the designated person is not the parent or guardian, they must know how to immediately contact the parent or guardian in the event of an emergency. Children who misbehave at the pool may lose swimming privileges. Children left at the pool unsupervised will not be allowed in the pool area. Authorities will be notified if a child is abandoned at the pool with no supervision and the parent or guardian cannot be located in a timely manner.~~
- e. Children aged 15 through 17 must be prepared to provide information to CDD Management ~~the Property Manager, his/her designee, and/or the lifeguards~~ as to how to immediately reach their parent(s) or legal guardian(s).
- ~~f. All authorized pool users must follow all pool facility regulations to maintain pool privileges.~~
- ~~g.~~
- f. All persons not authorized to use the Swimming Ppool Area will be considered trespassers. ~~The Property Manager, his/her designee, and the lifeguards have the authority to contact local law enforcement authorities for assistance if trespassing occurs and/or a situation arises that warrants law enforcement assistance.~~

#### C. Swimming Pool Schedule, Hours, and Closings

- 1. The swimming pool schedule, hours and closings are adopted by the CDD Board of Supervisors in a public, regularly scheduled meeting and shall be posted on the CDD website and community bulletin board located at the lodge.

~~The pool will be open weekends only from mid-April to the end of May and remain open on Saturdays and Sundays from 10:00 a.m. until 8:30 p.m. until Memorial Day Weekend.~~

~~Beginning on Memorial Day Observed (Monday), the pool will be open seven days a week from 10:00 a.m. until 8:30 p.m. until public schools resume in mid-August.~~

~~After public schools resume, the pool will be open on weekends through the second weekend in October and on Labor Day Observed (Monday) from 10:00 a.m. until the earlier of dusk or 8:30 p.m. It will also be open for 5 hours on weekdays during this period at the Property Manager's discretion which shall be guided by resident and passholder demand, weather and lifeguard availability.~~

~~The Property Manager shall post reasonable time periods for adult use only of the pool. During these hours, only those aged 18 or older will be allowed to use the pool area. The "No Alcohol" rules will still apply during those periods.~~

~~The pool will be available for CDD pool based programs (e.g., swim lessons) from 9:00 a.m. until 11:00 a.m. and 4:00 p.m. until 7:00 p.m. weekdays and 9:00 a.m. until 10:00 a.m. on Saturdays. When the CDD program sessions overlap open swim times, the programs will be held on one end of the pool only. Programming involving the pool during any other open swim hours is subject to CDD Board prior approval.~~

~~The pool is available for residents and passholders for use for private events from 8:30 p.m. to 11:00 p.m. on Fridays, Saturdays, and Sundays, April through October. Reservations are to be made with the Property Manager on a first come, first serve basis. The same fees and general rules for leasing the Lodge or Pavilion apply to leasing the pool, except that the pool can only be leased from 8:00 p.m. to 11:00 p.m. rather than six hours. Any time the pool is reserved by a resident or passholder, an appropriate number of lifeguards must be on duty. The names of the lifeguard(s) and a copy of his/her certifications must be provided to the Property Manager prior to the event. Payment to lifeguards must be arranged by the resident or passholder reserving the pool. All pool area rules described in this document apply to these events with the exception of number of guests invited and the lifeguard verification process.~~

~~The pool may be closed with or without notice by the Property Manager, his/her designee, or lifeguards for reasons including, but not limited to, the following: bad weather, thunder and/or lightning present, lack of participation, repairs to pool or pool area, lifeguard absence, vandalism, chemical problems, and misbehavior by those in the pool area. The pool and pool deck area are closed any time lifeguards are not present. Anyone entering the pool area when it is closed for any reason will be considered trespassing even if the gates are unlocked or lifeguard absence occurs during a scheduled open swim time.~~

D. General Swimming Pool Area Rules

1. Conduct at the pool during open swim times must be such as to provide the greatest enjoyment for the greatest number~~majority~~ of participants. The cooperation of all pool area users is essential and required.
  2. Everyone must shower before entering the pool.
  3. All persons who enter the pool area must be authorized as described in this document. Verification of authorization must be provided to the designated CDD staff person upon request. Pool area users should have with them an access control device~~any amenity badges, ID's, swipe cards, etc.~~ at all times to provide proof of verification that they are a resident, passholder, or guest. ~~Guests must be accompanied by a resident or passholder. Guest badges are available through the Property Manager.~~ Upon entering the pool area, all persons must, if requested by CDD Management~~a lifeguard or designated staff~~, sign in for control and attendance record purposes.
  4. Only ~~bona fide~~ swim wear is allowed in the pool. No cut-offs or shorts with buckles or rivets are permitted.
  5. No pets, except service animals, are permitted in the pool area.
  - ~~4. Glass is not permitted in the pool area.~~
  - ~~5. Persons with skin disorders or other conditions potentially harmful to others will be denied use of the pool.~~
  - ~~6.~~
  6. No items shall be brought into the Swimming Pool Area except ~~play equipment~~ approved by the CDD Management~~as provided below should be put in the pool including pool furniture.~~
- ~~Play equipment such as floats, rafts, beach balls, toys, and remote controlled devices, and similar equipment are is not allowed in the Swimming Ppool aArea unless approved by CDD Managementthe Property Manager, lifeguards, or designated staff.~~
7. The CDD, CDD Board, CDDProperty Management~~mentr~~, and staff are not responsible for lost or stolen items.

8. No food is allowed anywhere in the Swimming pPool aArea unless approved by ~~the Property CDD Management~~ for an event. Non-alcoholic BbeveragesWater, soft drinks, juice, etc., are permitted in plastic containers-bottles or thermoses only. Alcoholic beverages are not allowed in the Swimming pPool aArea.
9. Glass is not permitted in the Swimming Pool Area.
10. Smoking is prohibited within the Swimming pPool Area-enclosure.
11. The volume of electronic equipment must be kept low enough so as not to disturb others. Use of personal headphone equipment is preferred.
12. Persons using the Swimming pPool aArea must cooperate in keeping the area clean by properly disposing of ~~drink containers, trash, etc.,~~ and taking all personal items such as towels and magazines with them.

~~Everyone must shower before entering the pool.~~

13. Children not toilet trained or requiring the use of diapers must wear an approved swimsuit diaper that fits snugly around the waist and legs.
14. Diapers may not be changed in the Swimming pPool aArea. Diapers can be changed in the pavilion restrooms.
15. Urinating and defacting in the Swimming pPool Area is not allowed.
16. Diving, running and other~~All persons must refrain from any conduct that is hazardous or dangerous conduct is not permitted in any way to themselves or others. No diving, running, horseplay, dunking, etc. will be permitted.~~ Noisy activity that disturbs others will not be allowed. Activity that results in splashing others using the pool deck is not allowed.
17. The pool deck cannot be used for tanning or any other activity when the pool area is closed.

~~Children not toilet trained or requiring the use of diapers must wear an approved swimsuit diaper that fits snugly around the waist and legs and are only permitted in the children's wading pool.~~

~~Diapers may not be changed in the pool area. Diapers can be changed in the pavilion restrooms.~~

18. The swimming pool capacity will be posted on the community bulletin board at the lodge~~bathing load is 108 people. The Property CDD Managetr, his/her designee, and lifeguards are is~~ authorized to deny persons access into the pool when the capacity is reached.

19. ~~Although lifeguards are on duty, u~~Use of the Swimming pPool ~~a~~Area at any time is at the user'sperson's own risk ~~and swimming is at the person's own risk.~~

~~The children's wading pool is limited to children 6 years of age or younger. The baby wading pool has a bathing load of 4 children. All rules related to the pool area apply to the children's wading pool except that, due to meeting the required chemical balance, this wading pool is subject to more frequent closures.~~

#### E. Fitness Center

1. Use of the fitness center is at the user's own risk.
2. Equipment must be used in an appropriate and safe manner. ~~Use of exercise equipment is at the user's own risk. The CDD is not responsible for injuries incurred by any resident or guest in the exercise room.~~
3. Children under the age of 16 must be accompanied and supervised by a parent, legal guardian or designated adult.
4. Children under the age of 12 are not allowed in the exercise area. There is a play area designated for their use and they must remain in this area while their parent, legal guardian or designated adult is engaged in activity in the exercise room.
5. The fitness center schedule, hours and closings are adopted by the CDD Board of Supervisors in a public, regularly scheduled meeting and shall be posted on the CDD website and community bulletin board located at the lodge.

~~The exercise room is open 5:00 a.m. to 10:00 p.m. every day.~~

6. Food and beverages, except for bottled water, are not permitted around the exercise equipment or while operating any equipment.

7. The CDD, CDD Board and CDD Management ~~are-is~~ not responsible for lost or stolen items in the fitness center, ~~exercise facility~~. Lockers are available only while present in the fitness center ~~using the exercise area~~.
8. The Fitness Center is only available to residents, passholders and their guests. Guests are limited to two per resident or passholder and must be accompanied by the resident or passholder.

F. Rosemary White Playground and Gazebo Park

1. Use of the Rosemary White Playground and Gazebo Park is at the user's own risk.
2. Use of the Playgournd and Gazebo park is limited to residents, passholders and guests accompanied by a resident or passholder.
3. Use of the park is limited to children under the age of 12.
4. All children must be accompanied by a parent or person over the age of 14.

Use of the park is at the user's own risk.

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

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

1. Use of the Lodge and/or Pavilion is restricted to residents of the CDDPiney-Z, their family members living in the CDDPiney-Z, passholders and their families, and ~~the~~ guests accompanied by aof residents or passholders ~~and their families~~. Exceptions to this restriction may be approved by the CDD Board at a regularly scheduled, public meeting of the Board.
2. Reservation of these facilities is on a first-come/first-served basis. ~~Due to demand for the Lodge/Pavilion, reservations shall be limited to no more than once a month. However, if the facilities have not been reserved 2 weeks before a second requested date within that same month, they may be reserved again within the same month. As a general matter, only one member of a resident's or passholder's household may reserve the~~



~~facilities within these time frames. However, the Property Manager may allow exceptions if the reservations are for different functions.~~

~~The Property Manager may schedule a reservation request for an event which requires multiple related functions over a 2-3 day period. Fees charged shall be at the highest rate for each day. An example of this is where the Lodge is needed for a Thursday setup, a Friday rehearsal dinner and a Saturday wedding and reception. Other examples would be Friday and Saturday events for a family reunion or a workshop for office staff.~~

~~The resident or passholder reserving the Lodge/Pavilion is responsible for actions of all guests and must be present at all times while the Lodge/Pavilion is occupied. The condition of the Lodge/Pavilion must be returned to its condition upon rental immediately following the event. Violations of these regulations can result in shutting down the event and loss of privileges of the resident or passholder to use the Lodge/Pavilion. There should always be an adult at least 25 years old present at all gatherings for those under the age of 18.~~

~~Use of any items (such as linens, tables, chairs, punch bowls, etc.) must be arranged by the resident or passholder. All equipment that is kept at the Lodge/Pavilion must be cleaned and put away in designated areas.~~

- ~~3. Reservations of the Lodge/Pavilion shall be limited to no more than 6 hours per function including set up and clean up. Additional time can be added for an additional fee. However, decorations may be left at the facilities the day of the function if arrangements are made with the Property Manager and it does not interfere with other functions taking place the same day.~~

~~Access to the lodge or pavilion is limited to the hours of event rental unless arranged in advance with CDD Management. Residents issued keys for their event should not enter the Lodge/Pavilion area at a time other than their reservation unless arranged in advance. (The alarm system may be armed or maintenance underway)~~

Functions may last no longer than midnight except for New Year's Eve parties and other events which traditionally extend beyond midnight.

B. ~~—~~B. Rental Fees Regarding the Lodge, Swimming Pool Area and Pavilion

1. Base Fee: \$150.00 – This fee is for up to 25 Participants for rental of either the Swimming Pool Area or the Lodge. If both are rented the Base Fee is \$300.00.
2. Additional Fee – This fee is based on the number of participants and is added to the Base Fee as follows:
  - 1-25 people – no additional fee, amount is included in the Base Fee;
  - 26-50 people – Level 1 additional fee of \$100.00 added to the Base Fee;
  - 51-111 people – Level 2 additional fee of \$250.00 added to the Base Fee;
3. Duration of Rental – The Lodge is available for rental for up to six (6) hours. The Swimming Pool Area is available for rental for two and a half (2.5) hours.
4. Additional Hours Fee – An additional hourly fee of \$25.00 will be available to pay for additional hours at the Lodge.

C. Rental Fees for the Pavilion

1. Base Fee: \$100.00 – This fee is for up to 50 Participants at the Pavilion.
2. Additional Fee – This fee is based on the number of participants and is added to the Base Fee as follows:
  - 51-111 people – Level 2 additional fee of \$100.00
  - 112-400 people – Level 3 additional fee of \$250.00
3. Duration of Rental – The Pavilion is available for rental for up to six (6) hours.
4. Additional Hours Fee – An additional hourly fee of \$25.00 will be available to pay for additional hours at the Pavilion.

D. Adjustment of Rates – Not more than once per year, the Board may adjust by resolution adopted at a duly noticed public meeting any of the fees set forth in Paragraphs B and C by not more than 5% percent per year to reflect actual costs of the operation of the amenities, to promote use of the Amenities, or for any other purpose as determined by the Board to be in the best interests of the District.

- E. Use of the Amenities – The CDD Amenities Policies and Procedures, as amended from time to time, govern the rental of the Amenities and renters will be held to use consistent with those policies.
- F. Severability – The invalidity or unenforceability of anyone or more provisions of this rule shall not affect the validity or enforceability of the remaining portions of this rule, or any part of this rule not held to be invalid or unenforceable.

#### ~~Fees and Charges Regarding Lodge/Pavilion/Swimming Pool~~

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

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

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

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

<del>1-25 people</del>	<del>0-</del>
<del>26-50 people</del>	<del>\$100</del>
<del>51-111 people</del>	<del>\$250</del>
<del>(Note: Lodge capacity 111/Pool capacity 108)</del>	
<del>112-400 people</del>	<del>\$350 (pavilion only)</del>
<del>Additional hours:</del>	<del>\$25 per hour per amenity area</del>

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

~~Hours for the event may be extended with an additional payment of \$25 if the request is made 14 days or less from the event and the extension does not conflict with the Lodge or Pavilion calendar. The event may not be extended beyond~~

~~midnight except for an event that traditionally goes beyond midnight such as a New Year's Eve party.~~

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

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

~~Exempt from these fees are events sponsored by the homeowners association or CDD (example: Fourth of July party, community Christmas party, homeowners meetings, committee events, etc.) and any event sponsored by Piney Z, Ltd. or Piney Z Development, Inc.~~

~~All fees and deposits shall be by check, money order or, when available, by credit card.~~

~~If a reservation is cancelled 14 days or less of the date reserved, the fee will be forfeited. The fee shall not be forfeited if an event is cancelled by reason of a death in the family or other such unusual occurrence at the discretion of the Property Manager. Notwithstanding whether a reservation is cancelled within 14 days, the base fee shall not be refundable except for reason of a death in the family or such other unusual occurrence, again at the discretion of the Property Manager.~~

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

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

~~A reservation contract must be executed and the fees and deposit collected before a reservation may be confirmed.~~

~~The Property Manager will keep records and copies of all reservation transactions, send deposits and expense invoices to the CDD accountants, and review CDD accounting statements. Copies of all documents and an annual calendar of reservations shall be made available to the Chair of the District Board of Supervisors and any Supervisor upon request.~~

## **Fifth 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 on Monday, November 16, 2015 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Joseph Didier  
Richard Kessler  
Michael Lee  
Cheryl Hudson  
Ann Pincus  
Melinda Parker  
Bob Nanni  
Bob Koncar  
Residents

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary  
CDD Manager  
District Manager/Secretary  
STS - General Manager (via phone)

*The following is a summary of the discussions at November 16, 2015 Piney-Z Community Development District Board of Supervisors Workshop.*

### **FIRST ORDER OF BUSINESS**

#### **Roll Call**

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

### **SECOND ORDER OF BUSINESS**

#### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **THIRD ORDER OF BUSINESS**

#### **Audience Comments**

Ms. Mildred Barringer addressed being disappointed in the majority of the Board members; when they ran for this job they said it was in the interest of the homeowners and she does not think they have the interest of the homeowners when they want double pay for one day's time. The HOA is just as important as the CDD and they never receive a dime.

### **FOURTH ORDER OF BUSINESS**

#### **Financials**

- Mr. Didier noted the financials for last fiscal year are finalized and included in the agenda package.

**FIFTH ORDER OF BUSINESS**

**Board Priorities and Goals**

- Mr. Nanni outlined how the priorities and goals were compiled.
- Discussion followed on the order of priorities.
- Discussion followed on agenda packages with the outcome being for electronic packages only and Ms. Parker will print a stapled copy for those who want.
- Mr. Reiner Kirsten addressed his thoughts on the HOA and CDD, the CDD website and working together with the HOA.
  - He requested the documents extending the CDD past 2019.
  - He suggested the CDD reach out for participation from the community.
  - Mr. Didier noted the CDD website was required by law and had to be done by October 1.
  - Records request were discussed.
- Discussion returned to priorities, goals and objectives.
  - Top three are rulemaking, financial processes/policies and property security.
  - Mr. Koncar noted with the ranking they will look at it to see what exactly needs to happen to get an implementation plan.
  - Mr. Didier addressed a communications protocol to share with the Board and getting a more detailed meeting deadline for agendas and such. When can they expect these two items?
  - Mr. Koncar responded within the next five to six days.
  - Mr. Didier requested the protocols be sent to all Board members and the timeline to be worked with him and Ms. Parker.

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

- Mr. Kessler addressed the September 2015 financials specifically fund balance.
- Discussion followed on the motion assigning fund balance/reserves.

**SIXTH ORDER OF BUSINESS**

**Rule Development**

- Mr. Lyons outlined the rules process noting at this time no one has requested a



workshop to be held at the regular meeting.

- Rules discussion:
  - Operating rates and policies need to be included in the rule.
  - Hours do not need to be included.
  - Title - Piney-Z CDD [line 4] (to be added after Piney-Z throughout)
  - Replace Property Manager with CDD Manager throughout
  - 1.01 - delete facilities replacing with amenities [line 7]
  - 1.01 - including but not limited to [line 8]
  - 1.01 - swimming pool area [line 9]
  - 1.02 - delete comprehensive [line 18]
  - 1.02 - delete Piney-Z replace with CDD [line 18]
  - 1.02 - CDD amenities [line 18] - delete lines 19 and 20
  - 1.03 - delete Plantation replace with CDD [line 26]
  - 1.03 - delete or pass holder [line 32]
  - 1.03 - delete such as swim lessons [line 36]
  - 1.03 - capitalize Resident, Pass Holder, Guest, Program Participant [lines 23, 28, 32 and 35] (to be capitalized throughout)
  - 1.03 - add and define CDD Management as CDD Manager and his/her designees.
  - 1.04 - insert current before Annual [line 40]
  - 1.04 - delete Debt [line 41]
  - 1.04 - strike last line beginning at Pass holders ending at Piney-Z [lines 46 and 47]
  - 1.05 - Add - and follow all amenities rules [line 51]
  - 1.05 - delete for example sentence [line 51 and 52]
  - 1.05 - delete unauthorized parking or [line 60]
  - 1.05 - delete swimming pool [line 62]
  - 1.05 - replace 6:00 a.m. with 5:00 a.m. [line 62]
  - 1.06 A. - “Swimming Pool Area” defined as the swimming pool and surrounding enclosed area but excluding restricted area utilized for pool equipment [line 66]

- 1.06 A. - a) Only Residents, Pass Holders and their Guests may use the pool facilities [line 70]
- 1.06 A. - Add - Program Participants may only use the facilities during the class or program.
- 1.06 A. - replace week with business strike remainder of sentence following advance [line 77 and 78]
- 1.06 A. - replace Property Manager with CDD Management and strike or his/her staff designee [line 75]
- 1.06 A. - strike such as birthday parties for children [lines 78 and 79]
- 1.06 A. - replace shall with may [line 79]
- 1.06 A. - replace 12 with 15 [line 79]
- 1.06 A. - strike member of the Board of Supervisors [lines 85 and 86]
- 1.06 A. - strike d) [lines 88 through 93]
- 1.06 A. - strike specific [line 95]
- 1.06 A. - strike from The through manner. [lines 95 to 105]
- 1.06 A. - change CDD Manager to CDD Management [line 108]
- 1.06 A. - strike his/her designee, and/or the lifeguards [lines 108 and 109]
- 1.06 A. - strike g) [lines 112 and 113]
- 1.06 A. - add area after pool [line 115]
- 1.06 A. - strike everything after trespassers.[lines 116 to 120]
- 1.06 B. - replace 1. with the pool dates and hours shall be adopted by the CDD Board of Supervisors in a regularly scheduled meeting and shall be posted on the CDD Website and the Lodge bulletin board.
- 1.06 B. - strike 2. through 7.
- Other points of discussion:
  - Suspension of use of facilities on a case-by-case basis.
  - Holiday parking at CDD amenities parking lots.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further, the workshop was adjourned.



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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, November 16, 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
Cheryl Hudson	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Bob Nanni	District Manager/Secretary
Christopher Lyon, Esq.	District Counsel
Melinda Parker	CDD Manager
Residents	

*The following is a summary of the discussions and actions taken at the November 16, 2015 Piney-Z Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Didier called the meeting to order; Mr. Nanni called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Rule Development Workshop (if requested by member of the public by November 14, 2015)**

- Mr. Lyon addressed the Board's desire to revise the amenities rules for the CDD amenities.
  - Notices were published on October 23, 2015 and October 24, 2015 for the January 11, 2016 rule adoption public hearing.
  - No requests were received to hold a workshop but the Board will utilize this time to continue the discussion on the changes they want to make to the rules with final approval being set for January 11, 2016.
  - The rules should only outline operating policies giving the Board, where possible, the flexibility to make changes without having to follow the Chapter 120 process.
- Rules discussion:
  - 1.04 - Ms. Parker noted the formula for the fee was adopted by the Board in November 2005. The formula is O&M assessment plus the 2002 debt.
  - 1.04 - strike for a 90-foot lot.
  - 1.06 C. - strike amenity badges, swipe cards, etc [line 184] replace with access control device or IDs.
  - 1.06 C. - strike Guests must be accompanied by Resident or Pass Holder [line 186]
  - 1.06 C. - strike guest badges are available through the CDD Manager [line 186 and 187]
  - 1.06 C. - strike if requested by a lifeguard or designated staff [line 188] replace with if requested by CDD Management
  - 1.06 C. - strike bona fide [line 191]
  - 1.06 C. - add with the exception of service animals [line 194]
  - 1.06 C. - strike 6. [lines 198 and 199]
  - 1.06 C. - restate 7. no items may be brought into the pool area except equipment approved by CDD Management [lines 201 and 202]
  - 1.06 C. - strike 8.
  - 1.06 C. - replace water, soft drinks, juice, etc. with non-alcoholic beverages in plastic containers are permitted [lines 212 and 213]
  - 1.06 C. - move 5. after 10.
  - 1.06 C. - replace enclosure with area [line 216]

- 1.06 C. - strike last sentence in 12 [lines 219 and 220]
- 1.06 C. - strike drink containers, etc. [line 223] strike such as towels and magazines [line 224]
- 1.06 C. - restate 15. to urination and defecation are prohibited in the pool area.
- 1.06 C. - move item 18. and 19. below 14.
- 1.06 C. - restate 16. to - No diving, running, or any other conduct that is hazardous or dangerous in any way to themselves or others is permitted.
- 1.06 C. - remove references to the children's wading pool.
- 1.06 C. - restate 20. to - the swimming pool capacity will be posted outside the Lodge.
- 1.06 C. - 21 move to 1 - use of the pool is at your own risk [lines 251 and 251]
- 1.06 C. - strike 22 [lines 253 through 257]
- 1.06 D. - replace exercise area with fitness center
- 1.06 D. - fitness center hours of operation shall be adopted by the CDD Board of Supervisors in a regularly scheduled meeting and shall be posted on the CDD website and the Lodge bulletin board [line 272]
- 1.06 D. - strike using replace with present in [line 278]
- 1.06 E. - insert after Guests. Guests must be accompanied by a Resident or Pass Holder [line 287]
- 1.07 A. - insert as 1. - use of Lodge is at the user's own risk.
- 1.07 A. - strike and/ [line 300]
- 1.07 A. - strike everything after the first sentence [lines 304 to 312]
- 1.07 A - add - exception to this policy may be made by the Board of Supervisors in a regularly scheduled public meeting.
- 1.07 A. - strike 3., 4. and 5. include in rental contract
- 1.07 A. - 6. strike last two sentences [lines 335 to 338]
- 1.07 A. - 6. restate to Access control provided for event rentals should only be used during designated times unless arranged in advanced [line 340 to 342]
- 1.07 B. - 1. - 6. Mr. Lyon will review and provide appropriate language.
- Mr. Lyon reviewed the next steps.
  - Incorporate changes

- Email revised to Board of Supervisors
- January 11, 2016 Rule adoption public hearing

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the October 19, 2015 Workshop and Regular Meeting**

Mr. Lee MOVED to approve the minutes of the October 19, 2015 workshop and regular meeting and Ms. Hudson seconded the motion.

- Ms. Pincus addressed Mr. Evans not being listed as Buildings and Grounds Manager.
- Ms. Hudson would like the record of the October 19, 2015 workshop minutes to reflect the Board disputed the HOA comment regarding getting rid of the copier.
  - Move the bullet below Mr. Lee's comment under the bullet stating discussion followed on the copier.
- Ms. Hudson noted there is a grammatical error on page three - replace there with their.
- Ms. Hudson noted the second open bullet on the last page makes no sense.

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

**SIXTH ORDER OF BUSINESS**

**Acceptance of the October 2015 Financial and Approval of the Check Register and Invoices**

Mr. Lee MOVED to approve the October 2015 Financial statements the check register and invoices and Mr. Kessler seconded the motion.

After discussion,

The prior motion was approved with votes as follows:

**Michael Lee - Aye**

**Cheryl Hudson - Nay**

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Joseph Didier - Aye**

**SEVENTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Revised September 2015 Financial Statements**

- The revised September 2015 financial statements were reviewed.

On MOTION by Mr. Lee seconded by Ms. Hudson, to accept the Revised September 2015 Financial statements and approve the check register and invoices were approved with votes as follows:

**Michael Lee - Aye**

**Cheryl Hudson - Aye**

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Joseph Didier - Aye**

**B. Consideration of Motion Assigning Fund Balance**

- Operating Reserves - \$0
- Reserves - CDD Amenity - \$56,156
- Reserves - Other - \$84,810

Mr. Lee MOVED to approve the motion assigning fund balance and Ms. Hudson seconded the motion.

After discussion,

The prior motion was approved with votes as follows:

**Michael Lee - Aye**

**Cheryl Hudson - Aye**

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Joseph Didier - Aye**



**EIGHTH ORDER OF BUSINESS**

**District Attorney's Report**

There being no report, the next item followed.

**NINTH ORDER OF BUSINESS**

**CDD Manager's Report**

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

- Ms. Parker noted the following:
  - There will be no HVAC maintenance agreement for the upcoming year, Mr. Evans will handle.
  - The Alan Cox Aquatics contract renews January 1 - Ms. Parker will draft a notice noting the CDD intends to renew unless they cannot come to agreement on contract terms.

Mr. Lee MOVED to authorize Mr. Lyon and Ms. Parker to negotiate the renewal of the Alan Cox Aquatics contract.

After discussion,

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

**TENTH ORDER OF BUSINESS**

**Business Matters**

**A. Jeff White Pioneer Award Recognition**

Mr. Didier nominated Ms. Gerry Cashin and Mr. Kessler seconded the nomination. The nomination was approved with votes as follows:  
**Michael Lee - Aye**  
**Cheryl Hudson - Aye**  
**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Joseph Didier - Aye**

- Mr. Didier presented the Jeff White Pioneer Award to Ms. Cashin.

**B. Office Copier**

- Determine the options/solutions.
- Mr. Lyon will provide clarification on disposal and surplus property.

**C. FY 2016 Board Goals & Objectives**

- Nothing further.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Didier reported there is an upcoming FASD legislation meeting on January 27<sup>th</sup> in Tallahassee.
- Mr. Lee requested STS provide an analysis of costs for minutes transcription and non-bond related items.

Mr. Didier MOVED for STS to include the CDD Manager on any communications or filings to third parties on the CDD's behalf and any pre-approvals of financials and Mr. Lee seconded the motion.

The prior motion was approved with votes as follows:

**Michael Lee - Aye**

**Cheryl Hudson - Aye**

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Joseph Didier - Aye**

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

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Bob Nanni  
Secretary

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Joseph Didier  
Chairman

## **Sixth Order of Business**

## MEMORANDUM



**TO:** Board of Supervisors  
**FROM:** Tiziana Cessna, District Accountant  
**CC:** Bob Nanni, District Manager / Stephen Bloom, Assistant Treasurer  
**DATE:** December 18, 2015  
**SUBJECT:** November Financial Report

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Please find attached the November 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. As of November the revenue has a favorable variance due to the allocation of the settlement for FY 2016. Expenditures are at 72% of the YTD prorated budget. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

### General Fund

Total Revenues for the General Fund were at a favorable variance of 118%, due to the settlement portion for 2016.

- The YTD Non-Ad Valorem assessments collections are at 11% compared to 24% last year at the same time.
- Settlement - FY2016 portion of the O&M maintenance settlement with Piney-Z Land LLC.

Total Expenditures through November were at a favorable 72% of the YTD prorated budget.

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

*Financial Report*  
*November 30, 2015*

**Prepared by**



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**Piney-Z  
Community Development District**

**Financial Statements**

**(Unaudited)**

**November 30, 2015**

**Balance Sheet**  
 November 30, 2015

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 99,846	\$ -	\$ -	\$ 99,846
Cash On Hand/Petty Cash	750	-	-	750
Due From Other Funds	-	3,499	21,339	24,838
Investments:				
Money Market Account	160,046	-	-	160,046
Prepayment Account	-	250	1	251
Redemption Fund	-	646	-	646
Reserve Fund	-	15,500	-	15,500
Revenue Fund	-	74,181	128,044	202,225
<b>TOTAL ASSETS</b>	<b>\$ 260,642</b>	<b>\$ 94,076</b>	<b>\$ 149,384</b>	<b>\$ 504,102</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 8,478	\$ -	\$ -	\$ 8,478
Accrued Expenses	2,068	-	-	2,068
Unearned Revenue	50,885	-	-	50,885
Accrued Taxes Payable	764	-	-	764
Due To Other Funds	24,838	-	-	24,838
<b>TOTAL LIABILITIES</b>	<b>87,033</b>	<b>-</b>	<b>-</b>	<b>87,033</b>
<b>FUND BALANCES</b>				
<b>Restricted for:</b>				
Debt Service	-	94,076	149,384	243,460
<b>Assigned to:</b>				
Reserves - CDD Amenity	66,156	-	-	66,156
Reserves - Other	50,885	-	-	50,885
<b>Unassigned:</b>	56,568	-	-	56,568
<b>TOTAL FUND BALANCES</b>	<b>\$ 173,609</b>	<b>\$ 94,076</b>	<b>\$ 149,384</b>	<b>\$ 417,069</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 260,642</b>	<b>\$ 94,076</b>	<b>\$ 149,384</b>	<b>\$ 504,102</b>



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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 400	\$ 70	\$ 122	\$ 52
Special Assmnts- Tax Collector	394,707	65,785	42,685	(23,100)
Special Assmnts- Discounts	(15,788)	(2,633)	(2,134)	499
Settlements	-	-	33,925	33,925
Other Miscellaneous Revenues	-	-	9	9
Access Cards	-	-	15	15
Pavilion Rental	800	125	-	(125)
Lodge Rental	10,000	1,700	2,085	385
<b>TOTAL REVENUES</b>	<b>390,119</b>	<b>65,047</b>	<b>76,707</b>	<b>11,660</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	22,000	4,000	3,000	1,000
FICA Taxes	1,683	306	230	76
ProfServ-Engineering	500	84	-	84
ProfServ-Legal Services	30,000	5,000	4,000	1,000
ProfServ-Mgmt Consulting Serv	54,275	9,046	9,046	-
ProfServ-Special Assessment	4,637	-	-	-
Auditing Services	3,150	-	-	-
Communication - Telephone	100	16	-	16
Postage and Freight	1,500	250	121	129
Insurance - General Liability	10,534	2,634	2,384	250
Printing and Binding	2,500	416	740	(324)
Legal Advertising	1,500	272	239	33
Miscellaneous Services	500	84	58	26
Misc-Assessmnt Collection Cost	11,841	1,974	1,217	757
Misc-Contingency	500	84	-	84
Office Supplies	730	122	39	83
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>146,125</b>	<b>24,463</b>	<b>21,249</b>	<b>3,214</b>
<b><u>Field</u></b>				
Contr-Landscape-Amenities Area	12,000	2,000	1,950	50
R&M-Trees and Trimming	3,000	500	585	(85)
Misc-Contingency	3,500	583	-	583
<b>Total Field</b>	<b>18,500</b>	<b>3,083</b>	<b>2,535</b>	<b>548</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Parks and Recreation - General</u></b>				
Payroll-Maintenance	10,934	1,823	648	1,175
Payroll-Administrative	48,960	8,160	7,500	660
FICA Taxes	4,582	763	623	140
Workers' Compensation	5,421	1,355	654	701
Contracts-Janitorial Services	6,760	1,126	900	226
Contracts-Security Services	6,596	1,358	776	582
Communication - Teleph - Field	100	17	-	17
Postage and Freight	1,300	216	-	216
Utility - General	14,000	2,334	2,504	(170)
Utility - Other	2,400	400	389	11
Electricity - Streetlighting	1,350	225	218	7
Utility - Irrigation	1,150	192	808	(616)
Utility - Refuse Removal	1,430	238	260	(22)
R&M-General	9,000	1,500	328	1,172
R&M-Pest Control	998	144	145	(1)
Misc-Training	1,500	250	-	250
Misc-Contingency	1,500	250	50	200
Misc-Information Technology	1,140	190	54	136
Office Supplies	3,600	600	228	372
Subscriptions and Memberships	750	750	-	750
Capital Outlay	20,000	3,334	-	3,334
<b>Total Parks and Recreation - General</b>	<b>143,471</b>	<b>25,225</b>	<b>16,085</b>	<b>9,140</b>
<b><u>Swimming Pool</u></b>				
Payroll-Salaries	24,163	-	295	(295)
Payroll-Maintenance	6,833	1,138	342	796
Payroll-Administrative	9,180	1,530	1,770	(240)
FICA Taxes	3,073	204	184	20
ProfServ-Pool Maintenance	6,000	1,000	1,000	-
Communication - Teleph - Field	100	17	-	17
R&M-General	1,750	292	5	287
R&M-Pools	8,100	1,350	-	1,350
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	1,500	250	-	250
Op Supplies - Pool Chemicals	5,000	834	-	834
Capital Outlay	3,500	584	-	584
<b>Total Swimming Pool</b>	<b>69,449</b>	<b>7,199</b>	<b>3,596</b>	<b>3,603</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Fitness Center</u></b>				
Payroll-Maintenance	2,734	456	149	307
Payroll-Administrative	1,530	255	345	(90)
FICA Taxes	326	54	38	16
R&M-General	2,000	334	6	328
R&M-Equipment	1,955	326	160	166
Misc-Contingency	1,200	200	-	200
Capital Outlay	5,500	916	-	916
<b>Total Fitness Center</b>	<b>15,245</b>	<b>2,541</b>	<b>698</b>	<b>1,843</b>
<b><u>Park &amp; Grounds</u></b>				
Payroll-Maintenance	6,833	1,138	2,651	(1,513)
Payroll-Administrative	1,530	255	240	15
FICA Taxes	640	106	221	(115)
R&M-General	1,750	292	107	185
Misc-Contingency	3,500	584	-	584
Capital Outlay	7,000	1,166	-	1,166
<b>Total Park &amp; Grounds</b>	<b>21,253</b>	<b>3,541</b>	<b>3,219</b>	<b>322</b>
<b><u>Reserves</u></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>424,043</b>	<b>66,052</b>	<b>47,382</b>	<b>18,670</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(33,924)	(1,005)	29,325	30,330
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(33,924)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(33,924)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (33,924)	\$ (1,005)	\$ 29,325	\$ 30,330
<b>FUND BALANCE, BEGINNING (OCT 1, 2015)</b>	<b>144,284</b>	<b>144,284</b>	<b>144,284</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 110,360</b>	<b>\$ 143,279</b>	<b>\$ 173,609</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 50	\$ 8	\$ 7	\$ (1)
Special Assmnts- Tax Collector	56,000	9,333	6,046	(3,287)
Special Assmnts- Discounts	(2,240)	(373)	(302)	71
<b>TOTAL REVENUES</b>	<b>53,810</b>	<b>8,968</b>	<b>5,751</b>	<b>(3,217)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Trustee Fees	3,502	-	-	-
Misc-Assessmnt Collection Cost	1,680	280	172	108
<b>Total Administration</b>	<b>5,182</b>	<b>280</b>	<b>172</b>	<b>108</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	60,000	-	-	-
Interest Expense	12,750	6,375	6,375	-
<b>Total Debt Service</b>	<b>72,750</b>	<b>6,375</b>	<b>6,375</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>77,932</b>	<b>6,655</b>	<b>6,547</b>	<b>108</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(24,122)	2,313	(796)	(3,109)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(24,122)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(24,122)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (24,122)	\$ 2,313	\$ (796)	\$ (3,109)
<b>FUND BALANCE, BEGINNING (OCT 1, 2015)</b>	<b>94,872</b>	<b>94,872</b>	<b>94,872</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 70,750</b>	<b>\$ 97,185</b>	<b>\$ 94,076</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 50	\$ 8	\$ 7	\$ (1)
Special Assmnts- Tax Collector	214,130	35,688	23,157	(12,531)
Special Assmnts- Discounts	(8,565)	(1,428)	(1,158)	270
<b>TOTAL REVENUES</b>	<b>205,615</b>	<b>34,268</b>	<b>22,006</b>	<b>(12,262)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Trustee Fees	4,903	-	-	-
Misc-Assessmnt Collection Cost	6,424	1,071	660	411
<b>Total Administration</b>	<b>12,327</b>	<b>1,071</b>	<b>660</b>	<b>411</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	180,000	-	-	-
Interest Expense	30,388	15,194	15,194	-
<b>Total Debt Service</b>	<b>210,388</b>	<b>15,194</b>	<b>15,194</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>222,715</b>	<b>16,265</b>	<b>15,854</b>	<b>411</b>
Excess (deficiency) of revenues Over (under) expenditures	(17,100)	18,003	6,152	(11,851)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(17,100)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(17,100)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (17,100)	\$ 18,003	\$ 6,152	\$ (11,851)
<b>FUND BALANCE, BEGINNING (OCT 1, 2015)</b>	<b>143,232</b>	<b>143,232</b>	<b>143,232</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 126,132</b>	<b>\$ 161,235</b>	<b>\$ 149,384</b>	

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

Supporting Schedules

November 30, 2015

**Non-Ad Valorem Special Assessments - Leon County Tax Collector  
(Monthly Assessment Collection Distributions)  
For the Fiscal Year Ending September 30, 2016**

					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 FY2016				\$ 664,739	\$ 394,706	\$ 55,903	\$ 214,130
Allocation %				100%	59%	8%	32%
10/23/15	\$ 3,307	\$ 179	\$ 102	\$ 3,589	\$ 2,131	\$ 302	\$ 1,156
11/13/15	1,787	97	55	1,939	1,152	163	625
11/24/15	61,150	3,318	1,891	66,359	39,402	5,581	21,376
TOTAL	\$ 66,244	\$ 3,594	\$ 2,049	\$ 71,887	\$ 42,685	\$ 6,046	\$ 23,157
% COLLECTED					11%	11%	11%
TOTAL OUTSTANDING				\$ 592,852	\$ 352,021	\$ 49,857	\$ 190,973

**Cash and Investment Report**

***November 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%	\$99,846
Petty Cash	Petty Cash	Cash	0.00%	\$750
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$160,046
			<b>Subtotal</b>	<u>\$260,642</u>
<b>DEBT SERVICE FUNDS</b>				
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$250
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$646
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$15,500
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$74,181
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$128,044
			<b>Total</b>	<u><u>\$479,263</u></u>

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



## Piney-Z CDD

### Bank Reconciliation

Bank Account No. 2471 BB&T - GF  
Statement No. 2015-11  
Statement Date 11/30/2015

G/L Balance (LCY)	99,846.27	Statement Balance	101,260.75
G/L Balance	99,846.27	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	101,260.75
Subtotal	99,846.27	Outstanding Checks	1,414.48
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	99,846.27	Ending Balance	99,846.27
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Checks</b>						
10/7/2015	Payment	56230	RICK EVANS	30.26	30.26	0.00
10/15/2015	Payment	56232	ALAN COX AQUATICS, INC.	500.00	500.00	0.00
10/20/2015	Payment	56244	VECTOR SECURITY INC	1,512.50	1,512.50	0.00
10/23/2015	Payment	56245	RICHARD A. KESSLER, JR.	369.40	369.40	0.00
10/30/2015	Payment	56249	BRIAN PESCHL	145.00	145.00	0.00
10/30/2015	Payment	56251	CITY OF TALLAHASSEE	111.59	111.59	0.00
10/30/2015	Payment	56252	DEPARTMENT OF ECONOMIC OPPORTUNI	175.00	175.00	0.00
10/30/2015	Payment	56253	FEDEX	18.78	18.78	0.00
10/30/2015	Payment	56254	S & R LANDSCAPING, LLC	2,100.00	2,100.00	0.00
10/30/2015	Payment	56255	SEVERN TRENT ENVIRONMENTAL SERVIC	5,238.60	5,238.60	0.00
11/1/2015	Payment	56256	COMCAST	194.56	194.56	0.00
11/1/2015	Payment	56257	MARPAN SUPPLY CO., INC.	26.00	26.00	0.00
11/4/2015	Payment	DD000145	MELINDA J. PARKER	1,915.68	1,915.68	0.00
11/4/2015	Payment	DD000146	RICKY S EVANS	815.55	815.55	0.00
11/10/2015	Payment	56258	BB&T	703.21	703.21	0.00
11/10/2015	Payment	56259	CHRISTOS MANTZANAS	900.00	900.00	0.00
11/10/2015	Payment	56260	CITY OF TALLAHASSEE	1,912.27	1,912.27	0.00
11/10/2015	Payment	56261	FEDEX	9.60	9.60	0.00
11/10/2015	Payment	56262	LAWSON & LAWSON ELECTRICAL SERVIC	2,947.88	2,947.88	0.00
11/10/2015	Payment	56263	PICKINWEE CORP	18.47	18.47	0.00
11/10/2015	Payment	56266	REPLICON, INC.	54.00	54.00	0.00
11/18/2015	Payment	DD000147	MELINDA J. PARKER	1,915.68	1,915.68	0.00
11/18/2015	Payment	DD000148	RICKY S EVANS	789.61	789.61	0.00
11/20/2015	Payment	56268	RICHARD A. KESSLER, JR.	369.40	369.40	0.00
11/20/2015	Payment	56269	MICHAEL D. LEE	369.40	369.40	0.00
11/20/2015	Payment	56271	JOSEPH W. DIDIER	184.70	184.70	0.00
11/20/2015	Payment	DD000149	DELORES A. PINCUS	184.70	184.70	0.00
11/24/2015	Payment	56275	LEWIS, LONGMAN, & WALKER, P.A.	2,000.00	2,000.00	0.00
11/24/2015	Payment	56277	S & R LANDSCAPING, LLC	585.00	585.00	0.00
11/24/2015	Payment	56278	TALLAHASSEE DEMOCRAT	239.45	239.45	0.00
11/6/2015		DEP00599	IRS PAYMENT	855.13	855.13	0.00
11/20/2015		DEP00600	IRS PAYMENT	847.16	847.16	0.00
11/23/2015		DEP00601	BB&T SERVICE CHARGES	26.25	26.25	0.00
11/23/2015		DEP00602	IRS PAYMENT	224.62	224.62	0.00
11/30/2015		JE002967	salary 11/15-11/28/15	2,538.57	2,538.57	0.00

## Piney-Z CDD

### Bank Reconciliation

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Total Checks				30,828.02	30,828.02	0.00
<b>Deposits</b>						
11/9/2015		DEP00594	Amenity Rental G/L Ac	560.00	560.00	0.00
11/13/2015		JE002948	RECEIVED ASSESSMENTS DORIS MALOY G/L Ac	1,787.05	1,787.05	0.00
11/17/2015		DEP00595	REFUND FROM VERIZON G/L Ac	59.14	59.14	0.00
11/24/2015		JE002951	RECEIVED ASSESSMENTS DORIS MALOY G/L Ac	61,149.87	61,149.87	0.00
11/30/2015		DEP00596	AMENITY RENT NOVEMBER G/L Ac	725.00	725.00	0.00
Total Deposits				64,281.06	64,281.06	0.00
<b>Outstanding Checks</b>						
2/11/2015	Payment	55889	MARIA E. ZEA	4.62	0.00	4.62
8/6/2015	Payment	56143	CHRISTIAN C. KOBES	2.00	0.00	2.00
10/8/2015	Payment	56224	QUINTUS S. LAMAR	96.16	0.00	96.16
11/10/2015	Payment	56264	PINEY Z HOMEOWNERS ASSOCIATION	1.00	0.00	1.00
11/10/2015	Payment	56265	QUALITY FLOOR CLEANING, LLC	450.00	0.00	450.00
11/10/2015	Payment	56267	RICK EVANS	32.04	0.00	32.04
11/20/2015	Payment	56270	CHERYL M. HUDSON	174.28	0.00	174.28
11/24/2015	Payment	56272	ALAN COX AQUATICS, INC.	500.00	0.00	500.00
11/24/2015	Payment	56273	CITY OF TALLAHASSEE	109.26	0.00	109.26
11/24/2015	Payment	56274	FEDEX	19.12	0.00	19.12
11/24/2015	Payment	56276	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
<b>Total Outstanding Checks.....</b>				<b>1,414.48</b>		<b>1,414.48</b>

**Piney-Z**  
**Payment Register by Bank Account**  
For the Period from 11/1/15 to 11/30/15  
(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Amount Paid
<b>110 East Broward Boulevard - (Acct# xxxxx2471)</b>									
Check	56256	11/01/15	Vendor	COMCAST	5015 101415	Cable Service 10/25/15-11/24/15	Utility - Other	001-543004-57201	\$194.56
Check	56257	11/01/15	Vendor	MARPAN SUPPLY CO., INC.	1370055	Container Rental 11/1/15	Utility - Refuse Removal	001-543020-57201	\$26.00
Check	56258	11/10/15	Vendor	BB&T	0977 102615	Purchases thru 10/26/15	Accounts Payable	202000	\$131.88
Check	56258	11/10/15	Vendor	BB&T	0985 102615	Purchases thru 10/26/15	Accrued Expenses	202100	\$571.33
Check	56259	11/10/15	Vendor	CHRISTOS MANTZANAS	0000707	Development of State Mandated Website	Misc-Information Technology	001-549942-57201	\$450.00
Check	56259	11/10/15	Vendor	CHRISTOS MANTZANAS	0000711	Website/Map/Logo/Letterhead	Accrued Expenses	202100	\$450.00
Check	56260	11/10/15	Vendor	CITY OF TALLAHASSEE	5610 102915	Utilities 9/26/15-10/26/15	Utility - General	001-543001-57201	\$1,296.12
Check	56260	11/10/15	Vendor	CITY OF TALLAHASSEE	5610 102915	Utilities 9/26/15-10/26/15	Utility - Refuse Removal	001-543020-57201	\$91.00
Check	56260	11/10/15	Vendor	CITY OF TALLAHASSEE	5610 102915	Utilities 9/26/15-10/26/15	Utility - Irrigation	001-543014-57201	\$525.15
Check	56261	11/10/15	Vendor	FEDEX	5-204-04621	Services thru 10/27/15	Postage and Freight	001-541006-51301	\$9.60
Check	56262	11/10/15	Vendor	LAWSON & LAWSON ELECTRICAL SERVICES, INC.	28939	Electrical Repairs	Accounts Payable	202000	\$2,947.88
Check	56263	11/10/15	Vendor	PICKINWEE CORP	11103	Maintenance Supplies October 2015	R&M-General	001-546001-57201	\$18.47
Check	56264	11/10/15	Vendor	PINEY Z HOMEOWNERS ASSOCIATION	111015	Playground Lease payment FY 2016	R&M-General	001-546001-57201	\$1.00
Check	56265	11/10/15	Vendor	QUALITY FLOOR CLEANING, LLC	5395	Lodge Gen Cleaning 10/1/15-10/29/15	Contracts-Janitorial Services	001-534026-57201	\$450.00
Check	56266	11/10/15	Vendor	REPLICON, INC.	SH15373	GEN3 TIMEATTEND 10/16/15-01/15/16	Misc-Information Technology	001-549942-57201	\$4.00
Check	56267	11/10/15	Vendor	RICK EVANS	110215	Mileage Reimbursement October 2015	R&M-General	001-546001-57201	\$32.04
Check	56268	11/20/15	Employee	RICHARD A. KESSLER, JR.	PAYROLL	November 20, 2015 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56269	11/20/15	Employee	MICHAEL D. LEE	PAYROLL	November 20, 2015 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56270	11/20/15	Employee	CHERYL M. HUDSON	PAYROLL	November 20, 2015 Payroll Posting	Payroll Expense	N/A	\$174.28
Check	56271	11/20/15	Employee	JOSEPH W. DIDIER	PAYROLL	November 20, 2015 Payroll Posting	Payroll Expense	N/A	\$184.70
Check	56272	11/24/15	Vendor	ALAN COX AQUATICS, INC.	NOVEMBER 2015	Pool Management November 2015	ProfServ-Pool Maintenance	001-531034-57205	\$500.00
Check	56273	11/24/15	Vendor	CITY OF TALLAHASSEE	5610 111215	Utilities 10/14/15-11/12/15	Electricity - Streetlighting	001-543013-57201	\$109.26
Check	56274	11/24/15	Vendor	FEDEX	5-226-31550	Services thru 11/17/15	Postage and Freight	001-541006-51301	\$19.12
Check	56275	11/24/15	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	10889	General Legal 10/1/15-10/31/15	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	56276	11/24/15	Vendor	MARPAN SUPPLY CO., INC.	1373886	Container Rental 12/1/15	Utility - Refuse Removal	001-543020-57201	\$26.00
Check	56277	11/24/15	Vendor	S & R LANDSCAPING, LLC	0733	Tree Trimming	Contr-Landscape-Amenities Area	001-534053-53901	\$195.00
Check	56278	11/24/15	Vendor	S & R LANDSCAPING, LLC	0730	Lawn Maintenance 11/12 & 11/20/15: Bush Trimming	Contr-Landscape-Amenities Area	001-534053-53901	\$390.00
Check	56278	11/24/15	Vendor	TALLAHASSEE DEMOCRAT	000989874	Rule Development	Legal Advertising	001-548002-51301	\$239.45
ACH	DD000145	11/04/15	Employee	MELINDA J. PARKER	PAYROLL	November 04, 2015 Payroll Posting	Payroll Expense	N/A	\$1915.68
ACH	DD000146	11/04/15	Employee	RICKY S EVANS	PAYROLL	November 04, 2015 Payroll Posting	Payroll Expense	N/A	\$815.55
ACH	DD000147	11/18/15	Employee	MELINDA J. PARKER	PAYROLL	November 18, 2015 Payroll Posting	Payroll Expense	N/A	\$1,915.68
ACH	DD000148	11/18/15	Employee	RICKY S EVANS	PAYROLL	November 18, 2015 Payroll Posting	Payroll Expense	N/A	\$789.61
ACH	DD000149	11/20/15	Employee	DELORES A. PINCUS	PAYROLL	November 20, 2015 Payroll Posting	Payroll Expense	N/A	\$184.70
<b>Account Total</b>									<b>\$17,446.86</b>

<b>Total Amount Paid</b>	<b>\$17,446.86</b>
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## **Seventh Order of Business**

**7A.**

**Piney-Z Community Development District**  
**Property Manager's Report**  
**December 31, 2015**  
**(for meeting of January 11, 2016)**  
*Those items shown in italics may merit discussion.*

**LODGE/GARAGE**

- Began re-hab of second floor restroom/removing wallpaper, cleaning paint off floor, etc.
- Removed rotted hose reel backplate; re- mounted directly to post
- Replaced brass outlet plate on floor of board room
- Filled additional holes in parking lot
- Canvassed parking lots for bumper blocks requiring replacement; two in front of lodge were identified
- “Feet” added to bar to prevent additional damage to floor
- Adjusted locking mechanism on center doors
- Fired off heat pumps to rid of dust
- Re-installed 60 inch television on main floor, subsequent to actions of renter attempting – unsuccessfully -- to use it. A sheet of instructions has been written.
- Thoroughly cleaned restrooms on main floor
- Applied Pledge to all “wood” furniture
- Cleaned inside of windows in board room
- Re-bulbed multiple recessed lights

**FITNESS CENTER**

- Built box to hold de-fibrillator; moved same to center
- Confirmed serial numbers on all fitness equipment
- Cleaned kids’ area of center
- *One of the True TLC 1100 treadmills requires a new motor. Since the balance of the machine is in good condition, we recommend replacing the motor, at a cost of \$1,254. Since this is maintenance*

*of an asset, the funds should be drawn from the capital outlay portion of our budget, leaving us a balance of \$4,246.*

*With that, and after speaking with a few residents, reading reviews and speaking with FitnessPro, we recommend that the board approve purchase of a machine new to the center – a Helix Lateral Trainer, at a cost of \$3,499. A brief description of the Helix follows. This would result in there being in the center three ellipticals, three treadmills, a universal, a PhysioStep and a lateral trainer. Also attached is a summary of the equipment currently in the center, which we were able accurately to develop after uncovering and, as necessary, requesting, original invoices. Previous inventories which we have found are replete with inaccurate information as to cost, date of installation, etc.*

## **PAVILION**

- NOTHING TO REPORT

## **POOL**

- By letter dated December 15, 2015, we have been informed that an additional 90 days may be required for receipt of the new base for the lift chair. Letter attached to this report.
- Developed Cox contract addendum with Attorney Lyon. It has been signed by Alan, with minor amendment. Additional information to be provided at board meeting.
- Tile work remains undone due to Premier workload.
- Dolphin not working properly; we plan to send it in for analysis.
- ADA batteries were moved to garage for off-season “babysitting.” We were unable to find trickle batteries to meet our needs.
- All furniture stacked and tarped for the winter
- Lift chair tarped for the winter
- Insulated shower posts for the winter
- Tested pool chemicals weekly

## PLAYGROUND

- Still awaiting FMIT report to determine what needs to be done vis a vis the depth of the mulch as well as additional adjustments which may be recommended

## PARKS AND GROUNDS

- The first approximately six months of our contract with S&R have been concluded. Four of the six weeks required to be skipped due to budgetary constraints have been so. In addition, three of the weekly visits were devoted to limbing up healthy trees and removing dead ones. For the time being, we consider the raising of the canopy complete.
- Eradicated mildew on several signs around the property
- Rosemary White garden stake requires repair

## GENERAL

- Met with Leon County Supervisor of Elections staff regarding March 15, 2016 primary
- Continued working with City of Tallahassee to have 12 pole lights re-bulbed and re-sensored. Although the district pays nearly \$1,300 annually for the power, and for the city to maintain the lights, the city has **not** been maintaining them because they did not appear on the city's mapping system. That has finally been resolved, and we have been told that all 12 will be taken care of at one time.
- As of this writing we have met with two security firms in an effort to be able, hopefully in February, to present a proposal which addresses site-wide issues
- The original contract with Marpan, dated May 26, 2003, has been located
- We have designed and ordered new meeting announcement signs for each of the three entrances.
- Developed or updated the following:
  - *Rental form, pending decision regarding rental to non-residents*
  - *Fob registration form, pending decision regarding two fobs per address, and one for per address when house occupied by one person*



- General rules for renting the amenities
  - Required clean-up after rental of the lodge
  - Required clean-up after rental of the pavilion
  - Process to unlock and lock center lodge doors
  - Process to close pool for the season
- *Speaking of the pole lights...our security cameras which focus on the pool are attached to one of these poles. While it appears that the vendor was told that the pole belonged to the district, that is not, in fact, the case. While the city is not asking that we take the cameras off, we have been advised that, should something happen to the pole, the city will not be responsible in any way for caring for the cameras.*
- Attached is a summary of ADA-renovation expenditures culled from the office files, supplemented by review of the 2013 GL. This is included merely in response to many questions/comments about the ADA work done on the property. IF any of it looks wrong/out of place/etc., I would appreciate knowing it.
- *File review has permitted the addition of nearly 100 items to the ongoing capital/repair & maintenance log which we have compiled and are continually updating. Hopefully the document will be helpful in budget preparation in the years to come.*

*That said, rather than include it each month in its entirety, we are including it now, one final time, so that you may review major activity as far back as 2002. What you will **not** see monthly are the costs to accomplish each task reported; however, I will always have an up to date log at the meeting to answer any questions you may have regarding costs.*

*Going forward, you will see only the summary by department of outstanding issues (also included this month). The date which appears ahead of each item is, to the best of my knowledge, the date at which the issue first became known. As explained previously, in most cases the date refers to the first board meeting after which the item was identified for action.*

**ATTACHMENTS IN ORDER:**

Estimate to repair treadmill

Information on Helix lateral trainer

Summary of equipment currently in FC

Letter regarding “recall” on ADA chair

Summary of ADA expenditures, 2011-2013

Capital/R&M log, ongoing

Summary of items remaining on log



PineyZ CDD Office Manager <cddofcmgr@pineyzcdd.com>

## Quote# 12178 - True Treadmill Repair (sn 10-TLC110342G)

**Fitness Pro** <parts@fitnessproinc.com>

Thu, Dec 3, 2015 at 11:41 AM

Reply-To: parts@fitnessproinc.com

To: "cddofcmgr@pineyzcdd.com" <cddofcmgr@pineyzcdd.com>



1400 Village Square Boulevard #3-293 Tallahassee, FL 32312  
(850) 523-8882 tel

Service Request No. 12178

Estimate

### CUSTOMER

Piney Z Plantation  
950 Piney Z Plantation Road  
Tallahassee, FL 32311  
Community Administrator  
(850) 656-4007

### BILL TO

Piney Z Plantation  
210 North University Drive Ste 702  
Coral Springs, Florida 33071

DATE CREATED	DATE CLOSED	CATEGORY	PO #	ASSIGNED TO
Dec 3, 2015		Problem		Michael Millar

### SERVICE NOTES

True Treadmill Repair (sn 10-TLC110342G)

Tech's Notes: True TLC1100 (sn 10-TLC110342G) Treadmill has awkward motor movement. Forced belt to move to clear motor internals, which caused more smooth movement as a result, but believe motor has internal damage and should be replaced.

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	Commercial Labor: Drive Motor Replacement	\$110.00	\$110.00
1.00	Shipping	\$40.00	\$40.00
1.00	Parts for Repair: Drive Motor, Treadmill (Core Part) PN: 9CST0001	\$1104.00	\$1,104.00
	<b>SUBTOTAL</b>		<b>\$1,254.00</b>
	<b>(0.000%) TAX</b>		<b>\$0.00</b>
	<b>TOTAL</b>		<b>\$1,254.00</b>

I hereby acknowledge the satisfactory completion of the above described work.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# HLT 2500

## The Most Effective Cardio Product Ever Built™

### A bold statement?

Definitely. But, after your first 60 seconds on the Helix, you'll understand why it's true. And, once you read the science that proves this claim ([www.helixco.com/study](http://www.helixco.com/study)), you'll begin to see why this bold claim may actually be an understatement.

Traditional, "linear" cardio products only work your muscles in one plane. The patented Helix Motion™ Technology, the only 360° lateral motion on the market, trains you in multiple planes, thereby activating far more muscles, and burning far more calories in the process. You'll be amazed at how quickly Helix delivers results.

## Radically Different. Radically Effective.

By training MORE muscle groups, and by creating MORE activation within those muscle groups, Helix burns more calories and delivers results FASTER than any other cardio product.

**Core:** Engages the core while doing cardio — in fact, the Helix creates up to 44% more core activation than traditional cardio, and even strengthens and mobilizes the low back!

**Glutes:** Intense focus on the glutes (up to 38% greater activation) and hamstrings

**Quads:** Amazing, powerful quad workout, yet the no-impact motion is incredibly joint-friendly.

**Inner Thighs:** Traditional cardio products do not, or cannot, target the inner thighs. Helix creates up to 42% greater activation of the inner thigh than the leading elliptical trainer.

**Outer Thighs:** Sculpts the hard to reach outer thighs — by creating up to 43% greater muscle activation than traditional cardio.

**Calves:** Great for shaping calves

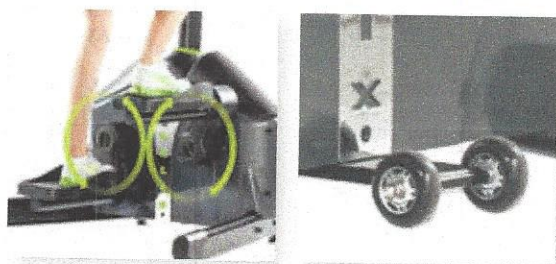
**Motion:** The unique 360° Helix Motion™ Technology has been granted numerous U.S. and international patents.



**Helix®**  
World's First Lateral Trainer™



# THE MOST EFFECTIVE CARDIO PRODUCT EVER BUILT™



Easy to read display features multiple professionally designed programs and feedback on Time, Calories, RPM, Distance, HR, Level, Mets, and Watts.

Ergonomically designed handlebars allow multiple, comfortable positions to accommodate different size users and different styles of use.

Integrated transport wheels make moving a snap.

Convenient, easy to reach water bottle holder.

Super-smooth and quiet drive system is self-generating. No electricity required!

## SPECS AT A GLANCE

**Unit Dimensions:** W: 42" (107cm); L: 36" (92cm); H: 62" (158cm)

**Boxed Dimensions:** W: 18" (45.72cm); L: 39" (99cm); H: 28" (71.12cm)

**Unit Weight:** 172 lbs, 78.18 kg

**Max User Weight:** 325 lbs (148 kg)

**Light Commercial Warranty:** 3 years parts, 1 year labor

**Residential Warranty:** 5 years parts, 1 year labor

**Power Requirements:** Self-generating

**Resistance Method:** Electro-magnetic

**Resistance Levels:** 16

**Display:** Dot matrix with LED

**Feedback:** Time, RPM, Calories, Distance, HR, Level, Mets, Watts

**Programs:** Quick Start, Manual, Random, Interval, HR Control, Valley, Rolling, Mountain, Olympian



A 4-point leveling system will adjust to provide stability on any flooring.

Facilities appreciate the extremely compact 36" x 42" footprint — smaller than an upright cycle.

Large stabilizer bars provide stability and security for all users.







## Important Safety Recall Information

December 15, 2015

Dear S.R. Smith Pool Lift Owner,

Please immediately remove your Splash!® pool lift from service. As we told you in our letter dated October 23, 2015, S.R. Smith has learned that welds on the base assembly of certain units could fail. If that happens, the lift will fall over, potentially injuring anyone seated on the lift.

The issue potentially affects the following Splash!® models –

PRODUCT	MODEL NUMBERS			MANUFACTURE DATE
Splash! Pool & Spa Lift	300-0000	350-0000	380-0000K	January 2013 – September 2015
	300-0000K	350-0000N	385-0000	
	300-0000N	350-0005	385-0005	
	300-0000R	350-3000	385-0005K	
	300-0005	350-3000N	385-0005KN	
	300-0005K	370-0000	385-0005N	
	300-0005N	370-0000K	385-000N	
	300-1000	370-0000N	390-0000	
	300-1100	370-0005	390-0000K	
	300-1100R	370-0005K	390-0000KN	
	300-3000	370-0005N	390-0000N	
	300-3000K	370-2000	390-0000R	
	300-3000N	375-0000	390-2000	
	300-3005	375-0000N	390-2000K	
	300-3005K	375-3000	390-2000N	
	300-3005KN	380-0000	395-0000	

According to our records, your Splash!® pool lift is one of the potentially affected products. The model number can be found on the product label located at the bottom of the lift mast.

In coordination with the U.S. Consumer Product Safety Commission, S.R. Smith is conducting a voluntary recall of the base assemblies of potentially affected Splash!® pool lifts. To participate in the recall and obtain a free replacement base assembly, please contact us with your Splash!® pool lift model and serial number. We strongly urge you to participate in the recall.



## Important Safety Recall Information

S.R. Smith is working hard to correct this issue. We are in the process of manufacturing replacement base assemblies and will have one available for you within the next 90 days. If you prefer to receive information by email, please go to [www.splashpalliftinfo.com](http://www.splashpalliftinfo.com) to review the latest information and sign up for email alerts.

We sincerely apologize for the inconvenience. If you have questions, please refer to the enclosed FAQ document or contact our customer service at (888) 849-9290; email [splashpalinfo@srsmith.com](mailto:splashpalinfo@srsmith.com).

Sincerely,

A handwritten signature in cursive script that reads "Steve Ross".

Steve Ross  
Customer Service Manager



## Important Safety Recall Information

### SPLASH!® LIFT OWNER FAQ

#### Will removing the SPLASH!® lift from service make my facility non-compliant with the ADA?

The Department of Justice' published the following statement in relation to pool access on May 24, 2012 *"Title III of the ADA requires that places of public accommodation (e.g., hotels, resorts, swim clubs, and sites of events open to the public) remove physical barriers in existing pools to the extent that it is readily achievable to do so (i.e., easily accomplishable and able to be carried out without much difficulty or expense)."*

It is up to each facility to determine whether or not the 'readily achievable' provision applies to their location. Upon receipt of the replacement base assembly, it is important that facilities take prompt action to install the base assembly to meet the guidelines of the ADA requirements. If a facility is in possession of a replacement base assembly and does not install it promptly, the facility could be at risk for not meeting the ADA.

#### How do I identify the lift affected?

The model number and serial number of the lift is located on the lower portion of the mast.

#### When will the replacement base assembly be delivered?

We are working with our suppliers to obtain the materials and ramp up production. We expect to be able to deliver a replacement base assembly to you within the next 90 days. If you would like to receive updates regarding delivery schedule to your facility, sign up for email alerts at [www.splashpalliftinfo.com](http://www.splashpalliftinfo.com).

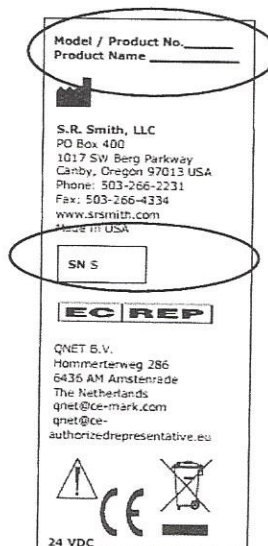
#### How long will it take to replace the base assembly?

Replacement of base will take between 20 - 30 minutes. The replacement process involves removing two nuts at the base of the mast and lifting the mast off the existing base; then replacing the existing base with the new base and re-attaching the mast. An individual conducting the replacement must be able to comfortably lift 30 lbs. or have someone assist with the replacement. To see video of the replacement process, visit [www.splashpalliftinfo.com](http://www.splashpalliftinfo.com).

If you are unable to complete the replacement, please let us know and we'll make alternative arrangements.

#### If we inspect the lift, can we tell if the welds on our lift are done correctly?

Proper inspection of the lift requires extensive knowledge of pool lifts and how they are engineered. In order to ensure that the lift base meets S.R. Smith's manufacturing standard, we are supplying a replacement base assembly that has been inspected by trained professionals.







## Important Safety Recall Information

### Where can I get more information?

Please visit [www.splashpalliftinfo.com](http://www.splashpalliftinfo.com) to find information about the assembly replacement procedure and view video demonstrating how the replacement is done or contact our pool lift customer service team at (888) 849-9290, email [splashpalinfo@srsmith.com](mailto:splashpalinfo@srsmith.com).

**ADA Invoices Summary/2011-2013**  
**Culled from LR Files, combined with**  
**GL information provided by STS**  
**December, 2015**

**No way to determine completeness hereof...**

\$ 4,388.60	Rubber floor/fitness center
\$ 4,050.00	Removal of 18 trees
\$ 861.85	General installation
\$20,639.37	Site-wide renovations
\$ 5,523.61	ADA consulting
\$ 2,750.00	Pressure wash wood elements/playground
\$13,094.00	Coil spring pony and turtle Playworld Equipment 12 inch wood "carpet" Necessary excavation
<b>\$51,307.43</b>	<b>TOTAL SPENT ON ADA RENOVATIONS</b>

## Capital Improvement/Repair and Maintenance Log

### Piney-Z Community Development District

*(In general, dates shown are of board meetings for which action taken appears in property manager report; items repaired by staff include cost of materials only)*

#### LODGE/GARAGE

- 1-11-16 Re-strung wire to re-hang picture/staff/\$8.98
- Mounted new hose reel/staff/\$29.97
- All AC filters changed
- 2 bumper blocks require replacement
- Need to determine how better to heat restrooms and office
- 11-16-15 Painting completed 10-12-15; see below (10-19-15) for color and cost
- 3 GFCI receptacles installed, second floor/Lawson & Lawson/\$200.00
- New 100amp AC panel and new branch circuit breakers installed outside office. Penetrox anti-oxidant was used on all aluminum terminations/Lawson & Lawson/\$700.00
- Two recessed can lights installed in office/Lawson & Lawson/\$250.00
- Two duplex receptacles installed in office/Lawson & Lawson/\$200.00
- Change duplex receptacle left of sink to GFCI, as per code/Lawson & Lawson/\$75.00
- Repaired left side strainer in kitchen sink/staff/\$15.54
- Installed new blind on office door/staff/\$16.37

Installed new wall mount hose reel/staff/\$29.97  
 Pressure washed sidewalks in front of lodge/staff  
 Patched four additional holes in asphalt in front of lodge/staff  
 10-19-15 AAA contract for tree/limb removal completed/\$3,000.00  
 Re-roofing of the lodge completed 9-22-15  
     Code Engineered (aka Allbritton)/\$15,304.57 net of tax  
     5 bundles of shingles remain in shop  
     *(Tamko Heritage Rustic Evergreen, 30 year warranty)*  
 Addition of 91 feet of gutters to the lodge, completed 9-24-15  
     Gutterhawk/\$850.00  
 Re-painting of trim and iron work on lodge has begun  
     RiverKing/\$5,550.00 (*Sherwin Williams Rock Garden 6195*)  
 Entire building pressure washed preparatory to painting  
 New mailbox has been installed, post painted/staff/\$86.29  
 Completed shop inventory  
 9-14-15 Extra cleaning of kitchen, disposal of old cracked and broken kitchen items  
 Addition of fabric panels to hide shelving beneath countertops/volunteers/\$53.04  
     Curtain rods from which to hang fabric panels in kitchen/\$19.96  
 Daikin mini-split installed on second floor/Key Heating/\$2,958.65 with breaker  
 Inspection of sprinkler system, fire suppression system and fire  
     extinguishers/Interstate/\$362.50  
 Leak repaired, kitchen sink/staff/\$15.46  
 New door closer to kitchen repaired subsequent to rental event/staff/\$2.99

- Hoover carpet steamer purchased to facilitate staff cleaning of rugs, upholstery and seats of metal chairs in lodge/\$168.00  
3.5 gallon Rubbermaid ash/trash container, black steel, purchased for front porch/\$91.95
- 8-10-15 Organized and cleaned garage/staff  
Changed all AC filters/staff  
Replaced toilet seat, women's restroom/staff/\$29.99  
Added lock, re-keyed office doors/staff/\$26.97  
Added door stop tip on kitchen door/staff/\$2.99  
Replaced door hold, kitchen door/staff/\$8.99  
Added thumb locks to office windows/staff/\$3.77  
**Address fire sprinkler system issues regarding lack of audible tone and possible replacement of pressure gauge.**  
**Update second floor bathroom/in FY 2016 budget**  
**Map property vis a vis irrigation, electrical, HVAC, water, etc.**
- 7-13-15 AC on second floor fails for final time; replacement ideas under consideration  
Two roofing bids received (Code Engineered and Stubbs)
- 6-14-15 Women's toilet unclogged/McNeill/\$42.57  
AC on second floor repaired/Benson's/\$518.76  
(replaced condenser fan motor and capacitor)  
AC for office repaired/Benson's/\$236.43  
(r-22 refrigerant; leaking valve core found)  
Phone jack activated in meeting room/Fraser's/\$172.50

- Front of lodge pressure washed/staff  
Leaves and dirt blown out between iron and windows/staff
- 5-11-15 Sonitrol reader added at side garage door/\$1,080.00  
Soffit repaired at rear porch  
**Update stove and sink area in kitchen/not in FY 2016 budget**  
**Address wood rot at front door to garage; add gutters to ameliorate**
- 4-13-15 Installed 6000 thermostat (location and cost TBD)  
**Refresh furniture, blinds, valances**  
**Update kitchen, especially stove and sink areas**
- 3-9-15 Main floor cleaned and waxed/Quality Flooring/\$1,036.00
- 2-9-15 Two zone AC duct system created; programmable thermostats installed/  
Benson's/\$1,530.00
- 1-12-15 Need to add power vents to roof/FY 2015 budget  
Electrical panel may be overloaded...or not/study in FY 2015 budget
- 10-13-14 Upgrade electrical service to permit installation of ceiling fan/light kits**  
Upgrade electrical service to kitchen
- 8-2014 Weather stripping added to side garage door/10 Point Construction/  
\$25.00  
Primed and painted restroom ceilings; repaired wallpaper/10 Point  
Construction/\$425.00
- 7-14-14 Meeting room and hall to bathrooms painted, including walls, window  
sills, chair rails and baseboards/10 Point/\$1,750.00  
Replaced loose grout in old tiles adjacent to kitchen/10 Point Construction/

\$125.00

6-9-14 Windows washed, inside and outside/staff  
Faucet leak at rear of garage repaired/McNeill  
Men's and women's restroom portion of lodge pressure washed outside

4-14-14 Garage organized/staff  
Termite damage repaired in crawlspace/10 Point Construction/\$5,200.00  
Invoice, \$7,900.00 contract.  
Repaired doors which rubbed/were not closing properly/10 Point  
Construction/\$250.00  
Terminated with gator bite cap old plumbing line in crawlspace/  
10 Point Construction/\$85.00  
Primed and painted ceilings in bathrooms; tacked up loose, hanging  
wallpaper/10 Point Construction/\$425.00

8-12-13 Flooding at rear of property/drain pipe cleaned

7-2013 Replaced broken window in garage/Miller Glass/\$152.99  
Installed 4 foot by 7 foot mirror with three holes/Miller Glass/\$278.63  
Removed 6 mirrors from wall/Miller Glass/\$300.00

1-2013 Rosemary White donates 60 inch Samsung television to the CDD/  
hhgregg/\$999.99. Additional \$198.21 *appears* to have been spent  
for mount and Samsung Bluray.

11-13-12 Low slope roof at front of lodge repaired/Bowles Roofing/\$3,275.00

8-2012 Purchased used refrigerator for kitchen/Mays Munroe/\$354.00 delivered

7-11-11 Kitchen floor wood rot remediated/all sinks, appliances, etc. moved

	out. 16 x 16 ceramic tile installed/Artistic Perfection/\$7,361.26
4-2011	Privacy wall constructed in men's restroom/Christopher Earnhart/ \$175.00
9-2010	Wood fence constructed along front porch sidewalk/Christopher Earnhart/\$325.00
1-2007	US flag purchased for lodge/Marpan/\$50.95 State of Florida flag purchased for lodge/Marpan/\$45.00 Two flag poles purchased/Marpan/\$78.00 Two Admiral flag stands purchased/Marpan/\$139.90
8-2005	Microwaves purchased for second floor break room/Sam's Club/ \$39.87
3-2004	Replaced two front porch fixtures/Morgan Electric/\$364.40
2-2004	Work completed to remodel office to include separate side space for the HOA/Smith Home Improvements/\$2,340.00
11-2003	Replaced center glass doors; installed replacement door on NW side of building; install materials on SW fire exit door/Tallahassee Lock & Key/\$5,684.99. Work required to meet fire safety standards.
9-2003	Sand and finish 2,243 square feet of wood flooring/Zapata Hardwood Floors, Inc./\$4,486.00
7-2003	Sonitrol keypad added/\$440.00
5-2003	Sonitrol equipment installed in for lodge/\$1,622.00. Five year agreement.

## **FITNESS CENTER**

1-11-16	Ab bench installed 11-18-15. Donation to the CDD. \$160.00
---------	--



Power Line Ab Bench: Serial 0015650202104B0146

2010 treadmill requires new motor

11-16-15 Removed handy box with duplex receptacle, installed four square box with two duplex receptacles/Lawson & Lawson/\$125.00

Changed duplex receptacle to quad, double duplex receptacle/Lawson & Lawson/\$125.00

Bleached newly-exposed brick wall on path to Fitness Center/staff

Defibrillator moved to Fitness Center from pool (11-12-15). Staff built and installed shelf/\$5.79

10-19-15 Installed 10-13-15:

Cybox Universal MG-525: Serial J 0512087009009/FitnessPro/\$7,088.00

True CS 400E Elliptical: Serial 15-XCS 400611F/FitnessPro/\$4,199.00

(Disposed of: Precor Elliptical: No serial recorded

Apollo 450 Multi-stack: No serial recorded

Flush lever on toilet was replaced/staff/\$4.48

One toilet tank replaced/staff/\$29.00

One fan repaired/staff

9-14-15 Purchased two gray Lasko oscillating fans (\$24.96 each)

Disposed of two black and one white Lasko fans; not Repairable

Paint supporting posts at entrance, spring 2016

8-10-15 Removed multiple extra trash cans

5-11-15 Exterior walls pressure washed

	Add new lock on men's restroom door
	Mold remediated
4-13-15	New water heater installed
	Re-painting (full or touch-up) needed
	Universal requires replacement/\$9,399.00
3-9-15	Universal repaired
1-12-15	Repaired downspout which comes off gutter over center.
	Gutterhawk/\$110.00
	Physio Step installed 1-5-15/Fitness Pro/\$2,895.00
	Serial: MDX/MDXIN591
	True treadmill, CS 4000, installed 1-5-15/Fitness Pro/\$4,749.00
	Serial: 14-TC54008441
9-8-14	Pulley cable repaired on stacked weights
	Treadmill belt and deck replaced
8-11-14	Treadmill belt and deck replaced
7-14-14	Treadmill belt replaced
6-9-14	Large metal plate fabricated to repair universal
5-12-14	Elliptical removed to garage...
4-14-14	Bike pedal strap replaced
3-2014	6 panel hollow core pre-hung door installed at changing room/
	10 Point Construction/\$280.00
8-12-13	Water damage behind mirrors remediated/10 Point Construction
12-2011	Rubber floor installed for ADA compliance/FitnessPro/\$4,388.60

5-2011 Built and installed dressing room door with two side partitions/  
Christopher Earnhart/\$480.00

9-2010 True LC 1100 treadmill installed/Fitness Pro/\$4,209.00  
Serial 10-TLC110342G  
True LC 1100 treadmill installed/Fitness Pro/\$4,209.00  
Serial 10-TLC110343G

4-2009 True CSX elliptical installed/Fitness Pro/\$4,200.00  
Serial CSX/09-C5X00494D

1-2007 True TS elliptical installed 1-24-07/Fitness Pro/\$4,444.00  
Serial TS1/06-058531

11-2004 Awning built over entrance/Donovan Chapman

3-2004 Installed three time clocks for TV receptacles/Morgan Electric/  
\$440.64

2-2004 True ZTX treadmill installed/FitnessPro/\$4,685.00  
Serial ZTX 825P/04-71208A

5-2002 AC unit purchased/Air Control, Inc./\$1,790.00

## **PAVILION**

11-16-15 At main panel installed one 2 pole 20 amp breaker for surge  
protection (remove from 100amp 2 pole breaker which is  
doubled up)/Lawson & Lawson/\$75.00  
Replaced faulty LED fixture on pavilion, overlooking handi-  
capped parking space/Lawson & Lawson/\$348.52  
Replaced back plate for hose reel, installed hose hanger/staff/

\$30.02

9-14-15 Work continues on filling cracks in the floor/staff/\$23.98

8-10-15 Patched and painted hole punched in wall of men's room/staff/\$13.98  
 Replaced broken closure on men's restroom door/staff/\$59.11  
 Added door stop, men's restroom/staff/\$6.99  
 Touched up painting in restrooms in lieu of Odom return to do same/staff

7-13-15 Door closure at men's room to be replaced  
 Hole in men's room wall to be repaired  
 Painter (Odom) has not returned to address multiple issues from April

6-14-15 Men's urinal repaired/McNeill/\$42.56  
**Women's floor drain still clogged**  
 Repaired stall door stop in men's room/10 Point Construction/\$35.00

5-11-15 Bathrooms painted/Jerry Odom/\$750.00

4-13-15 **Address cracks in floor**

**3-2015 Pavilion fans could be replaced/est. \$2,000.00**

3-9-15 Exterior pressure washed

2-9-15 Gutters cleaned and repaired

1-12-15 McNeill blew out underground pipes to determine where they emptied;  
**three months later, women's restroom floor drain reported clogged...**  
 Gutters cleaned and seams repaired; should extend life 2-5 years.  
 Gutterhawk/\$320.00  
**French drain should be considered to prevent pooling along side**

8-11-14 Floor pressure washed

- 1-13-14 Damage repaired from tree falling on roof/ Metal Building Services/\$4,122.00  
(all but \$1,000 paid by insurance)
- PAVILION ROOF: BUTLER, COOL EMERALD GREEN – 455R1198
- 6-2013 Rebuilt tank and tank bowl in right hand stall, women's, and rebuilt tank  
in 3<sup>rd</sup> stall, women's/McNeill Plumbing/\$196.20
- 1-10-11 Women's restroom painted
- 11-8-10 Leak from side wall of women's restroom repaired; drywall re-done/  
McNeill Plumbing/\$4,832.15
- 5-2003 Installed two new circuits and receptacles for pop machines; Morgan  
Electric/\$298.00

## POOL

- 1-11-16 Dolphin requires repair or replacement  
Consider moving cameras off city light pole  
Insulated shower poles/staff/\$9.46
- 11-16-15 Installed new 100 amp outdoor rated panel with all new branch breakers, to  
alleviate doubling up. Used Penetrox anti-oxidant for all aluminum  
terminations./Lawson & Lawson/\$700.00  
Installed new vacuum hose hanger/staff/\$4.76  
Purchased two, 12 x 16 tarps to cover deck equipment  
Lift chair to be tarped for the winter
- 10-19-15 Pool shut-off valve damaged in course of shrubbery trimming; immediately  
Repaired by S&R, overseen by staff  
Shed purchased to store Dolphin, cleaning tools, floats and such, etc./

- Suncast 70 cubic feet/\$499.99
- 9-14-15 Pool inspection of August 19, 2015 revealed a chemical imbalance which required closing the pool, dumping much of the water and adding calcium chloride and muriatic acid/\$210.67 for the chemicals  
Added caulk to control box at rear gate, to address moisture issue/staff/\$5.99 (in hopes of addressing high pitched squeal)  
Concrete leveling work/Alpha Foundations/\$349.00  
**Address asphalt seal coating**
- 8-10-15 **Sharp tiles to be repaired by Premier**  
Cement shaving required in two places
- 7-13-15 ADA lift chair batteries replaced; 4 new in 2 battery packs/Battery Source/\$98.00 for 2 of 4  
**Front pool gate requires lock repair and post re-setting/\$400.00**
- 6-14-15 Second ADA lift chair battery pack charger purchased/Allied Electronics/\$19.44  
Zoll de-fibrillator required: 10 new batteries/Zoll Medical/\$75.00  
Pedi pad/Zoll Medical/\$95.00  
Bag for equipment/Zoll Medical/\$105.00  
Shower hose bibb replaced/McNeill/\$42.57  
Front pool gate hydraulic verticlose added/Everite/\$825.00  
**ADA/rear pool gate to be repaired/Everite est. \$3,950.00**
- 5-11-15 Deck and walks pressure washed  
Two pool cameras replaced/Signalhouse/\$838.00  
Changed chlorinator flow meter/Premier Pools/\$155.00

Changed three inch flow meter/Premier Pools/\$275.00

N.B. See entry @ 3-9-15...

Shed required to store pool furniture in off-season

4-13-15 Need to level pavers at picnic tables

Replace tile and marcite at some point soon

3-9-15 Flowmeter replaced/Swain Pools/\$408.00

Wading pool fence removed/G&S Fence/\$450.00

2-9-15 Numerous leaks repaired around scuppers

Numerous broken tiles repaired

Deck injected with foam to level/Alpha Foundations/\$1,966.41

1-2015 Deck box/In the Swim/\$116.99

12-2014 Remove 66 feet of vinyl fence; repair 5 post holes in deck/G&S  
Fence and Deck/\$450.00

10-13-14 Need to replace most furniture (eventually cleaned back to “health”)  
(Loungers alone would be about \$225 per)

Paint wooden lifeguard chairs

8-11-14 New umbrellas purchased

Termite damage in pool shed treated/repaired/10 Point Construction/  
\$580.00

8-2014 Second cover for lift chair/In the Swim/\$399.00

8-2014 Overlay damaged pool shed floor to permit continued use until proper  
repairs can be performed/10 Point Construction/\$95.00

7-2014 Cut out piece from fiberglass table; filled with new mesh and resin.

	10 Point Construction/\$110.00
	Removed aluminum skirting around bottom of pool shed to permit termite treatment/10 Point Construction/\$50.00
6-9-14	New chlorinator installed/Swain Pools
6-2014	12 resin white chaise lounges/In the Swim/\$1,019.88
	12 resin white regal mid back chairs/In the Swim/\$479.88
5-12-14	Multiple leaks repaired/tree roots part of problem; 2 trees removed/Swain Pools/\$2,632.81
	Dolphin Commercial Pool Vacuum purchased/In the Swim/\$3,170.00
	Replacement lift chair battery purchased/In the Swim/\$212.94
4-2014	Replaced two arms of lifeguard chair with deck board; routed on edge. Painted with two coats of semi-gloss white/10 Point Construction/\$90.00
4-2014	Tiles replaced, marcite repair/Swain Pools/\$1,464.66
2-2014	Leak detection/Swain Pools/\$844.40
	3 <sup>rd</sup> variable speed pump installed/Swain Pools/\$1,912.97
8-2013	Installed replacement “middle” pump; Intellipro Energy Efficient Programmable Variable 4 Speed Pump; Serial 4010193130059A/Swains Pools/\$1,913.10
7-2013	Replacement lift chair battery ordered/In the Swim/\$199.99
5-2013	Two barbecue grills purchased/Leslie’s/\$462.48
	Two tables and 4 chairs purchased/Leslie’s/\$499.49
2-2013	Lift chair purchased, with arm rest/In the Swim/\$4,593.32. Splish Splash Model 370-0000 chair, Serial S3272.



	Model 170-1000 arm rest
	Chair installed by Swain Pools/\$4,233.66
	First cover for lift chair purchased/In the Swim/\$378.39
3-2012	New card reader added for Sonitrol equipment, pedestal, trenching, etc./ \$1,443.79
4-2011	Repaired several panels of vinyl fence/Perimeter Fence/\$680.00 Replaced gate entry with steel, ornamental gate; added mesh to gate and panel/Perimeter Fence/\$2,415.00
1-2011	Two “gazebo” roof covers purchased/TSY Services, LLC/\$280.00
5-2009	Remove original main drain and install new VGB-approved frame (18 x 18) and grates/L&L Pool and Spa/\$1,600.00 (ADA ??)
12-2008	Replace four TR140e filters, sand, gravel and labor/L&L Pool and Spa/\$8,150.00
4-2008	Repaired main gate/Perimeter Fence Company/\$897.00
3-2008	5 foot white vinyl picket fence, with 4 foot gate, installed/B&T Fencing/\$985.00
10-2007	8x10, wood, portable chemical shed installed/Capital Quality Buildings, Inc./ \$1,976.00
4-2006	Replaced camera with new infrared/Certified/\$1,075.00 Four, 10 inch umbrellas purchased/Sam’s Club/\$374.52
3-2006	Purchased six, 42 inch fiberglass tables/In the Swim/\$1,619.94 Purchased 16 dining chairs/In the Swim/\$1,679.84 Purchased six 17 inch square low tables/In the Swim/\$101.94

	Purchased four nine-foot deluxe market umbrellas, forest green/ In the Swim/\$479.96
4-2005	Replumb 3HP Maxeglas II Manifold System/Swain Pools/\$5,923.80
2-2005	Twelve strap chairs purchased/Leslie's/\$920.45
	Three fiberglass tables purchased/Leslie's/\$411.80
7-2004	Cut down framed PVC gate at pool/Florida Fence/\$600.00
4-2004	Florida Fence and Deck notified that pool gate has failed
3-2004	Twenty strap lounges purchased/Leslie's/\$1,719.80
11-2003	Installation of 4 x 8 steel framed walk gate, with existing Buftech fence attached/Florida Fence/\$1,350.00
5-2003	Sonitrol equipment added to gate; \$4,822.00

## **PLAYGROUND**

1-11-16	Repair/replace Rosemary White garden stake
10-19-15	Playground border repaired near gazebo
	Repairs suggested in FL League of Cities property inspection
	Leveling and filling, if required, of cypress mulch
9-14-15	Repaired crack in blue slide/staff/\$4.79
8-10-15	Pathways re-mulched (cypress mulch)/John Hurst/\$735.00
6-14-15	Sprayed for poison ivy/John Hurst/\$75.00
5-11-15	Re-mulching needed/\$735.00
	Five inch crack in blue slide
2-9-15	Mulch leveled under swings
9-8-14	Sprayed for weeds

- 7-14-14 Sprayed for weeds
- 6-9-14 Pathways mulched
- 6-2013 Rosemary White Playground sign installed/Signs Now/\$239.00
- 2-2013 Information on stain used on wood located in PLAYGROUND:  
           GENERAL file in office  
           ADA/Removal of 18 trees/Cricket's/\$4,050.00  
           ADA/Pressure washing and staining of wood elements/Erichson Painting/  
           \$2,750.00  
           ADA/Installation of coil spring pony and turtle; installation of Playworld  
           Equipment; addition of 12 inches of engineered woodcarpet and  
           Geotextile fabric; necessary excavation; installation of Zeager  
           Materials/Playmore/\$13,094.00
- 8-2012 ADA/"Installation"/Legacy Construction Services/\$861.85

## **PARKS/GROUNDS**

- 11-16-15 Beds around lodge and in front yard cleaned, sprayed and filled  
           with pine straw (appeared to be first time in many years that beds  
           were cleaned)/S&R/\$2,362.50  
           Replaced time clock which controls pathway lots at parking  
           lot/Lawson & Lawson/\$149.36  
           Web address changed on primary sign/Signs Now/\$10.00 (1 of 2)
- 10-19-15 Patching of asphalt behind fitness center completed/staff/\$56.25  
           Two rotten picnic tables broken down and disposed of
- 9-14-15 Purchased Ryobi 18v pole saw, cordless with extra battery/\$219.28

Repair required at backflow at front of lodge/McNeill/\$405.12  
 Concrete leveling work outside Fitness Center/Alpha Foundations/\$1,046  
 Began testing of emergency lighting around property  
 Issues pending with irrigation system  
 Asphalt main lot, front and rear  
 Consider corral for dumpster and re-cycle tote  
 8-10-15 Pressure washed retaining wall/staff  
 Limbed oak tree at street so sign is more visible  
 Pathways re-mulched (red mulch)/John Hurst/\$735.00  
 7-13-15 22 lawn care bid packets sent out  
 5-11-15 Hunter irrigation control box replaced  
 Drainage swale created at rear of property/May Day/\$1,900.00  
 Consider replacing some picnic tables  
 4-13-15 Men's room lock replaced at pavilion  
 Address retaining wall cracks  
 3-9-15 14 trees removed/Miller's/\$2,975.00  
 Sewer hook-up completed/\$10,273.00  
 (City of Tallahassee (\$7,500.00) and McNeill Plumbing (\$2,773.00))  
 Purchase backpack blower/John Deere/\$490.50  
 Pavilion gutters cleaned and coated; downspout work/Gutterhawk/\$430.00  
 7-2014 Removed loose bricks at retaining wall, cleaned mortar, re-install bricks  
 with high strength mortar/10 Point Construction/\$210.00  
 6-9-14 Gazebos re-roofed/10 Point Construction/\$1,190.00

- 5-2014 Replaced bench seats on picnic table/10 Point Construction/\$55.00  
Asphalt patching near lodge/10 Point Construction/\$510.00
- 4-2014 Demolished cedar shingles and battens on two gazebos at playground/  
10 Point Construction/\$67.00
- 4-2012 Railings and seats built at gazebo/10 Point Construction/\$600.00
- 4-2011 Jetted and cleaned storm drain all the way to woods. Drain is orangeburg  
pipe; it has collapsed and needs to be replaced/McNeill Plumbing/\$400.00
- 11-8-10 **Replace stairs beside retaining wall**

## **GENERAL**

- 11-16-15 New, 16 camera DVR and four replacement digital cameras installed/  
Vector Security/\$3,025.00  
DVR: HIK Vision, Turbo HD DVR/16 camera, 4TB/\$1,250.00 excluding  
installation. Serial 527396946  
Cameras: 2.8-12mm IR vandal dome turbo HD/\$1,550 installed  
**Update site-wide security**  
**Update signage site-wide; consistency of color and theme**  
Limbing up of the trees has begun in earnest. S&R is working with  
Rick Evans on this project, the cost of which will be charged to  
the newly-created tree removal line item. This is week 1 of the 6 for  
the year which are “non mow.”
- 10-19-15 Agreement executed with Lawson & Lawson to complete electrical  
fixes determined necessary as a result of electrical study by Pinnacle  
Engineering, and inspection by staff of Lawson & Lawson.

\$2,750.00 with contingencies regarding additional circuitry needs  
 Multiple security lights repaired/re-bulbed/staff/\$116.52  
 Flammables cabinet, 30 gallon yellow, received 9-14-15/U-Line/\$599  
 9-14-15 Oscillating sprinkler purchased for non-irrigated sod/\$10.72  
 8-10-15 Drilled out, tapped and repaired wheel bracket on pressure washer  
 Treated all fire ant mounds with Amdro/staff/\$11.97  
 Replaced flappers in 8 of 10 toilets/\$41.22  
 7-13-15 Backflow certifications done on all but fire line/Tall Timbers/\$105.00  
 Pop-off valve replaced, new coupling added, pool unit/Tall Timbers/\$155.00  
 5-2015 Everite bid to replace 5 cameras and DVR: \$2,250.00  
 ---- Vector Security bid to replace 5 cameras: \$3,330.00  
 ---- Sonitrol bid to replace all cameras and DVR: \$3,675.00  
 3-9-15 12 signs replaced on property/Super Signs/\$903.00  
 10-13-14 Lightning strikes multiple cameras; only 2 of 5 replaced  
 6-9-14 Sand and sand bags purchased  
 4-2013 Southern Home Consultants hired to do visual inspection of property/  
 Southern Home Consultants/\$650.00  
 6-2012 to General, site-wide, ADA renovations/Hoover Development/\$20,639.37  
 3-2012  
 5-2012 to General ADA consulting/RGA/\$5,523.61  
 10-2011  
 1-2010 Parking lot striping: 66 white, 3 handicapped areas, including pressure washing/  
 Christopher Earnhart/\$697.00

6-2007	DVR and 9 security cameras replaced/Certified/\$8,306.90
5-2006	Purchased two night vision long range cameras/Certified/\$995.00
1-2005	Installed security cameras (9 total) + DVR/Certified/\$9,713.00
1-2005	Retaining wall built behind lodge/Donovan Chapman/\$2,967.00
11-2004	Stairs built between playground and rear parking lot/Donovan Chapman/ \$450.00

12-31-15

## **SUMMARY OF CAPITAL/R&M ITEMS OUTSTANDING @ 12-31-15 for 1-11-16 Meeting**

### **LODGE**

- 1-2016/2 bumper blocks require replacement
- 1-2016/Need to determine how better to heat restrooms
- 8-2015/Address fire sprinkler system issues regarding lack of audible tone and possible replacement of pressure gauge
- 8-2015/Update second floor bathroom/in FY 2016 budget
- 5-2015/Update stove and sink area in kitchen/not in FY 2016 budget
- 5-2015/Address wood rot at front door to garage
- 4-2015/Refresh furniture, blinds, valances
- 4-2015/Update kitchen, especially stove and sink areas
- 10-2014/Upgrade electrical service to permit installation of ceiling fan/light kits

### **FITNESS CENTER**

- 1-2016/2010 treadmill requires new motor
- 9-2015/Paint supporting posts at entrance, spring 2016
- 4-2015/Re-painting (full or touch-up) needed

### **PAVILION**

- 6-2015/Women's floor drain still clogged
- 4-2015/Address cracks in floor
- 3-2015/Pavilion fans could be replaced/est. \$2,000
- 1-2015/French drain should be considered to prevent pooling along side

### **POOL**

- 1-2016/Dolphin requires repair or replacement
- 1-2016/Consider moving cameras off city light pole
- 9-2015/Address asphalt seal coating
- 8-2015/Sharp tile (approximately 10 feet) to be repaired



- 7-2015/Front pool gate requires lock repair and post re-setting/\$400
- 6-2015/ADA/rear pool gate to be repaired/Everite est. \$3,950
- 5-2015/Shed to store pool furniture in off-season
- 4-2015/Need to level pavers at picnic tables
- 4-2015/Replace tile and marcite at some point soon

## **PLAYGROUND**

- 1-2016/Replace Rosemary White garden stake
- TBD/Repairs suggested in FL League of Cities property inspection
- TBD/Leveling and filling, if required, of cypress mulch

## **PARKS/GROUNDS**

- 9-2015/Issues pending with irrigation system
- 9-2015/Corral for dumpster and re-cycle
- 9-2015/Asphalt main lot, front and rear
- 5-2015/Consider replacing some picnic tables
- 4-2015/Address cracks in retaining wall
- 11-2010/Replace stairs beside retaining wall

## **GENERAL**

- 11-2015/Update site-wide security system
- 11-2015/Upgrade signage site-wide/consistent color and theme
- 8-2015/Map property vis a vis irrigation, electrical, HVAC, water, etc.



## **Eighth Order of Business**

**8A.**

## HOA REQUESTS TO USE CDD FACILITIES , FIRST QUARTER 2016

Thursday, February 4, 2016	Bingo at the lodge, 7:00 pm
Tuesday, March 8, 2016	Newcomers at the lodge, 5:30 pm
Saturday, March 26, 2016	Easter Egg Hunt at the pavilion, 10:00 am/APPROVED EARLIER
Saturday, April 23, 2016	Movie Night at the pavilion/7:00 pm

**8B.**

## ADDENDUM TO CONTRACT DATED MARCH 1, 2015

Piney-Z Community Development District (the "District") and Alan Cox Aquatics of Tallahassee, Inc. hereby agree to amend the contract dated March 1, 2015 as follows:

**SECTION 3. TERM.** Contractor shall commence the services set forth in the Scope of Work upon full execution of this Agreement by both the District and the Contractor (hereinafter, the "Parties") and presentation to the Amenities Manager of the insurance information required by Section 6. The Term of the Agreement shall be from the full execution of the Agreement by both Parties through December 31, 2016. The Agreement shall renew automatically for twelve (12) month term(s) beginning January 1, 2017 unless either Party notifies the other in writing by December 1<sup>st</sup> of the prior year of the desire not to renew.

### SECTION 27. NOTICES.

If to District:

Piney-Z Community Development District  
2634 Cypress Ridge Boulevard  
Wesley Chapel, Florida 33544

The relevant sections of Exhibit A, incorporated by reference in Section 2. Scope of Work, in the contract dated March 1, 2015, are amended as follows:

### EXHIBIT A SCOPE OF WORK

#### Pool Maintenance

9. Store and inject all necessary chemicals to ensure proper levels (training and service as needed during visits). Tests to be done as follow:

- i. Free chlorine, 3 times per day, *during season*

*AC*

- ii. Total Alkalinity, weekly
- iii. pH, 3 times per day, *during season* *A.C.*
- iv. Cyanuric Acid, weekly
- v. Combined Chlorine, weekly
- vi. Calcium hardness (an extremely important test), weekly

Time and date of testing, as well as the results of same, are to be logged in to the log book located in the deck box on the pool deck. In addition, Contractor agrees to inform District staff whenever he or his staff plans to be/is on site. The fact and results of said visit must also be recorded in the above-referenced log book.

### **Lifeguard Staff**

*A.C.*  
In addition to the tasks currently outlined in the contract, Contractor agrees to provide, *as far ahead of season as possible*, the names of all those individuals who will be serving as lifeguards during the upcoming pool season. This should work to ensure that all forms, etc., required to ensure timely payment will be in place.

Contractor agrees to work with on-site District staff to update the lifeguard task list on an as-needed basis.

### **ADDENDUM SUPERSEDES CONTRACT**

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



Piney-Z Community Development District

Alan Cox Aquatics of Tallahassee, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*A. Alan Cox*

*THOMAS ALAN Cox*

*OWNER*

*12/29/15*

**8C.**

# Fitness Center Equipment Planning for Future Replacement January 2016

<b>Treadmill</b>	<b>\$4685</b>	<b>02-2004</b>	<b>True ZTX 825P/04-71208A</b>
Elliptical	\$4444	01-24-07	True TS 1/06-058531
Elliptical	\$4200	04-2009*	True CSX/09-C5X00494D
<b>Treadmill</b>	<b>\$4209</b>	<b>09-24-10</b>	<b>True LC 1100/10-TLC110342G</b>
Treadmill	\$4209	09-24-10	True LC 1100/10-TLC110343G
Treadmill	\$4749	01-05-15	True CS 4000/14-TC5400844I
PhysioStep	\$2895	01-05-15	MDX/MDXIN591
Universal	\$7088	10-13-15	Cybex MG 525/J0512087009009
Elliptical	\$4199	10-13-15	True CS 400E 2W/15-XC5-400611F
Ab Bench**	\$ 160	11-18-15	PowerLine/0015650202104B0146

\*FitnessPro records indicate this was not paid for until 10-4-2010

\*\*Funds for purchase donated by a member of the Piney-Z community