

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

NOVEMBER 16, 2015

AGENDA PACKAGE

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

November 9, 2015

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, November 16, 2015 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop at 3:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

Workshop: 3:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Financials**
- 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. Rule Development Workshop (if requested by member of public by November 14, 2015)**
- 5. Approval of the Minutes of the October 19, 2015 Workshop and Regular Meeting**
- 6. Acceptance of the October 2015 Financial Statements and Approval of the Check Register and Invoices**
- 7. District Manager's Report**
 - A. Revised September 2015 Financial Statements
 - B. Consideration of Motion Assigning Fund Balance
- 8. District Attorney's Report**
- 9. CDD Manager's Report**
 - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)
- 10. Business Matters**
 - A. Jeff White Pioneer Award Recognition
 - B. Office Copier
 - C. FY 2016 Board Goals & Objectives

Piney-Z CDD
November 9, 2015

11. Supervisor Requests

12. 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 | Claudia Vaccaro | |

WORKSHOP

Fifth Order of Business

Slaughter, Mona

From: Nanni, Bob
Sent: Sunday, November 08, 2015 11:18 PM
To: Joe Didier; 'Richard Kessler'; 'Deloris Ann Pincus'; 'Cheryl Hudson'; 'Michael Lee'
Cc: Koncar, Robert; Melinda Parker (cddofcmgr@pineyzcdd.com); Chris Lyon; Slaughter, Mona
Subject: Piney Z Goals V2 11-8-15 FY 2016 BN
Attachments: Piney Z Goals V2 11-8-15 FY 2016 BN.doc

Good evening everyone, hope you had a nice weekend.

As a quick update to the goal process, Mr. Koncar was called to a budget meeting in Houston which unfortunately covers about three days and includes our meeting date. However, I am working on a time certain for Bob to call in during the workshop.

In preparation for that meeting, attached is an update of the original Piney-Z Goals for FY 2016. The yellow highlighted section after each goal is the priority ranking by each Supervisor; fortunately you all have last names with different letters so it's easy to identify the ranking by Supervisor.

In an attempt to rank the goals based on priority it was difficult due to the wide range of priorities. The best I could come up with was to use the priority numbers 1 through 3, to focus on the top three goals by consensus; in other words I looked for a goal that was given a 1, 2 or 3, that gets us to a majority of Supervisors that ranked a goal in the top three.

The results of that effort are as follows in ranked order:

Goal #1, Rule Making. K1, P3, H1, L3. (four scores of 1 thru 3)
Goal #2, Financial Policy & Training. K3, L1, D1. (three scores of 1 thru 3)
Goal #5, Property Security. P2, H2, D2. (three scores of 1 thru 3)

Goal #3 Meeting Process and Goal #7 Operations Review/Changes each received two low scores.
Goal #4 Records Management received one low score.
Goal #6 Enhance Communications received 0 low scores.

Lastly, an overall picture of the priorities by Supervisor follow:

| | RK | AP | CH | ML | JD |
|----------------------------|----|----|----|----|----|
| Goal #1 Rule Making | 1 | 3 | 1 | 3 | 7 |
| Goal #2 Financial Policy | 3 | 4 | 4 | 1 | 1 |
| Goal #3 Meeting Process | 4 | 1 | 3 | 7 | 5 |
| Goal #4 Records Mgt. | 2 | 6 | 7 | 6 | 4 |
| Goal #5 Property Security | 5 | 2 | 2 | 4 | 2 |
| Goal #6 Enhance Comm. | 6 | 5 | 6 | 5 | 6 |
| Goal #7 Operational Review | 7 | 7 | 5 | 2 | 3 |

Mona, please include the attached document in the agenda. This email should also be included as a reference item.

Thank you and see you at the next meeting.

Draft Goals and Objectives
Piney-Z Plantation Community Development District
FY 2016

Goal Number One: Complete Rule Making. (2) (K1)(P3)(H1)(L3)(D7)

Objective I: Establish the frame work for the process.

- Task I A: Receive input from the Board as to what specific set of rules need to be addressed.
- Task I B: Prioritize the process by rank ordering the rules in order of importance relative to which should be addressed in what order.
- Task I C: Establish a reasonable time frame for completion of the process.

Objective II: Identify how the implementation process will work.

- Task II A: Have the District Attorney outline the legal process for rule making for the Board.
- Task II B: Establish a gant chart for the timeline of the review and implementation process.
- Task II C: Identify the specific changes the Board desires to make on each rule to be amended.

Objective III: Complete the Process.

- Task III A: Complete the workshop meetings to finalize steps Objectives I and II.
- Task III B: Establish the advertisements and meeting dates and times for formal adoption of the new and/or amended rules.
- Task III C: Develop a central repository for all of the new and amended rules.
- Task III D: Develop a checklist for Board recommendations that will identify any applicable rules for each recommendation.

Goal Number Two: Financial Policy Training Process (5)
(K3)(P4)(H4)(L1)(D1)

Objective I: Financial Training Process.

- Task I A: Identify a specific list of items to be addressed during the training process.
- Task I B: Establish a schedule for workshop meeting in which the process will take place.

Objective II: Identify financial policies that the Board desires to pursue relative to the finances of the District.

- Task II A: Identify all areas in which the Board desires to review and/or change policies relative to the financial processes of the District, including
- Task II B: District Manager will provide an outline of the current procedures for handling each of the financial processes identified by the Board.
- Task II C: The Board will establish a workshop schedule in which these items can be addressed.
- Task II D: Once the Board has made determinations on the financial processes to be modified, eliminated or added, the District Manager will draft the new procedures and submit to the Board for approval.
- Task II E: Once approved, the financial policies will be codified in a book for reference purposes, an electronic version will also be available.

Objective III: Enhance the budget document and budgetary process.

- Task III A: Identify areas the Board may want to change relative to the budget process and/or budget document.
- Task III B: Discuss the proposed changes and/or areas of concern and work with the District Manager and onsite Staff to develop a set of revised recommendations.
- Task III C: Once the Board approves the list of changes or modifications, the District Manager and onsite Staff will implement the changes.

Objective IV: Develop long term financial plan.

- Task IV A: Develop draft multi-year budget process in order to project revenue and expenditures out to three years for operational and capital expenditures.
- Task IV B: Develop a three year profile of operation and maintenance assessments based upon the draft three budget.

Objective V: Break certain operational costs out in more detail.

- Task V A: Provide additional details on operational costs associated with the Management Company.

Goal Number Three: Enhance the District Board meeting process. (4)
(K4)(P1)(H3)(L7)(D5)

Objective I: Determine the best process for carrying out the regular Board meetings and workshops.

Task I A: Identify processes for making regular meetings and workshops more efficient such as a consent agenda and other options.

Task I B: Determine the best options for improving the efficiency of the meetings (i.e. limiting comments during the meeting to a specific time, limiting the number of items to be considered during workshops and Board meetings.

Objective II: Implementation process for improving the efficiency of workshops and regular meetings.

Task II A: Develop a new annual meeting schedule based upon the determinations made in objective I.

Task II B: Prepare all of the necessary changes to agenda's and meeting protocols and implement the changes.

Objective III: Develop cost analysis of meetings (regular and workshop).

Task III: A: Identify all cost drivers for meetings: i.e. printing costs meeting packages, staff time, utility costs, and opportunity costs.

Task III: B: Determine how best to reduce overall meeting costs: reduce the number of meetings, reduce copy costs, provide documents electronically, etc.

Goal Number Four: Review and Enhance the Records Management Process for the District. (2)

(K2)(P6)(H7)(L6)(D4)

Objective I: Compliance Review for records management process.

Task I A: Work with the District Attorney to identify all pertinent legal records for records management and records retention of District records.

Task I B: Identify any changes that need to be made to the current records management processes in order that all records management practices and in compliance with all relevant laws.

Task I C: Implement changes where required to make certain that all District and Statutory requirements are being met.

Goal Number Five: Property Security (3) (K5)(P2)(H2)(L4)(D2)

Objective I: Complete a security review of the District's clubhouse, pool area and playground area.

- Task I A: Conduct the insurance provider for the District's structure and liability coverage and request a review of the District's facilities and property.
- Task I B: Bring the report from the insurer back to the Board for consideration.
- Task I C: Determine if additional investigations are required if the insurer did not completely cover all of the relevant security issues.
- Task I D: If all security concerns have not been addressed, identify another vendor and the scope of services required.
- Task I E: Obtain quotes from qualified vendors and secure a contract for the completion of the scope of services identified.

Objective II: Complete the security review process

- Task II A: Once all required reports are received, review the findings and develop a short list of items to be completed.
- Task II B: The Board will need to identify funding for the implementation of the short list and a time frame for completion.
- Task II C: The District Manager and District Staff will obtain quotes for the completion of the identified scope of services.
- Task II D: The District Manager and District Staff will complete the implementation process once the Board has selected a vendor.

Goal Number Six: Enhance the communication between the Board, the residents and the management company. (2) (K6)(P5)(H6)(L5)(D6)

Objective I: Determine the best method for communication with the Board members.

- Task I A: Review the current listings for each Board member and determine if the contact numbers, addresses and email addresses are correct.
- Task I B: Determine the best median for contacting each Board member.

Objective II: Determine the best form of communication for the Board and the residents concerning the monthly Board meetings.

Task II A: Determine if the current agenda format is the best format for the Board and the residents.

Task II B: Identified any needed or desired changes in reporting formats from issues identified in previous meetings.

Goal Number Seven: Assess Operational Components of the District for potential changes. (2) (K7)(P7)(H5)(L2)(D3)

Objective I: Complete review (financial and operational) of District systems and process:

Task I A: Payroll system and process.

Task I B: Lodge rentals.

Task I C: Life guard schedule and pool schedule.

Task I D: Complete review of bringing certain services “inhouse.”

Task I E: Human resource process for District employees.

Objective II: Present findings to the Board for action.

Task II A: Establish a meeting date and time in which the analytical work completed for each will be presented to the Board.

Task II B: Develop changes to the operational issues discussed and develop a time table for implementation of same.

Task II C: Identify overall financial impact of the changes approved by the Board and make certain there are sufficient funds to carry out the implementation.

Sixth Order of Business

RULES OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

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

1.01 Purpose

To adopt initial uniform policies and procedures for use of facilities located on property owned or leased by the Piney-Z Community Development District (the "CDD"), including the Swimming Pool, Fitness Center, Lodge, Pavilion, and Playground and Gazebo Park.

| | |
|--------------------|---|
| Specific Authority | Chapter 190.035; 190.011; 190.012; 120.54, Fla. Statute |
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|-----------------|---|
| Law Implemented | Chapter 190.011; 190.012; 190.035, Fla. Statute |
|-----------------|---|

1.02 Necessity

To establish uniform and comprehensive policies and procedures for the Piney-Z "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 Piney-Z Plantation.
- B. The term "passholder" is hereinafter defined as a non-resident who pays an annual fee to use the Piney-Z Amenities 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 Piney-Z Amenities.
- 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 Piney-Z Amenities for an annual fee equal to the Annual Amenity Debt/Operation and Maintenance Assessment for a 90-foot lot. The annual fee may change each fiscal year so the CDD 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 Piney-Z Amenities in accordance with these Rules 12 months from the date of receipt of payment by the CDD. Fees for the full 12 months must be paid to activate membership. The CDD does not offer monthly or prorated memberships. Passholders are not entitled to participate in functions planned by the residents or staff of Piney-Z.

1.05 Conduct Required of Users

Users of the Piney-Z Amenities shall conduct themselves in a generally acceptable manner. For example, foul or abusive language will not be tolerated. Violations of generally acceptable standards of conduct may result in suspension of any or all privileges. The 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 inside Piney-Z Amenities which includes the swimming pool enclosure.

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

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

A. Swimming Pool Area (pool, Deck Space, Children's Wading Pool)

1. User Qualifications for Pool Area Use:

- a. Only residents, passholders, guests and program participants in a pool-based CDD program can use the pool facilities.
- b. Residents and passholders may have up to 4 guests per household per day unless other arrangements have been made through the Property Manager or his/her staff designee. All requests to exceed the maximum number shall be made to the Property Manager 5 week days in advance of the need to bring the extra guests. Reasonable requests 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. A guest can be a guest of a resident, passholder, member of the Board of Supervisors or the CDD Property Manager.
- d. Residents, passholders, guests and community members may enroll in CDD programs. Guests and community members who enroll in any CDD programs become program participants and are not entitled to any Piney-Z-Amenity privileges.
- e. Children aged 14 and under must be accompanied at all times by a parent, legal

guardian, or specific designated adult. The parent, guardian, or designated adult 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.

- f. Children aged 15 through 17 must be prepared to provide information to the Property Manager, his/her designee, and/or the lifeguards as to how to immediately reach their parent(s) or legal guardian(s).
- g. All authorized pool users must follow all pool facility regulations to maintain pool privileges.
- h. All persons not authorized to use the pool 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.

B. Swimming Pool Schedule, Hours, and Closings

- 1. 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.

2. 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.
3. After public schools resume, the pool will be open on weekends through the second weekend in October and on Labor Day Observed (Monday) from 10:00 a.m. until the earlier of dusk or 8:30 p.m. 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.
4. 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.
5. The pool will be available for CDD pool-based programs (e.g., swim lessons) from 9:00 a.m. until 11:00 a.m. and 4:00 p.m. until 7:00 p.m. weekdays and 9:00 a.m. until 10:00 a.m. on Saturdays. When the CDD program sessions overlap open swim times, the programs will be held on one end of the pool only. Programming involving the pool during any other open swim hours is subject to CDD Board prior approval.
6. The pool 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.

7. 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.

C. General Pool Area Rules

- 1 Conduct at the pool during open swim times must be such as to provide the greatest enjoyment for the majority of participants. The cooperation of all pool area users is essential and required.
2. All persons who enter the pool area must be authorized as described in this document. Verification of authorization must be provided to the designated CDD staff person upon request. Pool area users should have with them 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 a lifeguard or designated staff, sign in for control and attendance record purposes.
3. Only bona fide swim wear is allowed in the pool. No cut-offs or shorts with buckles or rivets are permitted.

4. No pets are permitted in the pool area.
5. Glass is not permitted in the pool area.
6. Persons with skin disorders or other conditions potentially harmful to others will be denied use of the pool.
7. No items except play equipment as provided below should be put in the pool including pool furniture.
8. Play equipment such as floats, rafts, beach balls, toys, and remote controlled devices, and similar equipment are not allowed in the pool area unless approved by the Property Manager, lifeguards, or designated staff.
9. The CDD Board, Property Manager, and staff are not responsible for lost or stolen items.
10. No food is allowed anywhere in the pool area unless approved by the Property Manager for an event. Water, soft drinks, juice, etc., are permitted in plastic bottles or thermoses only. Alcoholic beverages are not allowed in the pool area.
11. Smoking is prohibited within the pool enclosure.
12. The volume of electronic equipment must be kept low enough so as not to disturb others. Use of personal headphone equipment is preferred.
13. Persons using the pool area must cooperate in keeping the area clean by properly disposing of drink containers, trash, etc., and taking all personal items such as towels and magazines with them.
14. Everyone must shower before entering the pool.
15. Urinating in the pool is not allowed.

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

D. Fitness Center

1. 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.

2. Children under the age of 16 must be accompanied and supervised by a parent.
3. Children under the age of 12 are not allowed in the exercise area. There is a play area designated for their use and they must remain in this area while parent is engaged in activity in the exercise room.
4. The exercise room is open 5:00 a.m. to 10 p.m. every day.
5. Food and beverages, except for bottled water, are not permitted around the exercise equipment or while operating any equipment.
6. The CDD is not responsible for lost or stolen items in the exercise facility. Lockers are available only while using exercise area.
7. The Fitness Center is only available to residents, passholders and their guests. Guests are limited to two per resident or passholder and must be accompanied by the resident or passholder.

E. Playground and Gazebo Park

1. Use of the Playground and Gazebo park is limited to residents, passholders and guests.
2. Use of the park is limited to children under the age of 12.
3. All children must be accompanied by a parent or person over the age of 14.
4. 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 Piney-Z, their family members living in Piney-Z, passholders and their families, and the guests of residents or passholders and their families
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.
3. 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.
4. 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.

5. 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.
6. 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.

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. Fees and Charges Regarding Lodge/Pavilion/Swimming Pool

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

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

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

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

| | |
|---------------|-------|
| 1-25 people | - 0 - |
| 26-50 people | \$100 |
| 51-111 people | \$250 |

(Note: Lodge capacity 111/Pool capacity 108)

112-400 people \$350 (pavilion only)

Additional hours: \$25 per hour per amenity area

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

Hours for the event may be extended with an additional
payment of \$25 if the request is made 14 days or less
from the event and the extension 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.

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

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

3. Exempt from these fees are events sponsored by the homeowners association or CDD (example: Fourth of July party, community Christmas party, homeowners meetings, committee events, etc.) and any event sponsored by Piney-Z, Ltd. or Piney-Z Development, Inc.
4. All fees and deposits shall be by check, money order or, when available, by credit card.
5. If a reservation is cancelled 14 days or less of the date reserved, the fee will be forfeited. The fee shall not be forfeited if an event is cancelled by reason of a death in the family or other such unusual occurrence at the discretion of the 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.
6. Areas that are not locked off that require a fee such as the Pavilion may not be used without payment of the required fee. No parties, classes or events may be held on CDD property or green space without permission from the Property Manager.

C. Contract and Management of Piney-Z Amenities.

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

NOTE: This document converted from the markup version dated 4/28/15. Clarification and change suggestions annotated by Richard 10/25/15 in turquoise highlight. Conversion from PDF may have resulted in some conversion errors. Not intended as a final document but to show items to be discussed.

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

Purpose

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

Definitions

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

- J. renter, or member of a household. The term Resident is also defined as an individual or entity owning one or more lots within Piney Z Plantation.
<Plantation not part of District Name>

Annual Non-Resident User Fee Pass-Holder Fee

~~Non-residents~~ Passholders may use the CDD Amenities for an annual fee equal to the annual Amenity Debt/Operation and Maintenance Assessment for a 90-foot lot.

<Needs clarification. Is this the total 90 foot lot assessment or the 2002 debt plus O&M?>

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

Conduct Required of Users

Users of the CDD Amenities, including Residents, Program Participants, Passholders and Guests shall conduct themselves in a generally acceptable manner. For example, foul or abusive language will not be tolerated. Violations of generally acceptable standards of conduct may result in suspension of any or all privileges. The Amenities Manager shall, and from time to time as issues arise, post additional policies for use and behavior. Additionally, pursuant to Florida law, smoking is prohibited inside ~~Piney-Z Amenities~~

<change all references to CDD Amenities for consistency and clarity>

which includes the swimming pool enclosure. Piney-Z Amenities' parking lots are for use ~~only~~ by Residents, Passholders, Non-Resident Amenity Renters, Guests and Program Participants but only when they are using the CDD Amenities in accordance with these policies and procedures. Unauthorized parking or vehicles left in parking spaces when the owner is not using the CDD Amenities are subject to towing. Additionally, vehicles left in the parking lot between 12:00 a.m. and 6:00 a.m. are subject to towing.

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

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

1. User Qualifications for Pool Area Use:

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

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

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

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

B. Swimming Pool Schedule, Hours, and Closings

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

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

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

C. General Pool Area Rules

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

< statement above indicates "No items except play equipment as provided below..." but statement below is a list of "not allowed" items.>

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

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

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

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

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

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

3. The Amenities Manager may schedule a reservation request for an event which requires multiple related functions over a 2-3 day period. Fees charged shall be at the highest rate for each day. An example of this is where the Lodge is needed for a Thursday setup, a Friday rehearsal dinner and a Saturday wedding / reception. Other examples would be Friday and Saturday events for a family reunion or a workshop for office staff.
4. ~~The resident or passholder~~ person reserving the Lodge and/or Pavilion is responsible for actions of all guests and must be present at all times while the Lodge and/or Pavilion is occupied. The condition of the Lodge and/or Pavilion must be returned to its **original** condition ~~upon Rental~~ immediately following the event. Violations of these regulations can result in shutting down the event and loss of privileges ~~of the resident or passholder~~ **for the renter** to use the Lodge and/or Pavilion again. **There should always be an adult at least 25 years or older present at all gatherings for those under the age of 18.**

< Can the District legally require the presence of a 25 year old person? >

5. ~~Use of any items (such as linens, tables, chairs, punch bowls, etc.) must be arranged by the resident or passholder.~~ **The renter is responsible for providing all linens, china and accessories, other than the CDD-provided tables and chairs.** All equipment that is used that is the property of the CDD at the Lodge and/ or Pavilion must be cleaned and put away in its designated areas.
6. Reservations of the Lodge and/ or Pavilion shall be limited to no more than 6 hours per function including set-up and clean-up. Additional time can be added for an ~~additional~~ **hourly** fee. However, decorations may be left at the facilities the day of the function if arrangements are made with the Amenities Manager

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

< Eliminate the "other events which traditionally extend beyond midnight" and specify the exact events?>

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

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

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

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

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

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

| | |
|-------------|-------|
| 1-25 people | - 0 - |
|-------------|-------|

| | |
|--------------|-------|
| 26-50 people | \$100 |
|--------------|-------|

| | |
|---------------|-------|
| 51-111 people | \$250 |
|---------------|-------|

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

| | |
|----------------|-----------------------|
| 112-400 people | \$350 (Pavilion only) |
|----------------|-----------------------|

Additional hours: \$25 per hour per Amenity area

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

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

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

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

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

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

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

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

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

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

A. Fitness Center

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

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

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

A. Playground and Gazebo Park

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

Fees and Charges Regarding Lodge/Pavilion/Swimming Pool

A. Rental Policies and Procedures

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

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

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

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

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

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

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

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

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

<change to specified number of lifeguards>

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

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

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

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

3. **Exempt from these fees are events sponsored by the homeowners association** **<should this be specified?>** or CDD (example: Fourth of July party, Community Christmas party, homeowners meetings, committee

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

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

B. Contract and Management of Piney Z Amenities

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

Regular Meeting

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 Monday, October 19, 2015 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present were:

| | |
|-------------------|-----------------------------------|
| Joseph Didier | Chairman |
| Richard Kessler | Vice Chairman |
| Michael Lee | Assistant Secretary |
| Cheryl Hudson | Assistant Secretary |
| Ann Pincus | Assistant Secretary |
| M. Melinda Parker | CDD Manager |
| Bob Nanni | District Manager |
| Bob Koncar | STS / General Manager (via phone) |
| Residents | |

The following is a summary of the discussions at the October 19, 2015 Piney-Z Community Development District's Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Kessler.

THIRD ORDER OF BUSINESS

Audience Comments

Hearing none, the next item followed.

FOURTH ORDER OF BUSINESS

Amenities Projects Update

- Ms. Parker reviewed the projects and highlights below addressed:
 - Roofing completed with no decking issues.
 - Shingles were added to the fitness center overhang, which required the installation of two columns. This work was completed at no extra charge to the CDD.

- On September 23 the audit team from Florida League of Cities was onsite. The report on the entire property has not yet been provided. A preliminary report was provided on the playground. There were a number of issues; none appears to be major.
- We are looking into a re-mulch of the playground.
- We are exploring the cost of cleaning the beds and adding pine straw around the Lodge and the front yard.
- The DVR has ceased recording, and the television is now freezing up. A proposal to replace the DVR and cameras has been obtained, and should be done this week.
- We are finding files stored in various locations around the property.
- Mr. Didier noted if anyone has any of the listed agenda packages and would like to provide, that would be helpful.
- We are sorting through rental, fob and pool registration forms. Those no longer necessary to keep will be destroyed consistent with state law. Pool sign-in sheets are to be kept for 30 days, fob registrations for one year after deactivation, and rental records for five years.
- Discussion followed on reviewing the records to obtain some history on rentals and staffing.
- Painting of all trim and iron was completed on October 12.
- We are working on building better relationships with vendors by timely payments, etcetera.
- We continue to work through the fob system and will deactivate invalid fobs.
- Two new pieces of exercise equipment to be installed tomorrow.
- The Verizon cell phone for the pool has been cancelled; in the spring it will be replaced with a Trac phone at a significant savings.
- The pool defibrillator has been brought in and cleaned. Cameras in the fitness center will be adjusted and the defibrillator relocated to the fitness center.
- Ms. Parker outlined the Capital Improvement/Repair and Maintenance Log.
- Mr. Kessler thanked Ms. Parker for all the work done.
- Mr. Kessler inquired if the playground mulch can be raked to spots where it is needed.

- Mr. Didier noted the biggest issue is the mulch has not been done since January, 2013. The areas that are most vulnerable are the landing areas especially for the swings and the slide.
 - Mr. Evans noted he raked mulch back to the swings, slide and in the divots this morning. He also did a random sampling of mulch depth finding a minimum of eight inches and a maximum of 13 inches. A ten inch depth is required.
- Mr. Kessler addressed the map on the CDD website and obtaining a map based on the current coordinates of the CDD. He inquired if anyone has talked to the elections office about who is going to be in the voting district.
 - Discussion followed on future elections and voting district to exclude Phase 9 residents.
- Mr. Kessler inquired how they are on the plan for the fitness center.
 - Ms. Parker noted there is money in the FY 2016 budget for one piece of equipment. If it is purchased in the next month or so there will be five new pieces in the last 12 months. There is still equipment that is ten or more years old.
- Ms. Parker addressed petty cash, noting she asked STS to withhold the “extra” \$1,250 as she does not need or want it here. STS has withheld it pending a Board vote. She requested the Board vote tonight on the matter.
- Ms. Hudson addressed the possibility of mats for under the swings.
 - Ms. Parker noted more information will be available when they receive the full property report from Florida League of Cities.

FIFTH ORDER OF BUSINESS**Pool Season**

- Mr. Didier reported the pool closed on October 11th for the season and Mr. Cox will be at the regular meeting to address the season.
- Ms. Hudson noted this year the overtime and scheduling seemed to be better. There are still some repairs that are needed at the pools.
 - Ms. Parker noted there are tiles in need of repair and it will be done in the next month.
- Mr. Hudson noted while they are doing policies and rules they need to look at the pool rules closely.

- Discussion followed on signage with it being noted some will need to have the website changed on them.
- Mr. Kessler noted he thinks they operated this season with fewer lifeguards.
 - Ms. Parker reported there were fewer on the list but, with the exception of several times there was a single lifeguard, they were covered.
- Mr. Didier addressed communication especially when the pool is being closed and no pool closure reports being submitted. There needs to be more accountability.
- Mr. Kessler addressed the new agreement with Alan Cox Aquatics noting there needs to be notification of any modifications by December 1
- Discussion continued on the agreement, services provided and issues with pool testing.
- Mr. Lee noted they need to have a discussion on pool hours, opening and closing and such.
- Discussion followed on amending the policies and rules.

The record will reflect the Board took a brief recess.

SIXTH ORDER OF BUSINESS

Playground & Insurance

- Mr. Didier reported an estimate was received from Ms. Paula Davis, STS Insurance Coordinator, for the playground insurance.
 - The current thought is the playground value is \$40,000.
 - Property insurance cost would be \$370 for the year.
- Ms. Hudson inquired if there is liability insurance on the playground.
 - Mr. Didier responded yes.
- Mr. Didier reported the return of premium based on the boundary change should happen in early December. It will be \$713.
- Ms. Pincus inquired if the policy covers injuries during classes provided at the Lodge.
 - Ms. Parker responded they are covered under our insurance. I do not believe we have a certificate of insurance from the instructors.
- Discussion followed on a trickle charger for the pool chair lift.
- It was reported the cover for the pool chair lift is missing, again.

EIGHTH ORDER OF BUSINESS

Office Copier / HOA

- Mr. Didier reported he had Ms. Parker to put together a history of the copier.
 - The copier will not fit upstairs and it is now in the open area behind the wall.
 - During the time the copier was down the HOA discussed and does not want to continue the maintenance agreement. What does the CDD want to do as it relates to the copier?
 - Ms. Swegman noted they were under the impression the CDD was getting rid of the copier and is why they cancelled the maintenance.
- Discussion followed on the copier.
- Mr. Lee addressed the appearance of tensions between the CDD and HOA. The two organizations should not be at odds with each other and encouraged the Chairman to meet with the HOA.
 - Discussion followed on misunderstandings and communication.
- Mr. Didier noted the CDD information has been removed from the HOA website without the CDD's knowledge.
- Discussion followed on HOA issues coming to the CDD staff.
- Mr. Kessler noted the CDD should not be providing support to the HOA. He cited AGO 2008-02 and noted there should be no relationship between the CDD and HOA.

NINTH ORDER OF BUSINESS

FY 2016 Board Goals & Objectives

- Mr. Koncar requested all information and requests from the District be sent to Mr. Nanni.
- The Draft Goals and Objectives were outlined, copies of which are incorporated here by reference and made part of the record.
 - #1 - Complete Rule Making
 - #2 - Financial Policy Training Process and Financial
 - #3 - Enhance the District Board meeting process
 - #4 - Review and Enhance the Records Management Process for the District
 - #5 - Property Security
 - #6 - Enhance the communication between the Board, the residents and the management company
 - #7 - Assess Operational Components of the District for potential changes

- Mr. Kessler inquired if there is a basis for prioritizing or is it a random order.
 - Mr. Koncar responded there is no priority; this is based on what I received from the supervisors.
- Mr. Didier noted he thinks it is a good list and he has no priority of one over another. If they accomplish all of these by year end they have done a great job. As it relates to rule making it will be done before they spend the time doing the tasks.
- Mr. Didier noted the goal for this is for everyone to review and provide ideas to Mr. Nanni. It can be provided in an updated format and discussed at the next meeting.
- Discussion followed on a process for working through the list.
 - Mr. Koncar suggested prioritizing in order of importance. It will be difficult to try to work all at once.
 - Mr. Nanni suggested using the number of supervisors having an item as a goal as the priority.
 - Discussion continued on prioritizing and work that is already in the process.
 - Mr. Didier requested supervisors provide their input to Mr. Nanni and cc: Ms. Parker.
- Mr. Didier asked from the discussions, at the last meeting, do they have any updates on communication protocols, meeting agendas and documentation deadlines on calendar. Also, there is an action that is in our court.
 - Mr. Koncar stated on the protocols we will get that out, in terms of response times for supervisor requests and the timeframes for getting items on the agenda we will get those out this week.

SEVENTH ORDER OF BUSINESS**Communications**

- Mr. Didier addressed using support personnel more effectively. Mr. Nanni needs to be in the loop representing STS, copy Ms. Parker if you are emailing the attorney or DM unless it is a private conversation you are trying to have with those individuals. If, at anytime, Board members have a concern over a process, meeting or anything else address it with Ms. Parker or call our attorney. Let's use our personnel between meetings if you have questions.

- Mr. Didier reported the website did launch. There are some things that can be improved but they need ideas and other things to put on the website.
- Discussion followed on the improvements to the property and Lodge.

TENTH 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, October 19, 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 |
| M. Melinda Parker | CDD Manager |
| Bob Koncar | STS - General Manager (via phone) |
| Alan Cox | Alan Cox Aquatics |
| Residents | |

The following is a summary of the discussions and actions taken at the October 19, 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

- Ms. Swegman noted she is has been impressed over the last couple of months with what Ms. Parker and Mr. Evans have done in getting things fixed up. It looks so much better.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Alan Cox Aquatics - End of Pool Season

- Mr. Cox outlined the pool season:
 - Lifeguards
 - There are a series of cracked tiles by the lifeguard stand.
 - There is some pitting.
 - There were no accidents this year.
- Mr. Didier inquired if there are things Mr. Cox would like to see changed or done differently.
 - Mr. Cox noted they may want to look at the payroll system. Most of the summer they had to use the Replicon as well as hardcopies. They may consider just using a time clock to track hours.
- Discussion followed on:
 - Communication especially when the pool is closed.
 - Termination of lifeguards and notifying the District as soon as possible.
 - Pools that are staffed only on the weekends but open all week and how it would transition.
- Mr. Kessler addressed the new agreement and inquired if Mr. Cox has any observations or comments?
 - Mr. Cox responded he is supplying certified lifeguards and keeping the pool the best he can.
- Mr. Lee addressed testing not being done.
 - Mr. Cox stated they test chlorine and pH everyday but there are a couple of things such as calcium hardness, alkalinity and stuff like that which he does a handful of times per year.
 - Mr. Evans noted there are two tests that are not directly related to swimmers but to preserving the shell of the pool - calcium hardness and total alkalinity. He and Mr. Cox have worked together, as of late, to get them ironed out.
 - Discussion continued on the required testing.

- Mr. Kessler addressed the number of swimmers per lifeguard if the pool is rented noting Mr. Cox had provided a number of 20 to 25 swimmers per lifeguard with the guidance that there is no federal law or statute just best practices.
 - Mr. Cox noted it is a 20-to-1 ratio.
- Mr. Didier thanked Mr. Cox for his time.

FIFTH ORDER OF BUSINESS

**Approval of Minutes of the September 14,
2015 Workshop and Regular Meeting**

- Ms. Hudson noted Ms. Davis is listed as the signatory.
 - Mr. Didier stated until a new officer is elected she is still our secretary and she was here.

On MOTION by Ms. Hudson seconded by Ms. Pincus, the minutes of September 14, 2015 workshop and regular meeting were approved 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 August / September
2015 Financial and Approval of the
Check Register and Invoices**

- Ms. Hudson noted she likes the way the check register was done this time; it was much easier to follow.
- Mr. Didier addressed the audit not tracking petty cash, rentals or the income related to those specific things.
- Mr. Kessler addressed the balance sheet.
- Ms. Hudson noted there is a \$108 discrepancy.
- Discussion followed on Fund Balance with it being noted Supervisors should provide there questions prior to the meeting so an answer can be provided.

On MOTION by Ms. Hudson seconded by Mr. Kessler, to accept the August / 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

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Resolution 2016-1 - Election of Officers

- Mr. Nanni outlined Resolution 2016-1 noting while the District Manager is usually the Secretary the Board may delegate someone else if they so desire.
- Mr. Didier noted he would have liked for a change like this to be brought to them sooner so possible other options or input could have been had.

Mr. Kessler MOVED to adopt Resolution 2016-1 a resolution designating Bob Nanni as Secretary and Ms. Hudson seconded the motion.

- Mr. Lyon noted the date at the bottom should be 2015.

The prior motion was adopted as amended 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

- Mr. Nanni outlined the motion assigning Fund Balance noting it is an annual audit related item.
- Mr. Didier addressed closing out the fiscal year and locking in the numbers. Is there a reason why this would be done now and not do it in November.
 - Mr. Nanni responded typically the funds you are going to be looking at that could be adjusted due to invoices are Capital and Unassigned Cash Balance. The District has annual amounts they are contributing to reserves, and is what the accountant put in.

- Extensive discussion followed on Designated Reserves and possible outstanding invoices.
- This item tabled until the November meeting.

EIGHTH ORDER OF BUSINESS

District Attorney's Report

A. Amenities Rules Development

- Mr. Lyon addressed the rules process.
 - Two notices to be published, copies of which are incorporated here by reference and made part of the record.
 - Notice of Rule Development to publish at least 29 days prior to rule adoption hearing.
 - Notice of Rulemaking and Public Hearing to publish at least 28 days prior to rule adoption hearing on January 11, 2016.
 - By statute the public has to be given 21 days to request a workshop and to get that done by the November meeting to utilize the November meeting if one is requested.

| |
|---|
| Mr. Lee MOVED to approve both notices as presented by District Counsel. |
|---|

- Mr. Kessler addressed his concern of where in this schedule they have five or six workshops to haggle what the rules changes are going to be.

| |
|---------------------------------|
| Ms. Hudson seconded the motion. |
|---------------------------------|

- Mr. Didier responded the way the amenities rules have been laid out noting they are trying to strip out all of the stuff that should not have been there so they do not have to go through this process every time they want to change something from the date to the hours to the adult swim and everything else.
- Discussion continued on reviewing and changing the rules with it being noted the rules can be discussed at the November meeting.

- Ms. Parker can distribute the last set of redlined rules to the Board. Any questions can be submitted to Mr. Lyon or Ms. Parker to be discussed at the workshop.
- Mr. Lee noted if they do not approve the notices they cannot do anything.
 - Mr. Lyon noted if they are not approved tonight they cannot make the January meeting. He further noted it was his understanding the redlined document produced came from the April 13, 2015 rules workshop and was the agreed upon changes. If there are further changes to be made they can be discussed at the November workshop. If it is going to take longer than the one workshop it will push the dates back.
- Discussion followed on reviewing the redlined version.
- Mr. Lyon further outlined the notices and discussion of the rules at the workshop and in the regular meeting if requested by a resident.

The prior was approved with votes as follows:

Michael Lee - Aye

Cheryl Hudson - Aye

Ann Pincus - Aye

Richard Kessler - Aye

Joseph Didier - Aye

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 reviewed the report provided in the agenda package.
- Mr. Didier outlined the discussion regarding petty cash on hand being reduced from \$2,000 to \$750.

On MOTION by Mr. Lee seconded by Ms. Hudson, to reduce petty cash to \$750 was approved with votes as follows:

Michael Lee - Aye

Cheryl Hudson - Aye

Ann Pincus - Aye

Richard Kessler - Aye

Joseph Didier - Aye

- Mr. Didier addressed key fobs noting they can be swapped out at the full \$9 value with the provider on a one-to-one basis saving \$7 per fob.
- There is a request to deactivate any questionable fobs that are unidentified after an analysis is completed within the next 30 days.

On MOTION by Mr. Kessler seconded by Ms. Hudson, authorizing staff to deactivate any unidentified fobs 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. Playground & Insurance

- Mr. Didier addressed not having property insurance on the playground equipment noting \$40,000 of coverage will cost \$370.

On MOTION by Mr. Lee seconded by Ms. Hudson, \$40,000 of property insurance for the playground was approved with votes as follows:

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

B. Office Copier / HOA

- Mr. Lee suggested since the CDD owns the copier they do not need to do anything with it tonight. Why would they decide tonight they want to do something different with it.
- Mr. Kessler noted they currently have no service contract.
- Discussion followed on requesting an HOA member attend next month to discuss the copier.

Mr. Kessler MOVED to authorize staff to sell the copier and Ms. Pincus seconded the motion.

- Discussion continued on the copier.

The prior motion failed with votes as follows:

Michael Lee - Nay

Cheryl Hudson - Nay

Ann Pincus - Aye

Richard Kessler - Aye

Joseph Didier - Nay

- Mr. Lee suggested this item be placed on the workshop agenda and invite an HOA representative.
- Mr. Didier will speak with the HOA.
- Ms. Swegman asked if it is the intent of the Board to delete the HOA?
 - Mr. Didier asked in what regard?
 - Ms. Swegman or Ms. Orgaz responded with regard to using the building? The records are now being stored upstairs. Is there an issue with the copier taking time from CDD business even if the HOA were to pay a fee to use it?
 - Mr. Didier responded personally I think this has been blown out of proportion. I do not think any decision has been made on the CDD's part. If we share something jointly or store something I do not think anything has gone on negative at this point. All we tried to do was secure an area as we were afraid of the boxes falling and we needed more space and it has turned into something negative and I do not think it has to be.
 - Ms. Swegman or Ms. Orgaz stated I agree, it does not have to be.
 - Mr. Kessler noted his thought is the HOA has walked away from the agreement to share the copier services and now the CDD is totally in ownership of the copier and it is not currently available for HOA use.
 - Discussion continued on the copier and miscommunication.

C. FY 2016 Board Goals & Objectives

- Mr. Didier noted there is no action required at this time. There was an action item for all supervisors to send information to Mr. Koncar, copying Ms. Parker, to share your insights and priorities now that you have seen everybody's combined.

ELEVENTH ORDER OF BUSINESS**Supervisor Requests**

- Ms. Hudson noted the information they have is the items they wanted to take out of rules and put in the policies.
- Mr. Lee noted they have a lot of inherent conflicts with the HOA, as most CDD's have, but mostly the one he is concerned about is the people coming to the office unhappy and they think they are coming to the right place but they are not and they do not like being redirected. It takes a lot of CDD personnel time and maybe the time has come to give a substantial portion of a workshop to inviting the HOA Board and brainstorm ways they can avoid this.
 - Ms. Swegman or Ms. Orgaz stated so in other words it is time to close that chapter. The chapter has existed for all these many years because the residents have been accustomed to coming up here and having those questions answered. They do not know they difference and they really do not care. October is a bad month because that is when our invoices go out and it comes to everyone's mind.
 - Mr. Didier noted what is happening is they are addressing a decade or two of neglect and now that they are questioning them they are trying to figure out which was is right and they are going to make mistakes. There are still mistakes to be made on their part but they are trying to work out what makes sense. The CDD is trying to figure out what works and what would work better configuration-wise and everything else. But again, they can be conscience of our residents and what is best for everybody overall while they still work in the CDD's best interest.
- Mr. Lyon noted if they intend to host an HOA/CDD summit make sure the HOA and their attorney is given plenty of notice. The HOA will have to provide notice if more than one of their Board members is coming to a CDD meeting.

TWELFTH ORDER OF BUSINESS**Adjournment**

There being no further business, the meeting was adjourned.

Bob Nanni
Secretary

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: November 3, 2015
SUBJECT: October Financial Report

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

PINEY-Z
Community Development District

Financial Report

October 31, 2015

Prepared by



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**Piney-Z
Community Development District**

Financial Statements

(Unaudited)

October 31, 2015

Balance Sheet
October 31, 2015

| ACCOUNT DESCRIPTION | GENERAL FUND | SERIES 2002 DEBT SERVICE FUND | SERIES 2008 DEBT SERVICE FUND | TOTAL |
|--|-------------------------|--|--|-------------------|
| <u>ASSETS</u> | | | | |
| Cash - Checking Account | \$ 57,504 | \$ - | \$ - | \$ 57,504 |
| Cash On Hand/Petty Cash | 750 | - | - | 750 |
| Due From Other Funds | 729 | - | 1,065 | 1,794 |
| Investments: | | | | |
| Money Market Account | 159,925 | - | - | 159,925 |
| Prepayment Account | - | 250 | 1 | 251 |
| Redemption Fund | - | 646 | - | 646 |
| Reserve Fund | - | 15,500 | - | 15,500 |
| Revenue Fund | - | 80,552 | 143,232 | 223,784 |
| TOTAL ASSETS | \$ 218,908 | \$ 96,948 | \$ 144,298 | \$ 460,154 |
| <u>LIABILITIES</u> | | | | |
| Accounts Payable | \$ 450 | \$ - | \$ - | \$ 450 |
| Accrued Expenses | 8,226 | - | - | 8,226 |
| Unearned Revenue | 50,885 | - | - | 50,885 |
| Accrued Wages Payable | 3,332 | - | - | 3,332 |
| Accrued Taxes Payable | 255 | - | - | 255 |
| Due To Other Funds | - | 1,794 | - | 1,794 |
| TOTAL LIABILITIES | 63,148 | 1,794 | - | 64,942 |
| <u>FUND BALANCES</u> | | | | |
| Restricted for: | | | | |
| Debt Service | - | 95,154 | 144,298 | 239,452 |
| Assigned to: | | | | |
| Reserves - CDD Amenity | 66,156 | - | - | 66,156 |
| Reserves - Other | 50,885 | - | - | 50,885 |
| Unassigned: | 38,719 | - | - | 38,719 |
| TOTAL FUND BALANCES | \$ 155,760 | \$ 95,154 | \$ 144,298 | \$ 395,212 |
| TOTAL LIABILITIES & FUND BALANCES | \$ 218,908 | \$ 96,948 | \$ 144,298 | \$ 460,154 |

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2015

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--------------------------------|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ 400 | \$ 37 | \$ - | \$ (37) |
| Special Assmnts- Tax Collector | 394,707 | - | 2,131 | 2,131 |
| Special Assmnts- Discounts | (15,788) | - | (107) | (107) |
| Settlements | - | - | 33,925 | 33,925 |
| Pavilion Rental | 800 | 75 | - | (75) |
| Lodge Rental | 10,000 | 850 | 800 | (50) |
| TOTAL REVENUES | 390,119 | 962 | 36,749 | 35,787 |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| P/R-Board of Supervisors | 22,000 | 2,000 | 1,600 | 400 |
| FICA Taxes | 1,683 | 153 | 122 | 31 |
| ProfServ-Engineering | 500 | 42 | - | 42 |
| ProfServ-Legal Services | 30,000 | 2,500 | 2,000 | 500 |
| ProfServ-Mgmt Consulting Serv | 54,275 | 4,523 | 4,523 | - |
| ProfServ-Special Assessment | 4,637 | - | - | - |
| Auditing Services | 3,150 | - | - | - |
| Communication - Telephone | 100 | 8 | - | 8 |
| Postage and Freight | 1,500 | 125 | 65 | 60 |
| Insurance - General Liability | 10,534 | 2,634 | 2,384 | 250 |
| Printing and Binding | 2,500 | 208 | 642 | (434) |
| Legal Advertising | 1,500 | 136 | - | 136 |
| Miscellaneous Services | 500 | 42 | 28 | 14 |
| Misc-Assessmnt Collection Cost | 11,841 | - | 61 | (61) |
| Misc-Contingency | 500 | 42 | - | 42 |
| Office Supplies | 730 | 61 | 39 | 22 |
| Annual District Filing Fee | 175 | 175 | 175 | - |
| Total Administration | 146,125 | 12,649 | 11,639 | 1,010 |
| <u>Field</u> | | | | |
| Contr-Landscape-Amenities Area | 12,000 | 1,000 | 975 | 25 |
| R&M-Trees and Trimming | 3,000 | 250 | - | 250 |
| Misc-Contingency | 3,500 | 291 | - | 291 |
| Total Field | 18,500 | 1,541 | 975 | 566 |

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

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>Parks and Recreation - General</u> | | | | |
| Payroll-Maintenance | 10,934 | 912 | 216 | 696 |
| Payroll-Administrative | 48,960 | 4,080 | 3,780 | 300 |
| FICA Taxes | 4,582 | 382 | 306 | 76 |
| Workers' Compensation | 5,421 | 1,355 | 654 | 701 |
| Contracts-Janitorial Services | 6,760 | 563 | 450 | 113 |
| Contracts-Security Services | 6,596 | 1,067 | 776 | 291 |
| Communication - Teleph - Field | 100 | 9 | - | 9 |
| Postage and Freight | 1,300 | 108 | - | 108 |
| Utility - General | 14,000 | 1,167 | 1,400 | (233) |
| Utility - Other | 2,400 | 200 | 195 | 5 |
| Electricity - Streetlighting | 1,350 | 113 | 111 | 2 |
| Utility - Irrigation | 1,150 | 96 | 100 | (4) |
| Utility - Refuse Removal | 1,430 | 119 | 117 | 2 |
| R&M-General | 9,000 | 750 | - | 750 |
| R&M-Pest Control | 998 | 144 | 145 | (1) |
| Misc-Training | 1,500 | 125 | - | 125 |
| Misc-Contingency | 1,500 | 125 | - | 125 |
| Misc-Information Technology | 1,140 | 95 | - | 95 |
| Office Supplies | 3,600 | 300 | - | 300 |
| Subscriptions and Memberships | 750 | 750 | - | 750 |
| Capital Outlay | 20,000 | 1,667 | - | 1,667 |
| Total Parks and Recreation - General | 143,471 | 14,127 | 8,250 | 5,877 |
| <u>Swimming Pool</u> | | | | |
| Payroll-Salaries | 24,163 | - | 295 | (295) |
| Payroll-Maintenance | 6,833 | 569 | 270 | 299 |
| Payroll-Administrative | 9,180 | 765 | 1,080 | (315) |
| FICA Taxes | 3,073 | 102 | 126 | (24) |
| ProfServ-Pool Maintenance | 6,000 | 500 | 500 | - |
| Communication - Teleph - Field | 100 | 9 | - | 9 |
| R&M-General | 1,750 | 146 | - | 146 |
| R&M-Pools | 8,100 | 675 | - | 675 |
| Misc-Licenses & Permits | 250 | - | - | - |
| Misc-Contingency | 1,500 | 125 | - | 125 |
| Op Supplies - Pool Chemicals | 5,000 | 417 | - | 417 |
| Capital Outlay | 3,500 | 292 | - | 292 |
| Total Swimming Pool | 69,449 | 3,600 | 2,271 | 1,329 |

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2015

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>Fitness Center</u> | | | | |
| Payroll-Maintenance | 2,734 | 228 | 36 | 192 |
| Payroll-Administrative | 1,530 | 128 | 180 | (52) |
| FICA Taxes | 326 | 27 | 17 | 10 |
| R&M-General | 2,000 | 167 | - | 167 |
| R&M-Equipment | 1,955 | 163 | - | 163 |
| Misc-Contingency | 1,200 | 100 | - | 100 |
| Capital Outlay | 5,500 | 458 | - | 458 |
| Total Fitness Center | 15,245 | 1,271 | 233 | 1,038 |
| <u>Park & Grounds</u> | | | | |
| Payroll-Maintenance | 6,833 | 569 | 1,535 | (966) |
| Payroll-Administrative | 1,530 | 128 | 180 | (52) |
| FICA Taxes | 640 | 53 | 131 | (78) |
| R&M-General | 1,750 | 146 | - | 146 |
| Misc-Contingency | 3,500 | 292 | - | 292 |
| Capital Outlay | 7,000 | 583 | - | 583 |
| Total Park & Grounds | 21,253 | 1,771 | 1,846 | (75) |
| <u>Reserves</u> | | | | |
| Reserve - CDD Amenity | 10,000 | - | - | - |
| Total Reserves | 10,000 | - | - | - |
| TOTAL EXPENDITURES & RESERVES | 424,043 | 34,959 | 25,214 | 9,745 |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | (33,924) | (33,997) | 11,535 | 45,532 |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Contribution to (Use of) Fund Balance | (33,924) | - | - | - |
| TOTAL FINANCING SOURCES (USES) | (33,924) | - | - | - |
| Net change in fund balance | \$ (33,924) | \$ (33,997) | \$ 11,535 | \$ 45,532 |
| FUND BALANCE, BEGINNING (OCT 1, 2015) | 144,225 | 144,225 | 144,225 | |
| FUND BALANCE, ENDING | \$ 110,301 | \$ 110,228 | \$ 155,760 | |

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

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ 50 | \$ 4 | \$ 4 | \$ - |
| Special Assmnts- Tax Collector | 56,000 | - | 302 | 302 |
| Special Assmnts- Discounts | (2,240) | - | (15) | (15) |
| TOTAL REVENUES | 53,810 | 4 | 291 | 287 |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| ProfServ-Trustee Fees | 3,502 | - | - | - |
| Misc-Assessmnt Collection Cost | 1,680 | - | 9 | (9) |
| Total Administration | 5,182 | - | 9 | (9) |
| <u>Debt Service</u> | | | | |
| Principal Debt Retirement | 60,000 | - | - | - |
| Interest Expense | 12,750 | - | - | - |
| Total Debt Service | 72,750 | - | - | - |
| TOTAL EXPENDITURES | 77,932 | - | 9 | (9) |
| Excess (deficiency) of revenues Over (under) expenditures | (24,122) | 4 | 282 | 278 |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Contribution to (Use of) Fund Balance | (24,122) | - | - | - |
| TOTAL FINANCING SOURCES (USES) | (24,122) | - | - | - |
| Net change in fund balance | \$ (24,122) | \$ 4 | \$ 282 | \$ 278 |
| FUND BALANCE, BEGINNING (OCT 1, 2015) | 94,872 | 94,872 | 94,872 | |
| FUND BALANCE, ENDING | \$ 70,750 | \$ 94,876 | \$ 95,154 | |

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

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ 50 | \$ 4 | \$ - | \$ (4) |
| Special Assmnts- Tax Collector | 214,130 | - | 1,156 | 1,156 |
| Special Assmnts- Discounts | (8,565) | - | (58) | (58) |
| TOTAL REVENUES | 205,615 | 4 | 1,098 | 1,094 |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| ProfServ-Dissemination Agent | 1,000 | - | - | - |
| ProfServ-Trustee Fees | 4,903 | - | - | - |
| Misc-Assessmnt Collection Cost | 6,424 | - | 33 | (33) |
| Total Administration | 12,327 | - | 33 | (33) |
| <u>Debt Service</u> | | | | |
| Principal Debt Retirement | 180,000 | - | - | - |
| Interest Expense | 30,388 | - | - | - |
| Total Debt Service | 210,388 | - | - | - |
| TOTAL EXPENDITURES | 222,715 | - | 33 | (33) |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | (17,100) | 4 | 1,065 | 1,061 |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Contribution to (Use of) Fund Balance | (17,100) | - | - | - |
| TOTAL FINANCING SOURCES (USES) | (17,100) | - | - | - |
| Net change in fund balance | \$ (17,100) | \$ 4 | \$ 1,065 | \$ 1,061 |
| FUND BALANCE, BEGINNING (OCT 1, 2015) | 143,233 | 143,232 | 143,233 | |
| FUND BALANCE, ENDING | \$ 126,133 | \$ 143,236 | \$ 144,298 | |

PINEY-Z
Community Development District

Supporting Schedules

October 31, 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 |
| TOTAL | \$ 3,307 | \$ 179 | \$ 102 | \$ 3,589 | \$ 2,131 | \$ 302 | \$ 1,156 |
| % COLLECTED | | | | | 1% | 1% | 1% |
| TOTAL OUTSTANDING | | | | \$ 661,150 | \$ 392,575 | \$ 55,601 | \$ 212,974 |

Cash and Investment Report

October 31, 2015

| <u>Account Name</u> | <u>Bank Name</u> | <u>Investment Type</u> | <u>Yield</u> | <u>Balance</u> |
|-----------------------------------|------------------|-----------------------------|-----------------|-------------------------|
| GENERAL FUND | | | | |
| Operating Checking Account | BB&T | Business checking | 0.00% | \$57,504 |
| Petty Cash | Petty Cash | Cash | 0.00% | \$750 |
| Public Funds Money Market Account | Stonegate Bank | Money Market Account | 0.40% | \$159,925 |
| | | | Subtotal | <u>\$218,179</u> |
| DEBT SERVICE FUNDS | | | | |
| 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% | \$80,552 |
| Series 2008 Prepayment account | US Bank | Government Obligation Fund | 0.00% | \$1 |
| Series 2008 Revenue Account | US Bank | Open-ended Commercial Paper | 0.05% | \$143,232 |
| | | | Total | <u><u>\$458,359</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. 2015-10
 Statement Date 10/31/2015

| | | | |
|----------------------|-----------|----------------------|-----------|
| G/L Balance (LCY) | 57,503.80 | Statement Balance | 67,807.71 |
| G/L Balance | 57,503.80 | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | | |
| | | Subtotal | 67,807.71 |
| Subtotal | 57,503.80 | Outstanding Checks | 10,303.91 |
| Negative Adjustments | 0.00 | Differences | 0.00 |
| | | | |
| Ending G/L Balance | 57,503.80 | Ending Balance | 57,503.80 |
| | | | |
| Difference | 0.00 | | |

| Posting Date | Document Type | Document No. | Description | Amount | Cleared Amount | Difference |
|--------------------------------------|---------------|--------------|-----------------------------------|------------------|----------------|------------------|
| Outstanding Checks | | | | | | |
| 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 |
| 10/7/2015 | Payment | 56230 | RICK EVANS | 30.26 | 0.00 | 30.26 |
| 10/8/2015 | Payment | 56224 | QUINTUS S. LAMAR | 96.16 | 0.00 | 96.16 |
| 10/15/2015 | Payment | 56232 | ALAN COX AQUATICS, INC. | 500.00 | 0.00 | 500.00 |
| 10/20/2015 | Payment | 56244 | VECTOR SECURITY INC | 1,512.50 | 0.00 | 1,512.50 |
| 10/23/2015 | Payment | 56245 | RICHARD A. KESSLER, JR. | 369.40 | 0.00 | 369.40 |
| 10/30/2015 | Payment | 56249 | BRIAN PESCHL | 145.00 | 0.00 | 145.00 |
| 10/30/2015 | Payment | 56251 | CITY OF TALLAHASSEE | 111.59 | 0.00 | 111.59 |
| 10/30/2015 | Payment | 56252 | DEPARTMENT OF ECONOMIC OPPORTUNI | 175.00 | 0.00 | 175.00 |
| 10/30/2015 | Payment | 56253 | FEDEX | 18.78 | 0.00 | 18.78 |
| 10/30/2015 | Payment | 56254 | S & R LANDSCAPING, LLC | 2,100.00 | 0.00 | 2,100.00 |
| 10/30/2015 | Payment | 56255 | SEVERN TRENT ENVIRONMENTAL SERVIC | 5,238.60 | 0.00 | 5,238.60 |
| Total Outstanding Checks..... | | | | 10,303.91 | | 10,303.91 |

Piney-Z
Payment Register by Bank Account
For the Period from 10/1/15 to 10/31/15
(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 |
|-----------|-----------------|------|------------|-------|-------------|---------------------|------------------|---------------|-------------|
|-----------|-----------------|------|------------|-------|-------------|---------------------|------------------|---------------|-------------|

110 East Broward Boulevard - (Acct# xxxxx2471)

| | | | | | | | | | |
|-------|-------|----------|----------|---|--------------|--|--------------------------------|-------------------|------------|
| Check | 56218 | 10/01/15 | Vendor | FEDEX | 5-167-12743 | Services thru 9/22/15 | Postage and Freight | 001-541006-51301 | \$9.49 |
| Check | 56219 | 10/01/15 | Vendor | GUTTERHAWK, INC. | 7389 | 91 feet of Gutters - Lodge | Capital Outlay | 001-564043-57240 | \$850.00 |
| Check | 56220 | 10/01/15 | Vendor | LAWSON & LAWSON ELECTRICAL SERVICES, INC. | 28703 | Electrical Audit of Lodge | R&M-General | 001-546001-57201 | \$208.13 |
| Check | 56221 | 10/01/15 | Vendor | S & R LANDSCAPING, LLC | 092415 | Lawn Maintenance September 10, 17, & 24 | Contr-Landscape-Amenities Area | 001-534053-53901 | \$585.00 |
| Check | 56222 | 10/01/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2080906 | Public Hearing Notice August 2015 | Printing and Binding | 001-547001-51301 | \$656.85 |
| Check | 56222 | 10/01/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2080973 | Management Fees September 2015 | ProfServ-Mgmt Consulting Serv | 001-531027-51201 | \$4,522.92 |
| Check | 56222 | 10/01/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2080973 | Management Fees September 2015 | Postage and Freight | 001-541006-51301 | \$33.97 |
| Check | 56222 | 10/01/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2080973 | Management Fees September 2015 | Printing and Binding | 001-547001-51301 | \$347.40 |
| Check | 56222 | 10/01/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2080973 | Management Fees September 2015 | Office Supplies | 001-551002-51301 | \$60.50 |
| Check | 56223 | 10/08/15 | Employee | EMMA K. FRANCIS | PAYROLL | October 08, 2015 Payroll Posting | Payroll Expense | N/A | \$47.10 |
| Check | 56224 | 10/08/15 | Employee | QUINTUS S. LAMAR | PAYROLL | October 08, 2015 Payroll Posting | Payroll Expense | N/A | \$96.16 |
| Check | 56225 | 10/07/15 | Vendor | BB&T | 0985 092515 | Purchases thru 09/25/15 | Accrued Expenses | 202100 | \$1,151.48 |
| Check | 56226 | 10/07/15 | Vendor | CITY OF TALLAHASSEE | 5610 092915 | Utilities 8/28/15-9/25/15 | Utility - Irrigation | 001-5430014-57201 | \$293.49 |
| Check | 56226 | 10/07/15 | Vendor | CITY OF TALLAHASSEE | 5610 092915 | Utilities 8/28/15-9/25/15 | Utility - General | 001-543001-57201 | \$1,394.07 |
| Check | 56226 | 10/07/15 | Vendor | CITY OF TALLAHASSEE | 5610 092915 | Utilities 8/28/15-9/25/15 | Utility - Refuse Removal | 001-543020-57201 | \$91.00 |
| Check | 56227 | 10/07/15 | Vendor | JOE DIDIER | 093015 | FASD Conference Mileage and Hotel | Misc-Contingency | 001-549900-57201 | \$593.95 |
| Check | 56228 | 10/07/15 | Vendor | PEDDIE CHEMICAL COMPANY | 410032769 | Pool Chemicals | Op Supplies - Pool Chemicals | 001-552009-57205 | \$1,227.60 |
| Check | 56229 | 10/07/15 | Vendor | PETTY CASH | FINAL 2015 | Reimbursement 8/18/15-9/30/15 | Cash On Hand/Petty Cash | 102000 | \$415.13 |
| Check | 56230 | 10/07/15 | Vendor | RICK EVANS | 093015 | Mileage thru 09/30/15 | R&M-General | 001-546001-57201 | \$30.26 |
| Check | 56231 | 10/07/15 | Vendor | TALLAHASSEE DEMOCRAT | 0000976544 | Legal Ad 9/14/15 Notice of Meeting | Legal Advertising | 001-548002-51301 | \$88.08 |
| Check | 56232 | 10/15/15 | Vendor | ALAN COX AQUATICS, INC. | OCTOBER 2015 | Pool Management 10/1/15-10/31/15 | ProfServ-Pool Maintenance | 001-531034-57205 | \$500.00 |
| Check | 56233 | 10/15/15 | Vendor | FEDEX | 5-181-58366 | Services thru 10/6/15 | Postage and Freight | 001-541006-51301 | \$10.66 |
| Check | 56233 | 10/15/15 | Vendor | FEDEX | 5-174-47710 | Services thru 9/29/15 | Postage and Freight | 001-541006-51301 | \$19.53 |
| Check | 56234 | 10/15/15 | Vendor | FITNESS PRO | 9439 | True CS 400E 2W Elliptical | Capital Outlay | 001-564043-57214 | \$4,199.00 |
| Check | 56234 | 10/15/15 | Vendor | FITNESS PRO | 9440 | Cybox MG-525 Multi-Station Gym | Capital Outlay | 001-564043-57201 | \$7,088.00 |
| Check | 56234 | 10/15/15 | Vendor | FITNESS PRO | 9500 | Preventative Maintenance 8/24/15 | R&M-Equipment | 001-546022-57201 | \$100.00 |
| Check | 56234 | 10/15/15 | Vendor | FITNESS PRO | 9756 | Repair of True TLC 1100 Treadmill | R&M-Equipment | 001-546022-57201 | \$75.00 |
| Check | 56234 | 10/15/15 | Vendor | FITNESS PRO | 9757 | Preventative Maintenance 09/14/15 | R&M-Equipment | 001-546022-57201 | \$100.00 |
| Check | 56235 | 10/15/15 | Vendor | LEWIS, LONGMAN, & WALKER, P.A. | 108521 | General Legal thru 9/30/15 | ProfServ-Legal Services | 001-531023-51401 | \$2,000.00 |
| Check | 56236 | 10/15/15 | Vendor | PICKINWEE CORP | 010933/1 | Caulk & Concrete Crack Filler | R&M-General | 001-546001-57205 | \$5.99 |
| Check | 56236 | 10/15/15 | Vendor | PICKINWEE CORP | 010933/1 | Caulk & Concrete Crack Filler | R&M-General | 001-546001-57240 | \$23.98 |
| Check | 56236 | 10/15/15 | Vendor | PICKINWEE CORP | 010945/1 | Kitchen Sink Plumbing | R&M-General | 001-546001-57201 | \$15.46 |
| Check | 56236 | 10/15/15 | Vendor | PICKINWEE CORP | 010947/1 | Tools | R&M-General | 001-546001-57201 | \$34.99 |
| Check | 56236 | 10/15/15 | Vendor | PICKINWEE CORP | 010988/1 | Epoxy Blue to Repair Crack on Slide | R&M-General | 001-546001-57240 | \$4.79 |
| Check | 56236 | 10/15/15 | Vendor | PICKINWEE CORP | 011033/1 | Horizontal Shed | R&M-General | 001-546001-57205 | \$499.99 |
| Check | 56236 | 10/15/15 | Vendor | PICKINWEE CORP | 011070/1 | Lodge Splashblock | R&M-General | 001-546001-57201 | \$17.98 |
| Check | 56236 | 10/15/15 | Vendor | PICKINWEE CORP | 011074/1 | Flood Bulb for Lodge Exterior | R&M-General | 001-546001-57201 | \$44.99 |
| Check | 56237 | 10/15/15 | Vendor | QUALITY FLOOR CLEANING, LLC | 5347 | Lodge Gen Cleaning 9/31/15-9/28/15 | Misc-Contingency | 001-549900-57201 | \$350.00 |
| Check | 56238 | 10/15/15 | Vendor | RIVERKING PAINTING, INC. | 16803 | Final Payment on Exterior Painting Plantation Road | Capital Outlay | 001-564043-57201 | \$4,000.00 |
| Check | 56239 | 10/15/15 | Vendor | S & R LANDSCAPING, LLC | 101215 | Pinestraw | Misc-Contingency | 001-549900-57240 | \$1,237.50 |
| Check | 56240 | 10/15/15 | Vendor | SONITROL | 260453 | Offry Maintenance & Monitoring 10/1/15 - 12/31/15 | Contracts-Security Services | 001-534037-57201 | \$775.65 |

Piney-Z
Payment Register by Bank Account
For the Period from 10/1/15 to 10/31/15
(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 |
|----------------------|-----------------|----------|------------|---|-------------|---------------------------------------|--------------------------------|------------------|--------------------|
| Check | 56241 | 10/15/15 | Vendor | VECTOR SECURITY INC | 100915 | Security System DVR and Camera | Misc-Contingency | 001-549900-57201 | \$1,512.50 |
| Check | 56242 | 10/15/15 | Vendor | CHRISTOS MANTZANAS | 0000707 | Development of State Mandated Website | Misc-Information Technology | 001-549942-57201 | \$1,250.00 |
| Check | 56243 | 10/22/15 | Employee | EMMA K. FRANCIS | PAYROLL | October 22, 2015 Payroll Posting | Payroll Expense | N/A | \$45.71 |
| Check | 56244 | 10/20/15 | Vendor | VECTOR SECURITY INC | 100915 | Security System DVR and Camera | Misc-Contingency | 001-549900-57201 | \$1,512.50 |
| Check | 56245 | 10/23/15 | Employee | RICHARD A. KESSLER, JR. | PAYROLL | October 23, 2015 Payroll Posting | Payroll Expense | N/A | \$369.40 |
| Check | 56246 | 10/23/15 | Employee | MICHAEL D. LEE | PAYROLL | October 23, 2015 Payroll Posting | Payroll Expense | N/A | \$369.40 |
| Check | 56247 | 10/23/15 | Employee | CHERYL M. HUDSON | PAYROLL | October 23, 2015 Payroll Posting | Payroll Expense | N/A | \$174.28 |
| Check | 56248 | 10/23/15 | Employee | JOSEPH W. DIDIER | PAYROLL | October 23, 2015 Payroll Posting | Payroll Expense | N/A | \$365.23 |
| Check | 56249 | 10/30/15 | Vendor | BRIAN PESCHL | 17490 | Pest Control October 2015 | R&M-Pest Control | 001-546070-57201 | \$145.00 |
| Check | 56250 | 10/30/15 | Vendor | CHRISTOS MANTZANAS | | ***Voided Voided*** | | | \$0.00 |
| Check | 56251 | 10/30/15 | Vendor | CITY OF TALLAHASSEE | 5610 101315 | Utilities 9/11/15-10/13/15 | Electricity - Streetlighting | 001-543013-57201 | \$111.59 |
| Check | 56252 | 10/30/15 | Vendor | DEPARTMENT OF ECONOMIC OPPORTUNITY | 33940 | FY 15/16 Special District Fee | Annual District Filing Fee | 001-554007-51301 | \$175.00 |
| Check | 56253 | 10/30/15 | Vendor | FEDEX | 5-196-65784 | Services thru 10/20/15 | Postage and Freight | 001-541006-51301 | \$18.78 |
| Check | 56254 | 10/30/15 | Vendor | S & R LANDSCAPING, LLC | 101215 | Pinestraw | Misc-Contingency | 001-549900-57240 | \$0.00 |
| Check | 56254 | 10/30/15 | Vendor | S & R LANDSCAPING, LLC | 0716 | Lawn Maintenance October 2015 | Contr-Landscape-Amenities Area | 001-534053-53901 | \$2,100.00 |
| Check | 56255 | 10/30/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2081412 | Management Fees October 2015 | ProfServ-Mgmt Consulting Serv | 001-531027-51201 | \$4,522.92 |
| Check | 56255 | 10/30/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2081412 | Management Fees October 2015 | Postage and Freight | 001-541006-51301 | \$35.18 |
| Check | 56255 | 10/30/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2081412 | Management Fees October 2015 | Printing and Binding | 001-547001-51301 | \$642.00 |
| Check | 56255 | 10/30/15 | Vendor | SEVERN TRENT ENVIRONMENTAL SERVICES, INC. | 2081412 | Management Fees October 2015 | Office Supplies | 001-551002-51301 | \$38.50 |
| ACH | DD000130 | 10/07/15 | Employee | LUKE J. LILES | PAYROLL | October 07, 2015 Payroll Posting | Payroll Expense | N/A | \$102.74 |
| ACH | DD000131 | 10/07/15 | Employee | BENJAMIN V. KILGORE | PAYROLL | October 07, 2015 Payroll Posting | Payroll Expense | N/A | \$85.84 |
| ACH | DD000132 | 10/07/15 | Employee | JOSHUA M. LILES | PAYROLL | October 07, 2015 Payroll Posting | Payroll Expense | N/A | \$92.24 |
| ACH | DD000133 | 10/07/15 | Employee | BRETT A. NIETO | PAYROLL | October 07, 2015 Payroll Posting | Payroll Expense | N/A | \$113.02 |
| ACH | DD000134 | 10/07/15 | Employee | CORINTHIAN F. BARNES | PAYROLL | October 07, 2015 Payroll Posting | Payroll Expense | N/A | \$92.85 |
| ACH | DD000135 | 10/07/15 | Employee | BAILEY A. SMITH | PAYROLL | October 07, 2015 Payroll Posting | Payroll Expense | N/A | \$82.43 |
| ACH | DD000136 | 10/07/15 | Employee | MELINDA J. PARKER | PAYROLL | October 07, 2015 Payroll Posting | Payroll Expense | N/A | \$1,915.68 |
| ACH | DD000137 | 10/07/15 | Employee | RICKY S EVANS | PAYROLL | October 07, 2015 Payroll Posting | Payroll Expense | N/A | \$856.32 |
| ACH | DD000138 | 10/21/15 | Employee | LUKE J. LILES | PAYROLL | October 21, 2015 Payroll Posting | Payroll Expense | N/A | \$129.28 |
| ACH | DD000139 | 10/21/15 | Employee | BENJAMIN V. KILGORE | PAYROLL | October 21, 2015 Payroll Posting | Payroll Expense | N/A | \$37.40 |
| ACH | DD000140 | 10/21/15 | Employee | JOSHUA M. LILES | PAYROLL | October 21, 2015 Payroll Posting | Payroll Expense | N/A | \$39.48 |
| ACH | DD000141 | 10/21/15 | Employee | BAILEY A. SMITH | PAYROLL | October 21, 2015 Payroll Posting | Payroll Expense | N/A | \$87.27 |
| ACH | DD000142 | 10/21/15 | Employee | MELINDA J. PARKER | PAYROLL | October 21, 2015 Payroll Posting | Payroll Expense | N/A | \$1,915.68 |
| ACH | DD000143 | 10/21/15 | Employee | RICKY S EVANS | PAYROLL | October 21, 2015 Payroll Posting | Payroll Expense | N/A | \$793.31 |
| ACH | DD000144 | 10/23/15 | Employee | DELORES A. PINCUS | PAYROLL | October 23, 2015 Payroll Posting | Payroll Expense | N/A | \$184.70 |
| Account Total | | | | | | | | | \$53,722.32 |

Piney-Z
Payment Register by Bank Account
 For the Period from 10/1/15 to 10/31/15
 (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 |
|---|-----------------|----------|------------|-------------|-------------|--|----------------------|---------------|--------------|
| <u>PINEY-Z CDD - (Acct# xxxxx5680)</u> | | | | | | | | | |
| Check | 1016 | 10/20/15 | Vendor | PINEY Z CDD | 101615 | Deposit into BB&T Checking Account #2471 | Due From Other Funds | 131000 | \$50,000.00 |
| Account Total | | | | | | | | | \$50,000.00 |
| Total Amount Paid | | | | | | | | | \$103,722.32 |

Seventh Order of Business

7A.

PINEY-Z
Community Development District

Financial Report
September 30, 2015

Prepared by



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Piney-Z
Community Development District

Financial Statements

(Unaudited)

September 30, 2015

Balance Sheet
September 30, 2015

| ACCOUNT DESCRIPTION | GENERAL FUND | SERIES 2002 DEBT SERVICE FUND | SERIES 2008 DEBT SERVICE FUND | TOTAL |
|--|-------------------|-------------------------------------|-------------------------------------|-------------------|
| ASSETS | | | | |
| Cash - Checking Account | \$ 60,080 | \$ - | \$ - | \$ 60,080 |
| Cash On Hand/Petty Cash | 335 | - | - | 335 |
| Due From Other Funds | 2,072 | - | - | 2,072 |
| Investments: | | | | |
| Money Market Account | 209,925 | - | - | 209,925 |
| Prepayment Account | - | 250 | 1 | 251 |
| Redemption Fund | - | 646 | - | 646 |
| Reserve Fund | - | 15,500 | - | 15,500 |
| Revenue Fund | - | 80,548 | 143,232 | 223,780 |
| Prepaid Items | 3,258 | - | - | 3,258 |
| TOTAL ASSETS | \$ 275,670 | \$ 96,944 | \$ 143,233 | \$ 515,847 |
| LIABILITIES | | | | |
| Accounts Payable | \$ 36,772 | \$ - | \$ - | \$ 36,772 |
| Accrued Expenses | 5,226 | - | - | 5,226 |
| Unearned Revenue | 84,810 | - | - | 84,810 |
| Accrued Wages Payable | 3,595 | - | - | 3,595 |
| Accrued Taxes Payable | 1,043 | - | - | 1,043 |
| Due To Other Funds | - | 2,072 | - | 2,072 |
| TOTAL LIABILITIES | 131,446 | 2,072 | - | 133,518 |
| FUND BALANCES | | | | |
| Nonspendable: | | | | |
| Prepaid Items | 3,258 | - | - | 3,258 |
| Restricted for: | | | | |
| Debt Service | - | 94,872 | 143,233 | 238,105 |
| Assigned to: | | | | |
| Reserves - CDD Amenity | 56,156 | - | - | 56,156 |
| Reserves - Other | 84,810 | - | - | 84,810 |
| Unassigned: | - | - | - | - |
| TOTAL FUND BALANCES | \$ 144,224 | \$ 94,872 | \$ 143,233 | \$ 382,329 |
| TOTAL LIABILITIES & FUND BALANCES | \$ 275,670 | \$ 96,944 | \$ 143,233 | \$ 515,847 |

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

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--------------------------------|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ 300 | \$ 300 | \$ 1,283 | \$ 983 |
| S/F Swimming Program Fees | 1,000 | 1,000 | - | (1,000) |
| Interest - Tax Collector | - | - | 28 | 28 |
| Special Assmnts- Tax Collector | 354,503 | 354,503 | 354,503 | - |
| Special Assmnts- Discounts | (14,180) | (14,180) | (13,322) | 858 |
| Settlements | - | - | 33,924 | 33,924 |
| Other Miscellaneous Revenues | - | - | 1,142 | 1,142 |
| Access Cards | - | - | 430 | 430 |
| Pavilion Rental | 900 | 900 | 400 | (500) |
| Lodge Rental | 9,500 | 9,500 | 11,222 | 1,722 |
| Pool Rental | 600 | 600 | - | (600) |
| TOTAL REVENUES | 352,623 | 352,623 | 389,610 | 36,987 |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| P/R-Board of Supervisors | 11,000 | 11,000 | 15,400 | (4,400) |
| FICA Taxes | 842 | 842 | 1,178 | (336) |
| ProfServ-Engineering | 500 | 500 | - | 500 |
| ProfServ-Legal Services | 35,000 | 35,000 | 36,000 | (1,000) |
| ProfServ-Mgmt Consulting Serv | 54,275 | 54,275 | 54,275 | - |
| ProfServ-Special Assessment | 4,637 | 4,637 | 4,637 | - |
| Auditing Services | 3,000 | 3,000 | 3,000 | - |
| Communication - Telephone | 100 | 100 | - | 100 |
| Postage and Freight | 2,000 | 2,000 | 1,263 | 737 |
| Insurance - General Liability | 10,591 | 10,591 | 9,576 | 1,015 |
| Printing and Binding | 2,500 | 2,500 | 4,795 | (2,295) |
| Legal Advertising | 1,500 | 1,500 | 1,709 | (209) |
| Miscellaneous Services | 500 | 500 | 374 | 126 |
| Misc-Assessmnt Collection Cost | 10,635 | 10,635 | 10,235 | 400 |
| Misc-Contingency | 500 | 500 | 600 | (100) |
| Office Supplies | 500 | 500 | 554 | (54) |
| Annual District Filing Fee | 175 | 175 | 175 | - |
| Total Administration | 138,255 | 138,255 | 143,771 | (5,516) |
| <u>Field</u> | | | | |
| Contr-Landscape-Amenities Area | 12,040 | 12,040 | 9,430 | 2,610 |
| Misc-Contingency | 5,500 | 5,500 | 10,634 | (5,134) |
| Total Field | 17,540 | 17,540 | 20,064 | (2,524) |

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2015

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>Parks and Recreation - General</u> | | | | |
| Payroll-Salaries | 68,775 | 68,775 | 48,204 | 20,571 |
| Payroll - Overtime | 250 | 250 | - | 250 |
| FICA Taxes | 5,280 | 5,280 | 3,760 | 1,520 |
| Pension Benefits | 2,250 | 2,250 | - | 2,250 |
| Life and Health Insurance | 12,200 | 12,200 | - | 12,200 |
| Workers' Compensation | 5,412 | 5,412 | 4,928 | 484 |
| ProfServ-Consultants | - | - | 7,320 | (7,320) |
| Contracts-Security Services | 4,000 | 4,000 | 4,903 | (903) |
| Communication - Teleph - Field | 1,620 | 1,620 | 1,031 | 589 |
| Postage and Freight | 900 | 900 | 104 | 796 |
| Utility - General | 21,777 | 21,777 | 13,269 | 8,508 |
| Utility - Other | 2,293 | 2,293 | 2,343 | (50) |
| Electricity - Streetlighting | 1,300 | 1,300 | 1,438 | (138) |
| Utility - Irrigation | 3,850 | 3,850 | 1,618 | 2,232 |
| Utility - Refuse Removal | 1,802 | 1,802 | 1,404 | 398 |
| R&M-General | 8,945 | 8,945 | 12,815 | (3,870) |
| R&M-Pest Control | 790 | 790 | 858 | (68) |
| Misc-Contingency | 2,400 | 2,400 | 10,068 | (7,668) |
| Misc-Information Technology | 1,000 | 1,000 | 3,523 | (2,523) |
| Office Supplies | 2,750 | 2,750 | 5,087 | (2,337) |
| Subscriptions and Memberships | 500 | 500 | 925 | (425) |
| Impr. Sewer Connection | - | - | 10,273 | (10,273) |
| Capital Outlay | 31,900 | 31,900 | 25,005 | 6,895 |
| Total Parks and Recreation - General | 179,994 | 179,994 | 158,876 | 21,118 |
| <u>Swimming Pool</u> | | | | |
| Payroll-Salaries | 32,365 | 32,365 | 23,429 | 8,936 |
| Payroll - Overtime | 750 | 750 | 319 | 431 |
| FICA Taxes | 2,533 | 2,533 | 1,817 | 716 |
| ProfServ-Pool Maintenance | 4,800 | 4,800 | 5,500 | (700) |
| Communication - Teleph - Field | 660 | 660 | 921 | (261) |
| R&M-General | 1,170 | 1,170 | 2,556 | (1,386) |
| R&M-Pools | 5,500 | 5,500 | 4,954 | 546 |
| Misc-Licenses & Permits | 250 | 250 | - | 250 |
| Misc-Contingency | 1,800 | 1,800 | 1,160 | 640 |
| Op Supplies - Pool Chemicals | 5,000 | 5,000 | 4,900 | 100 |
| Capital Outlay | 2,400 | 2,400 | - | 2,400 |
| Total Swimming Pool | 57,228 | 57,228 | 45,556 | 11,672 |

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

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>Fitness Center</u> | | | | |
| Payroll-Salaries | 4,680 | 4,680 | 1,096 | 3,584 |
| FICA Taxes | 358 | 358 | 84 | 274 |
| R&M-General | 2,785 | 2,785 | 931 | 1,854 |
| R&M-Equipment | 2,300 | 2,300 | 1,350 | 950 |
| Misc-Contingency | 1,200 | 1,200 | - | 1,200 |
| Capital Outlay | 14,500 | 14,500 | 19,131 | (4,631) |
| Total Fitness Center | 25,823 | 25,823 | 22,592 | 3,231 |
| <u>Park & Grounds</u> | | | | |
| Payroll-Salaries | 4,180 | 4,180 | 5,794 | (1,614) |
| FICA Taxes | 320 | 320 | 443 | (123) |
| R&M-General | 1,370 | 1,370 | 2,697 | (1,327) |
| Misc-Contingency | 3,100 | 3,100 | 7,316 | (4,216) |
| Capital Outlay | 1,200 | 1,200 | 430 | 770 |
| Total Park & Grounds | 10,170 | 10,170 | 16,680 | (6,510) |
| <u>Reserves</u> | | | | |
| Reserve - CDD Amenity | 10,000 | 10,000 | - | 10,000 |
| Total Reserves | 10,000 | 10,000 | - | 10,000 |
| TOTAL EXPENDITURES & RESERVES | 439,010 | 439,010 | 407,539 | 31,471 |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | (86,387) | (86,387) | (17,929) | 68,458 |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Contribution to (Use of) Fund Balance | (86,387) | - | - | - |
| TOTAL FINANCING SOURCES (USES) | (86,387) | - | - | - |
| Net change in fund balance | \$ (86,387) | \$ (86,387) | \$ (17,929) | \$ 68,458 |
| FUND BALANCE, BEGINNING (OCT 1, 2014) | 162,153 | 162,153 | 162,153 | |
| FUND BALANCE, ENDING | \$ 75,766 | \$ 75,766 | \$ 144,224 | |

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

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ 50 | \$ 50 | \$ 59 | \$ 9 |
| Special Assmnts- Tax Collector | 79,355 | 79,355 | 79,355 | - |
| Special Assmnts- Discounts | (3,174) | (3,174) | (2,982) | 192 |
| TOTAL REVENUES | 76,231 | 76,231 | 76,432 | 201 |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| ProfServ-Trustee Fees | 3,100 | 3,100 | 3,502 | (402) |
| Misc-Assessmnt Collection Cost | 2,381 | 2,381 | 2,291 | 90 |
| Total Administration | 5,481 | 5,481 | 5,793 | (312) |
| <u>Debt Service</u> | | | | |
| Principal Debt Retirement | 55,000 | 55,000 | 55,000 | - |
| Principal Prepayments | - | - | 5,000 | (5,000) |
| Interest Expense | 15,750 | 15,750 | 15,625 | 125 |
| Total Debt Service | 70,750 | 70,750 | 75,625 | (4,875) |
| TOTAL EXPENDITURES | 76,231 | 76,231 | 81,418 | (5,187) |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | - | (4,986) | (4,986) |
| Net change in fund balance | \$ - | \$ - | \$ (4,986) | \$ (4,986) |
| FUND BALANCE, BEGINNING (OCT 1, 2014) | 99,858 | 99,858 | 99,858 | |
| FUND BALANCE, ENDING | \$ 99,858 | \$ 99,858 | \$ 94,872 | |

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

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) |
|--|-----------------------------|------------------------|------------------------|-----------------------------|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ 50 | \$ 50 | \$ 97 | \$ 47 |
| Special Assmnts- Tax Collector | 214,348 | 214,348 | 214,130 | (218) |
| Special Assmnts- Discounts | (8,574) | (8,574) | (8,047) | 527 |
| TOTAL REVENUES | 205,824 | 205,824 | 206,180 | 356 |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| ProfServ-Dissemination Agent | 1,000 | 1,000 | 1,000 | - |
| ProfServ-Trustee Fees | 4,400 | 4,400 | 4,903 | (503) |
| Misc-Assessmnt Collection Cost | 6,430 | 6,430 | 6,182 | 248 |
| Total Administration | 11,830 | 11,830 | 12,085 | (255) |
| <u>Debt Service</u> | | | | |
| Principal Debt Retirement | 170,000 | 170,000 | 170,000 | - |
| Principal Prepayments | - | - | 55,000 | (55,000) |
| Interest Expense | 39,950 | 39,950 | 38,781 | 1,169 |
| Total Debt Service | 209,950 | 209,950 | 263,781 | (53,831) |
| TOTAL EXPENDITURES | 221,780 | 221,780 | 275,866 | (54,086) |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | (15,956) | (15,956) | (69,686) | (53,730) |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Contribution to (Use of) Fund Balance | (15,956) | - | - | - |
| TOTAL FINANCING SOURCES (USES) | (15,956) | - | - | - |
| Net change in fund balance | \$ (15,956) | \$ (15,956) | \$ (69,686) | \$ (53,730) |
| FUND BALANCE, BEGINNING (OCT 1, 2014) | 212,919 | 212,919 | 212,919 | |
| FUND BALANCE, ENDING | \$ 196,963 | \$ 196,963 | \$ 143,233 | |

7B.

**PINEY-Z
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 9/30/15

The Board hereby assigns the FY 2015 Reserves per September 30, 2015 Balance sheet as follows:

| | 9/30/14 | added | removed | 9/30/15 |
|------------------------|----------|----------|----------|----------|
| Operating Reserve | \$63,155 | | \$63,155 | \$0 |
| Reserves – CDD Amenity | \$52,805 | \$10,000 | \$ 6,649 | \$56,156 |
| Reserves – Other | \$0 | \$84,810 | \$ 0 | \$84,810 |

Ninth Order of Business

9A.

Piney-Z Community Development District
Property Manager's Report
November 6, 2015

LODGE/GARAGE

- 3 GFCI receptacles installed on second floor
- New 100amp AC panel and new branch circuit breakers installed on exterior wall facing playground. Penetrox anti-oxidant used on all aluminum terminations.
- Two recessed can lights installed in office
- Two duplex receptacles installed in office
- Changed duplex receptacle left of sink to GFCI, as per code
- Repaired left side strainer in kitchen sink
- Installed new blind on office door
- Shampooed two carpets
- Replaced bad photocell on rear left lodge entrance security light
- Re-located locked bulletin board to immediate right of office door
- Installed new phone system
- Cleaned out closet upstairs for use by HOA
- Mopped all wood floors with Murphy's Oil soap
- Developed and cleared punch list with painter
- Pressure washed sidewalks at front of lodge
- Patched four additional holes in asphalt at front
- Bleached newly-exposed brick wall on path to fitness center
- Cleared drain line in white refrigerator necessitated by standing water under crisper drawers
- Removed banana tree blocking office window
- Still waiting on city to repair/replace bulbs in multiple pole lights

FITNESS CENTER

- Removed handy box with duplex receptacle, installed four square box with two duplex receptacles
- Changed duplex receptacle to quad, double duplex receptacle

PAVILION

- At main panel installed one 2 pole 20 amp breaker for surge protection (removed from 100amp 2 pole breaker which is doubled up)
- Pressure washed floor after barbecue

POOL

- Installed new 100 amp outdoor rated panel with all new branch breakers, to alleviate doubling up. Used Penetrox anti-oxidant for aluminum terminations.
- Fired up pool pumps subsequent to electrical upgrades
- Re-set all time clocks
- Assembled, set and loaded new pool shed
- Installed new vacuum hose hanger
- All of the deck furniture has been washed with bleach and will be stacked and covered with tarps.

PLAYGROUND

- Still need to determine volume of mulch to add to playground

PARKS AND GROUNDS

- Beds cleaned, sprayed and filled with pine straw around lodge and in front yard.
- Limbing of the trees has begun. We anticipate that it may well require an additional 24+/- man hours to complete the entire property.
- Timer for pathway parking lot lights replaced.
- Faulty LED fixture on pavilion replaced.

GENERAL

- All electrical upgrades required on the property have been completed as of 11-3-15.
- New website address placed on primary sign in front yard

- We hope to have a final report on fob system cleansing at the meeting
- Archiving of files continues. We found no additional files under the house, and believe all files are now contained within the office proper.

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

- 11-16-15 Painting completed 10-12-15; see below for color and cost
 - 3 GFCI receptacles installed, second floor/Lawson & Lawson/\$200
 - New 100amp AC panel and new branch circuit breakers installed outside office. Penetrox anti-oxidant was used on all aluminum terminations/Lawson & Lawson/\$700
 - Two recessed can lights installed in office/Lawson & Lawson/\$250
 - Two duplex receptacles installed in office/Lawson & Lawson/\$200
 - Change duplex receptacle left of sink to GFCI, as per code/Lawson & Lawson/\$75
 - Repaired left side strainer in kitchen sink/staff/\$15.54
 - Installed new blind on office door/staff/\$16.37
 - 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
 - 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 underway
 RiverKing/\$5,550.00 (*Sherwin Williams Rock Garden 6195*)
 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
 Leak repaired, kitchen sink/staff/\$15.46
 New door closer to kitchen repaired subsequent to rental event/staff/\$2.99
 Hoover carpet steamer purchased to facilitate staff cleaning of rugs, upholstery
 and seats of metal chairs in lodge/\$168.00
 Commenced shop inventory
 Cleaned ceiling over walkway at front of lodge
 8-10-15 Organized and cleaned garage/staff
 Changed all AC filters/staff
 Replaced toilet seat, women's restroom/staff/\$29.99

- Added lock, re-keyed office doors/staff/\$26.97
- Added door stop tip on kitchen door/staff/\$2.99
- Replaced door hold, kitchen door/staff/\$8.99
- Added thumb locks to office windows/staff/\$3.77
- Address sprinkler system issues regarding lack of audible tone and possible replacement of pressure gauge.
- 7-13-15 AC on second floor fails for final time; replacement ideas under consideration
- Two roofing bids received
- 6-14-15 Women's toilet unclogged/McNeill/\$42.57
- AC on second floor repaired/Benson's/\$518.76
(replaced condenser fan motor and capacitor)
- AC for office repaired/Benson's/\$236.43
(r-22 refrigerant; leaking valve core found)
- Phone jack activated in meeting room/Fraser's/\$172.50
- Front of lodge pressure washed/staff
- Leaves and dirt blown out between iron and windows/staff
- 5-11-15 Sonitrol reader added at side garage door/Sonitrol/\$1,080
- Soffit repaired at rear porch
- Update stove and sink area in kitchen/not in FY 2016 budget
- Address wood rot at front door to garage; add gutters to ameliorate
- Address cracks in retaining wall at rear/in FY 2016 budget
- Paint all trim and wrought iron/RiverKing/ \$5,550
- 3-9-15 Main floor cleaned and waxed/Quality Flooring/\$1,036

- 2-9-15 Two zone AC duct system created; programmable thermostats installed
- 1-12-15 Need to add power vents to roof/FY 2015 budget
Electrical panel may be overloaded...or not/study in FY 2015 budget
- 10-13-14 Upgrade electrical service to permit installation of ceiling fan/light kits
Upgrade electrical service to kitchen
- 7-14-14 Meeting room and hall to bathrooms painted, including walls, window
sills, chair rails and baseboards/10 Point/\$1,750
- 6-9-14 Windows washed, inside and outside/staff
Faucet leak at rear of garage repaired/McNeill
Men's and women's restroom portion of lodge pressure washed outside
- 4-14-14 Garage organized/staff
Termite damage repaired

FITNESS CENTER

- 11-16-15 Removed handy box with duplex receptacle, installed four square box with
two duplex receptacles/Lawson & Lawson/\$125
Changed duplex receptacle to quad, double duplex receptacle/Lawson &
Lawson/\$125
Bleached newly-exposed brick wall on path to Fitness Center/staff
- 10-19-15 Installed 10-13-15:
Cybex Universal MG-525: Serial J 0512087009009/FitnessPro/\$7,088
True CS 400E Elliptical: Serial 15-XCS 400611F/FitnessPro/\$4,199
(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 |
| 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 Cracks in floor need to be addressed |
| 4-13-15 | New water heater installed Re-painting (full or touch-up) needed Universal requires replacement/\$9,399 |
| 3-9-15 | Universal repaired |
| 1-12-15 | Repaired downspout which comes off gutter over center Physio Step installed 1-5-15/Fitness Pro/\$2,895 Serial: True treadmill installed 1-5-15/Fitness Pro/\$4,749 Serial: |
| 9-8-14 | Pulley cable repaired on stacked weights Treadmill belt and deck replaced |
| 8-11-14 | Treadmill belt and deck replaced |

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

PAVILION

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
Replaced faulty LED fixture on pavilion, overlooking handicapped parking space/Lawson & Lawson/\$348.52
9-14-15 Work continues on filling cracks in the floor/staff/\$23.98
8-10-15 Patched and painted hole punched in wall of men's room/staff/\$13.98
Replaced broken closure on men's restroom door/staff/\$59.11
Added door stop, men's restroom/staff/\$6.99
Touched up painting in restrooms in lieu of Odom return to do same/staff
7-13-15 Door closure at men's room to be replaced
Hole in men's room wall to be repaired
Painter (Odom) has not returned to address multiple issues from April
6-14-15 Men's urinal repaired/McNeill/\$42.56
Women's floor drain still clogged
5-11-15 Bathrooms painted/Jerry Odom/\$750
5/15 Bid to provide keypad access to bathrooms/Everite/\$2,745
3/15 Pavilion fans could be replaced/est. \$2,000

- 3-9-15 Exterior pressure washed
- 2-9-15 Gutters cleaned and repaired
- 1-12-15 McNeill blew out underground pipes to determine where they emptied;
three months later, women's restroom floor drain reported clogged...
 Gutters cleaned and seams repaired; should extend life 2-5 years.
French drain should be considered to prevent pooling along side
- 8-11-14 Floor pressure washed

POOL

- 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
 Installed new vacuum hose hanger/staff/\$4.76
- 10-19-15 Pool shut-off valve damaged in course of shrubbery trimming; immediately
 Repaired by contractor, overseen by staff
 Shed purchased to store Dolphin, cleaning tools, floats and such, etc./
 \$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 alone
 Added caulk to control box at rear gate, to address moisture issue/staff/\$5.99
 Concrete leveling work/Alpha Foundations/\$349
- 8-10-15 Sharp tile to be repaired
 Cement shaving required in two places

- 7-13-15 ADA lift chair batteries replaced; 4 new in 2 battery packs/Battery Source/\$98 for 2 of 4
Front pool gate requires lock repair and post re-setting/\$400
- 6-14-15 Second ADA lift chair battery pack charger purchased/Allied Electronics/\$32.71
Zoll de-fibrillator required: 10 new batteries/Zoll Medical/\$75
Pedi pad/Zoll Medical/\$95
Bag for equipment/Zoll Medical/\$105
Shower hose bibb replaced/McNeill/\$42.57
Front pool gate hydraulic verticlose added/Everite/\$825
ADA/rear pool gate to be repaired/Everite est. \$3,950
- 5-11-15 Deck and walks pressure washed
Two pool cameras replaced/Signalhouse/\$838
Pool gates require replacement
Shed required to store pool furniture in off-season
- 4-13-15 Need to level pavers at picnic tables**
- 3-9-15 Flowmeter replaced/Swain Pools/\$408
Wading pool fence removed/G&S Fence/\$450
- 2-9-15 Numerous leaks repaired around scuppers
Numerous broken tiles repaired
Deck injected with foam to level/Alpha Foundations/\$1,967
- 1/15 Deck box/In the Swim/\$117
- 10-13-14 Need to replace most furniture (eventually cleaned back to “health”)
(Loungers alone would be about \$225 per)

| | |
|---------|---|
| | Paint wooden lifeguard chairs |
| 8-11-14 | New umbrellas purchased |
| | Termite damage in pool shed treated/repared |
| 8/14 | Second cover for lift chair/In the Swim/\$399 |
| 6-9-14 | New chlorinator installed/Swain Pools |
| 6/14 | 12 resin white chaise lounges/In the Swim/\$1,019 |
| | 12 resin white regal mid back chairs/In the Swim/\$479 |
| 5-12-14 | Multiple leaks repaired/tree roots part of problem; 2 trees removed |
| | Dolphin Commercial Pool Vacuum purchased/In the Swim/\$3,170 |
| 2/13 | Lift chair purchased/In the Swim/\$4,317 |
| | First cover for lift chair purchased/In the Swim/\$378 |

PLAYGROUND

| | |
|----------|--|
| 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 |
| 6-14-15 | Sprayed for poison ivy/John Hurst/\$75 |
| 5-11-15 | Re-mulching needed/\$735 |
| | Five inch crack in blue slide |
| 2-9-15 | Mulch leveled under swings |
| 9-8-14 | Sprayed for weeds |
| 7-14-14 | Sprayed for weeds |

6-9-14 Pathways mulched

PARKS/GROUNDS

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 (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 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

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

7-13-15 22 lawn care bid packets sent out

5-11-15 Hunter irrigation control box replaced

Swale created by MayDay at rear of property

Consider replacing some picnic tables

Repair/replace stairs at rear of lodge

- 4-13-15 Men's room lock replaced at pavilion
- 3-9-15 14 trees removed/Miller's/\$2,975
- Sewer hook-up completed/\$10,273
- Purchase backpack blower/John Deere/\$490
- Pavilion gutters cleaned and coated; downspout work/Gutterhawk/\$430
- 6-9-14 Gazebos re-roofed/10 Point Construction/\$1,190

GENERAL

- 11-16-15 New, 16 camera DVR and four replacement digital cameras installed/
Vector Security/\$3,025
- 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 with contingencies regarding additional circuitry needs
- Multiple security lights repaired/re-bulbed/staff/\$116.52
- Flammables cabinet received 9-14-15/U-Line/\$599
- 8-10-15 Drilled out, tapped and repaired wheel bracket on pressure washer
- Treated all fire ant mounds with Amdro/staff/\$11.97
- Replaced flappers in 8 of 10 toilets/\$41.22
- 7-13-15 Backflow certifications done on all but fire line/Tall Timbers/\$105

Pop-off valve replaced, new coupling added, pool unit/Tall Timbers/\$155
5/15 Everite bid to replace 5 cameras and DVR: \$2,250
---- Vector Security bid to replace 5 cameras: \$3,330
---- Sonitrol bid to replace all cameras and DVR: \$3,675
3-9-15 12 signs replaced on property/Super Signs/\$903
10-13-14 Lightning strikes multiple cameras; only 2 of 5 replaced
6-9-14 Sand and sand bags purchased

11-6-15

November 2015

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

November 16

Workshop, 3:30 PM

Board Meeting, 6:30 PM

December 2015

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

December 8

HOA board meeting

December 15

Check on status of \$713 FMIT refund, due post 12-1-15

December 31

1st Choice termite agreement renews in 90 days

January 2016

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

January 11

Board Meeting, 6:30 PM

January 31

1st Choice termite agreement renews in 60 days

January 31

1st Choice pest control agreement renews in 90 days

Tenth Order of Business

10B.

Copier/Canon ‘iR-3035’

(@4-8-13 and later)

“History” of CDD/HOA Jointly Used Copiers

(with a focus on the current copier)

Compiled by Melinda J. Parker
October 14, 2015

- 5-12-08 (Different machine (**Minolta?**), but discussion of cost sharing between the two entities. To wit, the HOA paid for the maintenance, and the CDD paid for the paper and the toner. Further, it appears that the copier in office at that time was owned by the HOA.) N.B. Sharing of a copier appears to have gone on since at least August 2003.
- 7-14-08 CDD purchases a used **Sharp** copier, for \$1,495. HOA to be responsible for cost of maintenance. Each entity to purchase its own copier paper. Cost of toner to be split based on usage. Usage at time appeared to be 60% CDD, and 40% HOA.
- 4-8-13 CDD board approves purchase of used (black and white copier machine) (**Canon Image Runner 3570**)
- 5-1-13 CDD (Supervisor Lee) signs agreement to purchase, for \$1,500, a **Canon iR3035**.
HOA (President Lytle) signs agreement to maintain, for \$319/annum, a **Canon iR3570**. (There appears to be no *written* agreement between the two entities regarding shared costs.)

- 5-4-15 Due to lack of information in-house regarding the current Canon copier, I contacted Service Plus, which, I eventually learned, had SOLD the Canon to the CDD, and signed a maintenance agreement on it with the HOA. The facts provided by Service Plus, which I shared with each board member in May 2015, were wrong in nearly every aspect, a fact for which I apologize. It was only when I saw the HOA annual budget in August that I learned the “monthly” maintenance payment of \$374 was, in fact, an **annual** payment of \$407(which surely makes more sense than did the previous information.) Therefore, rather than the CDD paying far less than its fair share, we have, in fact, been paying an estimated 35% of the annual total (\$623) for an estimated 10%, at the very most, of the usage. (Based on current usage as, I know it to be). I called Becca Davis at Service Plus, who confirmed that the payment was, indeed, once a year, rather than the once a month she thought in May.
- 9-14-15 CDD board and HOA president agree that HOA files need to be stored elsewhere, most probably on the second floor of the lodge. The HOA indicated that it needed use of the copier, and it was agreed that the copier would be taken upstairs.
- 9-21-15 CDD manager notifies HOA president that we hope to be able to move our boxes from the entryway to the storeroom on 9-29-15 HOA president replies that she is out of town, and will ask Frank Cicione and Diana Swegman to coordinate the move. She further states that the copier cannot be moved until after 10-1-15, so the CDD will have to move it elsewhere for the time.
- 9-22-15 Entirety of second floor cleaned by the CDD

- 9-23-15 CDD staff notified that movers as well as the folks who service the copier (Service Plus) will arrive on the 24th, between 8:30 and 9:00 am.
- 9-24-15 Movers arrive about 8:15 am. No one from Service Plus was in attendance, nor was anyone from the HOA. CDD manager ultimately signed the necessary papers to authorize the move. CDD received an appropriate certificate of insurance, as requested. Movers left shortly after 9:00 am, having been unable to move the copier upstairs. Copier was moved to the “seating” corner in the lodge. Late morning/early afternoon two members of the HOA board arrive at the office. They were given the keys off the wall as well as all of the papers signed in their behalf. We were told that one of them had been instructed (I believe last night) to cancel the maintenance agreement, effective at the end of the month.
- 9-30-15 I had the copier inspected by Service Plus, which said it was in fine condition, and could certainly be moved upstairs if properly taken apart.
- 10-7-15 Email received from HOA president, asking whether the CDD feelings in regard to the copier had changed. Chairman Didier intends to speak with the HOA president, and the CDD board.
- 10-8-15 Spoke with Becca Davis @ Service Plus, to gain information on market value of the machine, usage, etc. She is to get back to me ASAP. Confirmed that maintenance agreement had been cancelled by the HOA.

11-5-15

Information received this date from Zack Dunlap, Sales Manager, Service Plus Office Machines:

| | |
|--|--------|
| Fair market value | \$625 |
| Total prints since installation | 33,347 |
| (most recent 12 months approximately 7,000 only) | |
| Usage since 9-12-14: | |
| CDD | 5,684 |
| HOA | 2,200 |