

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

FEBRUARY 8, 2016

AGENDA PACKAGE

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

February 1, 2016

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, February 8, 2016 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop at 3:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

Workshop: 3:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Board Priorities and Goals – Financials & Bonds Discussion**
Peter Brill, Accounting Manager
Alan Baldwin, Lead Accountant
Tiziana Cessna, Accountant
- 5. Amended Rules - Policies and Procedures**
- 6. CDD Amenities and Staffing**
- 7. Adjournment**

Regular Meeting: 6:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Continuation of Public Hearing from January 11, 2016 – Amenities Rules Adoption of Amended Rules - Policies and Procedures – Resolution 2016-2**
- 5. Approval of the Minutes of the January 11, 2016 Workshop and Regular Meeting**
- 6. Acceptance of the December 2015 Financial Statements and Approval of the Check Register and Invoices**
- 7. CDD Manager's Report**
 - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)
- 8. Organizational Matters**
 - A. HVAC
- 9. District Manager's Report**
- 10. District Attorney's Report**

Piney-Z CDD
February 1, 2016

11. Business Matters

A. FY 2016 Board Goals & Objectives

12. Supervisor Requests

A. Discussion Regarding Discontinuing Lifeguards (Supervisor Pincus)

13. Adjournment

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

Sincerely,

Bob Nanni/ms
District Manager

cc: Christopher Lyon Bob Reid Melinda Parker

Fourth Order of Business

RESOLUTION 2016-2

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this 8th day of February, 2016.

ATTEST:

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson

Exhibit A: Rules of Procedure

Fifth Order of Business

MINUTES OF WORKSHOP PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, January 11, 2016 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

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

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary
CDD Manager
District Manager/Secretary

The following is a summary of the discussions at January 11, 2016 Piney-Z Community Development District Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

CDD Amenities and Staffing

- Ms. Parker addressed the third party contract for janitorial services and requested Mr. Evans be given an additional one hour per day as they would like to bring these services back in-house.
- Mr. Kessler inquired about the existing contract for janitorial services.
 - Ms. Parker responded it was a month-to-month contract.
 - The contract calls for two visits per week, at a cost of \$50 per visit.
 - Discussion followed on hiring a part-time person for the cleaning.
- Ms. Parker reviewed her report.

- The 2010 treadmill needs a new motor at a cost of \$1,254 and it is recommended the 2004 treadmill be replaced with a Helix Lateral Trainer at \$3,499. Both would come from Capital Outlay.
- Lighting was discussed.
- The city will be doing maintenance on the light poles
- The city will not take responsibility for the CDD cameras attached to the light poles.
- A list of ADA expenditures has been compiled at \$51,307. Mr. Didier noted he would like attorney fees included.
- Ms. Parker provided and outlined a list of actions and records.
- One new HVAC bids was presented as well as a list of previous bids on similar equipment.
- Mr. Lee addressed having at least three current bids for purchases.
- Security proposals were discussed. Sontirol has to be provided notice by April 22nd if the District is not renewing the contract for another year.
- Mr. Lee would like to price adding cameras at the three entrances to the community. Discussion followed.
- Replacement of 27 fobs was addressed.
- The possibility of replacing wooden picnic tables with composite tables was addressed.
- The Alan Cox Aquatics contract and the request for an increase to \$650 per month were addressed.
- Discussion followed on lifeguards and obtaining input from the community on eliminating lifeguards at the February meeting.

FIFTH ORDER OF BUSINESS

Board Priorities and Goals

- Mr. Nanni addressed the memo regarding the priorities and goals and discussion followed.
 - Have accounting personnel available for a training session at the February meeting.
 - Suggested a Board liaison be appointed for the priorities and goals. Mr.

Didier noted this would be Ms. Parker.

- Discussion followed on the accounting training and a hints/tips sheet for financial processes.
- The Board would like to be copied on everything that is filed on the District's behalf - i.e. - assessments, payroll taxes, bonds, and etcetera.
- Discussion followed on a breakdown of services provided - recording, accounting, District Management.
- Mr. Nanni requested the Board provide him their questions for the accounting team.
- Ms. Parker asked why the STS invoice for assessments services was billed in one lump sum rather than 12 equal monthly installments, as is the base management fee.
- Ms. Parker addressed the definition of a Capital Outlay / capital asset.

SIXTH ORDER OF BUSINESS

Rule Development

- Rules discussion:
 - 1.05 - smoking on CDD property was addressed [lines 55 and 56]. To be addressed with Mr. Lyon.
 - 1.06 - add access control, ID and [line 109]
 - 1.06 - verification of lease striking a copy of [line 82]
 - 1.06 - deactivating fobs [lines 83 and 84]
 - 1.06 - change aged to age [lines 106 and 109]
 - 1.06 - define adult
 - 1.06 - define open swim times [line 125]
 - 1.06 - strike proof of replace with visual [line 136]
 - 1.06 - strike plastic replacing with shatterproof [line 155]
 - Discussion followed on rental fees.

SEVENTH ORDER OF BUSINESS

Adjournment

There being nothing further, the workshop was adjourned.

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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, January 11, 2016 at 6:30 p.m. at the Piney-Z Plantation Lodge; 950 Piney-Z Plantation Road; Tallahassee, Florida.

Present and constituting a quorum were:

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

Also present were:

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

The following is a summary of the discussions and actions taken at the January 11, 2016 Piney-Z Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

**Public Hearing - Adoption of Amended
Rules of Procedure - Resolution 2016-2**

- Discussion followed on the Rules public hearing and continuing to the next meeting.
- Rules discussion:

- 1.03 - defining adult was addressed.
- Requiring photo identification was discussion
- 1.05 - strike pursuant to Florida Law insert Piney-Z CDD is a tobacco-free zone [lines 55 and 56].
- 1.05 - towing is not an authority given in Chapter 190. [line 60 and 61]
- 1.06 - strike a copy - replace with verification [line 82]
- 1.06 - strike Tallahassee - replace with the District [lines 83 and 84]
- 1.06 - access control, photo ID and information [lines 109 and 110]
- 1.06 - replace open with designated [line 125]
- 1.06 - strike proof of - replace with access control and photo identification [line 136]
- 1.06 - replace with pool toys and equipment are not allowed in the pool area unless approved by CDD Manager [lines 147 and 148]
- 1.06 - strike plastic - replace with shatterproof [line 155]
- 1.07 - include - note that reservation of the swimming pool also requires the additional payment for appropriate number of lifeguards.
- Discussion followed on rates and opening the facility to outside rentals.

The record will reflect the Board took a brief recess.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the November 16, 2015 Workshop and Regular Meeting

Ms. Hudson MOVED to approve the minutes of the November 16, 2015 workshop and minutes of the regular meeting and Mr. Lee seconded the motion.

- Ms. Parker noted there are revised minutes of the regular meeting. On page six there was the absence of a second in the motion box.

Ms. Hudson amended the motion to the revised minutes and Mr. Lee seconded the motion.

The prior motion was approved with votes as follows:

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

SIXTH ORDER OF BUSINESS

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

Mr. Lee MOVED to approve the November 2015 Financial statements the check register and invoices and Ms. Hudson seconded the motion.

After discussion,

The prior motion was approved with votes as follows:

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

SEVENTH ORDER OF BUSINESS

CDD Manager Report

- A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)**
- **Alan Cox Aquatics - Addendum to Contract**
 - Ms. Parker outlined the changes to the aquatics contracts.
 - Corrected DM address
 - Required the tests for the health of the pool be done weekly.
 - Required the time, date and results of testing be logged in the book located in the deck box on the pool deck.
 - Required whenever contractor or staff is on property CDD staff is to be advised.

- Asked that CDD Manager be made aware of lifeguard staff for the season by March 15th. Mr. Cox stated he would provide this as far ahead as possible but cannot do March 15th.
- Ms. Parker addressed an email received from Mr. Cox today requesting a raise from \$500 to \$650 per month. Discussion followed.

On MOTION by Mr. Lee and seconded by Ms. Hudson to authorize the Chairman to sign the addendum to the Alan Cox Aquatics agreement dated March 1, 2015 was approved with votes as follows:

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

- Ms. Parker noted she would be requesting the authority to repair the treadmill at a cost of \$1,254 and purchase a Helix Lateral Trainer at a set ceiling.
- Ms. Parker addressed the HVAC unit noting it is on the second round of refrigerant and needs to be replaced. She would like a motion allowing going up to the bid from Key Heating or below.

EIGHTH ORDER OF BUSINESS

Organizational Matters

A. HOA Requests for Lodge and Pavilion

- The HOA has provided event dates.

On MOTION by Mr. Lee and seconded by Ms. Hudson the HOA requests for Lodge and Pavilion of February 4, 2016, March 8, 2016, March 26, 2016 and April 23, 2016 were approved with votes as follows:

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

B. Alan Cox Aquatics - Addendum to Contract

- Previously addressed.

C. Fitness Center Equipment

- Ms. Parker requested the authority to repair the treadmill at a cost of \$1,254 and purchase a Helix Lateral Trainer at a cost ceiling.

On MOTION by Mr. Kessler and seconded by Mr. Lee authorizing the repair of the treadmill at a cost not to exceed \$1,500 was approved with votes as follows:

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

On MOTION by Mr. Kessler and seconded by Ms. Hudson authorizing the purchase of the Helix Lateral Trainer at a cost not to exceed \$3,500 was approved with votes as follows:

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

D. Vending Machine

- Mr. Didier addressed the vending machine noting there is no contract with vendor but the District is paying for the electricity.
 - Ms. Parker noted the vendor is willing to share revenues if the cost of a drink is increased.
 - Mr. Didier noted he would like to have the machine removed.

On MOTION by Mr. Lee and seconded by Mr. Kessler to remove the vending machine was approved with votes as follows:

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

E. Housekeeping

Mr. Lee MOVED to authorize staff to cancel the current agreement and find another housekeeping vendor with a budget not to exceed \$100 per week

After discussion,

Mr. Lee amended the motion to housekeeping source and Mr. Kessler seconded the motion. The motion was approved with votes as follows:
Michael Lee - Aye
Cheryl Hudson - Aye
Ann Pincus - Aye
Richard Kessler - Aye
Joseph Didier - Aye

**** HVAC Unit**

Mr. Kessler MOVED to authorize staff to purchase a new 5-ton HVAC unit at a cost not to exceed \$6,000 for a variable speed unit and Ms. Pincus seconded the motion.

After discussion,

Mr. Kessler amended the motion to up to a 5-ton HVAC unit and Ms. Pincus seconded the amendment. The motion 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**District Manager's Report**

- Mr. Nanni reviewed discussions from the workshop:
 - Ms. Parker will be the liaison for the goals and priorities.
 - STS Accounting staff will be available via phone for the February meeting to answer questions provided by January 20th.
- Mr. Kessler distributed and outlined the email he sent to Mr. Nanni on December 1st

TENTH ORDER OF BUSINESS

District Attorney's Report

There being no further report, the next item followed.

ELEVENTH ORDER OF BUSINESS

Business Matters

A. FY 2016 Board Goals & Objectives

- Addressed during the workshop.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

A. Discussion Regarding Discontinuing Lifeguards (Supervisor Pincus)

This item will be tabled until the February meeting.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lee and seconded by Mr. Kessler to continue the discussion and adoption of the Rules of Procedure to the February 8, 2016 meeting was approved with votes as follows:

Michael Lee - Aye

Cheryl Hudson - Aye

Ann Pincus - Aye

Richard Kessler - Aye

Joseph Didier - Aye

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: January 20, 2016
SUBJECT: December Financial Report

Please find attached the December 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 December the revenue has a favorable variance due to the allocation of the settlement for FY 2016. Expenditures are at 69% of the YTD prorated budget. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

General Fund

Total Revenues for the General Fund were at a favorable variance of 106% of the prorated YTD budget, due to the settlement portion for 2016.

- The YTD Non-Ad Valorem assessments collections are at 92% compared to 93% last year at the same time.
- Settlement - FY2016 portion of the O&M maintenance settlement with Piney-Z Land LLC.
- Other Miscellaneous Revenue includes a refund of Insurance premium from 13-14.

Total Expenditures through December were at a favorable 69% of the YTD prorated budget.

- Payroll - Maintenance - District employee worked more in park & grounds department compared to budget allocation. Overall the maintenance payroll is not over budget.

PINEY-Z
Community Development District

Financial Report
December 31, 2015

Prepared by



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**Piney-Z
Community Development District**

Financial Statements

(Unaudited)

December 31, 2015

Balance Sheet
December 31, 2015

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 365,260	\$ -	\$ -	\$ 365,260
Cash On Hand/Petty Cash	750	-	-	750
Due From Other Funds	-	2,619	10,031	12,650
Investments:				
Money Market Account	160,100	-	-	160,100
Prepayment Account	-	250	1	251
Redemption Fund	-	646	-	646
Reserve Fund	-	15,500	-	15,500
Revenue Fund	-	117,101	300,374	417,475
Prepaid Items	230	-	-	230
TOTAL ASSETS	\$ 526,340	\$ 136,116	\$ 310,406	\$ 972,862
<u>LIABILITIES</u>				
Accounts Payable	\$ 7,076	\$ -	\$ -	\$ 7,076
Accrued Expenses	3,009	-	-	3,009
Unearned Revenue	50,885	-	-	50,885
Due To Other Funds	12,650	-	-	12,650
TOTAL LIABILITIES	73,620	-	-	73,620
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	230	-	-	230
Restricted for:				
Debt Service	-	136,116	310,406	446,522
Assigned to:				
Reserves - CDD Amenity	66,156	-	-	66,156
Reserves - Other	50,885	-	-	50,885
Unassigned:	335,449	-	-	335,449
TOTAL FUND BALANCES	\$ 452,720	\$ 136,116	\$ 310,406	\$ 899,242
TOTAL LIABILITIES & FUND BALANCES	\$ 526,340	\$ 136,116	\$ 310,406	\$ 972,862

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 400	\$ 103	\$ 175	\$ 72
Special Assmnts- Tax Collector	394,707	367,078	361,405	(5,673)
Special Assmnts- Discounts	(15,788)	(14,683)	(14,883)	(200)
Settlements	-	-	33,925	33,925
Other Miscellaneous Revenues	-	-	722	722
Access Cards	-	-	30	30
Pavilion Rental	800	200	-	(200)
Lodge Rental	10,000	2,550	3,535	985
TOTAL REVENUES	390,119	355,248	384,909	29,661
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	22,000	4,000	3,000	1,000
FICA Taxes	1,683	306	230	76
ProfServ-Engineering	500	126	-	126
ProfServ-Legal Services	30,000	7,500	6,000	1,500
ProfServ-Mgmt Consulting Serv	54,275	13,569	13,569	-
ProfServ-Special Assessment	4,637	4,637	-	4,637
Auditing Services	3,150	-	-	-
Communication - Telephone	100	24	-	24
Postage and Freight	1,500	375	140	235
Insurance - General Liability	10,534	5,267	4,881	386
Printing and Binding	2,500	624	875	(251)
Legal Advertising	1,500	272	239	33
Miscellaneous Services	500	126	70	56
Misc-Assessmnt Collection Cost	11,841	11,012	10,396	616
Misc-Contingency	500	126	-	126
Office Supplies	730	183	77	106
Annual District Filing Fee	175	175	175	-
Total Administration	146,125	48,322	39,652	8,670
<u>Field</u>				
Contr-Landscape-Amenities Area	12,000	3,000	1,560	1,440
R&M-Trees and Trimming	3,000	750	585	165
Misc-Contingency	3,500	875	-	875
Total Field	18,500	4,625	2,145	2,480

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 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	2,734	1,062	1,672
Payroll-Administrative	48,960	12,240	10,890	1,350
FICA Taxes	4,582	1,145	914	231
Workers' Compensation	5,421	2,710	1,308	1,402
Contracts-Janitorial Services	6,760	1,689	1,350	339
Contracts-Security Services	6,596	1,649	776	873
Communication - Teleph - Field	100	25	-	25
Postage and Freight	1,300	324	-	324
Utility - General	14,000	3,501	3,773	(272)
Utility - Other	2,400	600	584	16
Electricity - Streetlighting	1,350	338	327	11
Utility - Irrigation	1,150	288	901	(613)
Utility - Refuse Removal	1,430	357	351	6
R&M-General	9,000	2,250	834	1,416
R&M-Pest Control	998	288	145	143
Misc-Training	1,500	375	-	375
Misc-Contingency	1,500	375	101	274
Misc-Information Technology	1,140	285	59	226
Office Supplies	3,600	900	361	539
Subscriptions and Memberships	750	750	-	750
Capital Outlay	20,000	5,001	-	5,001
Total Parks and Recreation - General	143,471	37,824	23,736	14,088
<u>Swimming Pool</u>				
Payroll-Salaries	24,163	-	295	(295)
Payroll-Maintenance	6,833	1,708	522	1,186
Payroll-Administrative	9,180	2,295	2,310	(15)
FICA Taxes	3,073	306	239	67
ProfServ-Pool Maintenance	6,000	1,500	1,500	-
Communication - Teleph - Field	100	25	-	25
R&M-General	1,750	438	499	(61)
R&M-Pools	8,100	2,025	-	2,025
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	1,500	375	-	375
Op Supplies - Pool Chemicals	5,000	1,251	-	1,251
Capital Outlay	3,500	876	-	876
Total Swimming Pool	69,449	10,799	5,365	5,434

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 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	684	257	427
Payroll-Administrative	1,530	383	480	(97)
FICA Taxes	326	81	56	25
R&M-General	2,000	501	26	475
R&M-Equipment	1,955	489	160	329
Misc-Contingency	1,200	300	-	300
Capital Outlay	5,500	1,374	-	1,374
Total Fitness Center	15,245	3,812	979	2,833
<u>Park & Grounds</u>				
Payroll-Maintenance	6,833	1,708	3,717	(2,009)
Payroll-Administrative	1,530	383	420	(37)
FICA Taxes	640	160	316	(156)
R&M-General	1,750	438	143	295
Misc-Contingency	3,500	876	-	876
Capital Outlay	7,000	1,749	-	1,749
Total Park & Grounds	21,253	5,314	4,596	718
<u>Reserves</u>				
Reserve - CDD Amenity	10,000	-	-	-
Total Reserves	10,000	-	-	-
TOTAL EXPENDITURES & RESERVES	424,043	110,696	76,473	34,223
Excess (deficiency) of revenues				
Over (under) expenditures	(33,924)	244,552	308,436	63,884
<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)	\$ 244,552	\$ 308,436	\$ 63,884
FUND BALANCE, BEGINNING (OCT 1, 2015)	144,284	144,284	144,284	
FUND BALANCE, ENDING	\$ 110,360	\$ 388,836	\$ 452,720	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 12	\$ 13	\$ 1
Special Assmnts- Tax Collector	56,000	52,080	51,186	(894)
Special Assmnts- Discounts	(2,240)	(2,083)	(2,108)	(25)
TOTAL REVENUES	53,810	50,009	49,091	(918)
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,502	-	-	-
Misc-Assessmnt Collection Cost	1,680	1,562	1,472	90
Total Administration	5,182	1,562	1,472	90
<u>Debt Service</u>				
Principal Debt Retirement	60,000	-	-	-
Interest Expense	12,750	6,375	6,375	-
Total Debt Service	72,750	6,375	6,375	-
TOTAL EXPENDITURES	77,932	7,937	7,847	90
Excess (deficiency) of revenues				
Over (under) expenditures	(24,122)	42,071	41,244	(827)
<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)	\$ 42,071	\$ 41,244	\$ (827)
FUND BALANCE, BEGINNING (OCT 1, 2015)	94,872	94,872	94,872	
FUND BALANCE, ENDING	\$ 70,750	\$ 136,943	\$ 136,116	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 12	\$ 18	\$ 6
Special Assmnts- Tax Collector	214,130	199,141	196,064	(3,077)
Special Assmnts- Discounts	(8,565)	(7,965)	(8,074)	(109)
TOTAL REVENUES	205,615	191,187	188,008	(3,179)
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Trustee Fees	4,903	-	-	-
Misc-Assessmnt Collection Cost	6,424	5,974	5,640	334
Total Administration	12,327	5,974	5,640	334
<u>Debt Service</u>				
Principal Debt Retirement	180,000	-	-	-
Interest Expense	30,388	15,194	15,194	-
Total Debt Service	210,388	15,194	15,194	-
TOTAL EXPENDITURES	222,715	21,168	20,834	334
Excess (deficiency) of revenues				
Over (under) expenditures	(17,100)	170,019	167,174	(2,845)
<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)	\$ 170,019	\$ 167,174	\$ (2,845)
FUND BALANCE, BEGINNING (OCT 1, 2015)	143,232	143,232	143,232	
FUND BALANCE, ENDING	\$ 126,132	\$ 313,251	\$ 310,406	

PINEY-Z
Community Development District

Supporting Schedules

December 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
11/13/15	1,787	97	55	1,939	1,152	163	625
11/24/15	61,150	3,318	1,891	66,359	39,402	5,581	21,376
12/10/15	468,698	20,133	14,496	503,326	298,863	42,329	162,135
12/21/15	31,140	1,338	963	33,441	19,857	2,812	10,772
TOTAL	\$ 566,082	\$ 25,065	\$ 17,508	\$ 608,655	\$ 361,405	\$ 51,186	\$ 196,064
% COLLECTED				92%	92%	92%	92%
TOTAL OUTSTANDING				\$ 56,084	\$ 33,302	\$ 4,717	\$ 18,066

Cash and Investment Report

December 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%	\$365,260
Petty Cash	Petty Cash	Cash	0.00%	\$750
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$160,100
			Subtotal	<u>\$526,110</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%	\$117,101
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$300,374
			Total	<u><u>\$959,981</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. 2015-12
 Statement Date 12/31/2015

G/L Balance (LCY)	365,260.21	Statement Balance	366,364.66
G/L Balance	365,260.21	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	366,364.66
Subtotal	365,260.21	Outstanding Checks	1,104.45
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	365,260.21	Ending Balance	365,260.21
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
11/20/2015	Payment	56270	CHERYL M. HUDSON	174.28	0.00	174.28
12/18/2015	Payment	56293	S & R LANDSCAPING, LLC	585.00	0.00	585.00
12/30/2015	Payment	56294	CITY OF TALLAHASSEE	108.49	0.00	108.49
12/30/2015	Payment	56295	COMCAST	204.06	0.00	204.06
12/30/2015	Payment	56296	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
Total Outstanding Checks.....				1,104.45		1,104.45

Piney-Z
Payment Register by Bank Account
For the Period from 12/1/15 to 12/31/15
(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	56279	12/02/15	Vendor	COMCAST	5015 111415	Cable Service 11/25/15-12/24/15	Utility - Other	001-543004-57201	\$194.56
Check	56280	12/02/15	Vendor	FITNESS PRO	9906	Flat Incline/Decline Bench	R&M-Equipment	001-546022-57214	\$160.00
Check	56281	12/02/15	Vendor	PETTY CASH	113015	Replenish 10/12/15-11/30/15	Cash On Hand/Petty Cash	102000	\$29.49
Check	56282	12/02/15	Vendor	RICK EVANS	113015	Mileage thru 11/30/15	R&M-General	001-546001-57201	\$57.41
Check	56283	12/16/15	Vendor	BB&T	0985 112515	Purchases November 2015	Accrued Expenses	202100	\$534.40
Check	56284	12/16/15	Vendor	CITY OF TALLAHASSEE	5610 113015	Utilities 10/27/15-11/25/15	Utility - Irrigation	001-543014-57201	\$283.10
Check	56284	12/16/15	Vendor	CITY OF TALLAHASSEE	5610 113015	Utilities 10/27/15-11/25/15	Utility - General	001-543001-57201	\$1,207.81
Check	56284	12/16/15	Vendor	CITY OF TALLAHASSEE	5610 113015	Utilities 10/27/15-11/25/15	Utility - Refuse Removal	001-543020-57201	\$91.00
Check	56285	12/16/15	Vendor	LAWSON & LAWSON ELECTRICAL SERVICES, INC.	29202	Repair Security Light on Back of Building	R&M-General	001-546001-57201	\$286.10
Check	56286	12/16/15	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-110286	General Legal 11/12/15-11/30/15	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	56287	12/16/15	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2081881	Management Fees November 2015	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	56287	12/16/15	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2081881	Management Fees November 2015	Postage and Freight	001-541006-51301	\$27.48
Check	56287	12/16/15	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2081881	Management Fees November 2015	Printing and Binding	001-547001-51301	\$98.30
Check	56288	12/16/15	Vendor	US BANK NATIONAL ASSOC	203 121015	Transfer Assessment Collections 2015-16 (203)	Due From Other Funds	131000	\$172,318.73
Check	56289	12/16/15	Vendor	US BANK NATIONAL ASSOC	202 121015	Transfer Assessment Collections 2015-16 (202)	Due From Other Funds	131000	\$42,915.69
Check	56290	12/18/15	Vendor	AJ TROPHIES & AWARDS INC	339929	REPL PLT FOR 6X8 ALUMINUM GARDEN STAKE	Misc-Contingency	001-549900-57201	\$51.06
Check	56291	12/18/15	Vendor	ALAN COX AQUATICS, INC.	DECEMBER 2015	POOL MANAGEMENT DEC 2015	ProfServ-Pool Maintenance	001-531034-57205	\$500.00
Check	56292	12/18/15	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 120115	2nd Install Gen Liab/Prop/Work Comp FY 15/16	Workers' Compensation	001-524001-57201	\$654.00
Check	56292	12/18/15	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 120115	2nd Install Gen Liab/Prop/Work Comp FY 15/16	Insurance - General Liability	001-545002-51301	\$1,357.50
Check	56292	12/18/15	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 120115	2nd Install Gen Liab/Prop/Work Comp FY 15/16	Insurance - Property	001-545002-57201	\$1,139.58
Check	56293	12/18/15	Vendor	S & R LANDSCAPING, LLC	120315	Lawn Maintenance 12/3/15	Contr-Landscape-Amenities Area	001-534053-53901	\$195.00
Check	56293	12/18/15	Vendor	S & R LANDSCAPING, LLC	121015	TREE TRIMMING 10/10/15 - 10/16/15	R&M-Trees and Trimming	001-546099-53901	\$390.00
Check	56294	12/30/15	Vendor	CITY OF TALLAHASSEE	5610 121115	Utilities 11/13/15-12/11/15	Electricity - Streellighting	001-543013-57201	\$108.49
Check	56295	12/30/15	Vendor	COMCAST	5015 121415	Cable Services 12/25/15-12/4/15	Utility - Other	001-543004-57201	\$204.06
Check	56296	12/30/15	Vendor	MARPAN SUPPLY CO., INC.	1377480	Container Rental 01/01/16	Utility - Refuse Removal	001-543020-57201	\$26.00
ACH	DD000150	12/02/15	Employee	MELINDA J. PARKER	PAYROLL	December 02, 2015 Payroll Posting	Payroll Expense	N/A	\$1,804.55
ACH	DD000151	12/02/15	Employee	RICKY S EVANS	PAYROLL	December 02, 2015 Payroll Posting	Payroll Expense	N/A	\$734.02
ACH	DD000152	12/16/15	Employee	MELINDA J. PARKER	PAYROLL	December 16, 2015 Payroll Posting	Payroll Expense	N/A	\$1,915.68
ACH	DD000153	12/16/15	Employee	RICKY S EVANS	PAYROLL	December 16, 2015 Payroll Posting	Payroll Expense	N/A	\$778.50
ACH	DD000154	12/30/15	Employee	MELINDA J. PARKER	PAYROLL	December 30, 2015 Payroll Posting	Payroll Expense	N/A	\$1,527.35
ACH	DD000155	12/30/15	Employee	RICKY S EVANS	PAYROLL	December 30, 2015 Payroll Posting	Payroll Expense	N/A	\$774.79
Account Total									\$236,887.57

Total Amount Paid	\$236,887.57
--------------------------	---------------------

Total Amount Paid - Breakdown by Fund		
Fund		Amount
General Fund - 001		21,653.15
Series 2002 Debt Service Fund - 202		42,915.69
Series 2008 Debt Service Fund - 203		172,318.73
Total		236,887.57

Seventh Order of Business

**Piney-Z Community Development District
Property Manager's Report
January 29, 2016**

(for meeting of February 8, 2016)

Those items shown in italics may require/merit discussion.

LODGE/GARAGE

- Re-hab of second floor restroom has been temporarily postponed pending resolution of several, more pressing items, including security, irrigation and HVAC matters. Wallpaper has been removed in its entirety, and multiple wall cracks have been patched; multiple additional cracks remain.
- *Met with Benson's, Key Heating (re-visit) and Harper Revell regarding HVAC needs. Their proposals and a summary chart are attached hereto.*
- Installed new drip pans on stove; cleaned inside and out
- Patched holes in office wallpaper
- Re-caulked four sinks in main floor bathrooms
- Replaced bulbs in front porch fixture

FITNESS CENTER

- Treadmill repair order was executed at \$1,254, or \$246 less than authorized
- Helix order was executed at \$3,400, or \$100 less than authorized; it was installed today (1-29-16). It is important to note that three firms besides FitnessPro were contacted to ensure that we were getting the best price possible, and to inquire whether any of them would consider *installing* equipment they did not sell (so we might take advantage of on-line sales).

The results are:

FitRev in Tampa: Does not serve Tallahassee

Fitness Logic in Tampa-Orlando: Does not serve Tallahassee

Exercise Systems in Orlando: Works in Tallahassee, but only on equipment it has sold. Price on Helix, installed, would have been several hundred dollars more than the \$3,400 we paid.

- Chest press cable on Cybex universal has been severed; will be replaced under warranty
- Bathroom door handset was adjusted so it would, again, lock

- New sink, faucet, pop-up valve and supply lines installed. Counter top re-caulked.
- *Included herewith up- to- date inventory of equipment in center*

PAVILION

- Nothing of import to report

POOL

- New base for the lift chair has been received and will be installed shortly
- Material to set front gate post has been purchased
- Chlorinator re-plumbed on January 7, 2016

PLAYGROUND

- Still awaiting FMIT report to determine what needs to be done vis a vis the depth of the mulch as well as additional adjustments which may be recommended. STS has been contacted directly (January 12) to see if the report can be shaken loose.
- Researching replacement for blue slide; repairs no longer adequate
- We have replaced the Rosemary White garden stake with a small sign to hang from the larger sign installed at the playground in her memory. We chose not to get another stake as it, too, would simply be mangled as yard work is done in the future.

PARKS AND GROUNDS

- Work continues on mapping property, including irrigation valve, emergency water shut-off, electrical mains and sub panel locations
- New irrigation valve cover installed where one was missing
- Additional timer ears for pathway lights installed, so that they are on in the morning, for users of the fitness center, as well as in the evening
- Three broken bumper blocks removed; two new ones installed in front
- Treated fire ant beds treated around property

GENERAL

- Worked with Counsel Lyon to amend/edit Amenities Rules
- Compiled summary of calendar 2015 rentals: total = \$9,875
 - January \$ 250
 - February 800
 - March 1,000
 - April 650

- | | |
|-------------|-------|
| ○ May | 2,050 |
| ○ June | 550 |
| ○ July | 750 |
| ○ August | 250 |
| ○ September | 1,100 |
| ○ October | 0 |
| ○ November | 875 |
| ○ December | 1,600 |
- Still working with the City of Tallahassee to repair the decorative lights for which we pay approximately \$1,300 per year. I believe help is finally on the way...
 - Asked on January 12 that Coke machine be removed from property
 - *Met with three security firms, and are working with two of them to perfect/square up the proposals; hopefully we will be ready by the 8th to share them with you. In the meantime, we include herewith a brief summary of where we are headed. Both proposals came in under \$10,000.*
 - *Received request from resident, in behalf of a non-profit, that it be permitted to use the lodge, gratis, once per month for its meetings. We need to hear from the board prior to making a final response.*
 - *On January 27, 2016 we issued our first email blast to the 487 email addresses we have on our list of 539 home addresses (71.39% of total homes in the district). As this is written, we are checking to determine the cause of each return, so that we may correct the data base. Thus far the returns involve our inability to read the hand-written email addresses on the registration forms, "not our customer" and "no longer works here." See copy of first email.*

At our meeting, we will have a summary of comments received.

ATTACHMENTS:

Summary, HVAC proposals

HVAC proposals (3)

Summary, equipment in Fitness Center @ 1-29-16

Summary (extremely preliminary) of security proposals

Email blast #1

Summary, R&M log outstanding

Proposals to Replace HVAC Serving Office and Restrooms/Main Floor

January 2016

VARIABLE SPEED/AIR HANDLER ONLY

	<u>Unit</u>	<u>Warranty</u>	<u>Cost</u>
Benson's	4 ton Goodman/15 seer	5 year compressor 1 year parts 2 years labor	\$5,663
Harper-Revell	5 ton Trane/14.5 seer	10 year compressor 10 year parts 1 year labor	\$7,050
Key	5 ton Heil/14 seer	5 year compressor 1 year parts 1 year labor	\$5,600
	5 ton Heil/15 seer	5 year compressor 1 year parts 1 year labor	\$6,850

VARIABLE SPEED/AIR HANDLER AND COMPRESSOR

	<u>Unit</u>	<u>Warranty</u>	<u>Cost</u>
Benson's	4 ton Daikin/18 seer	12 year compressor 12 year parts 2 years labor	\$9,900
Harper-Revell	5 ton Trane/18 seer	12 year compressor 10 year parts 1 year labor	\$12,350
Key	5 ton Trane/18 seer	5 year compressor 1 year parts 1 year labor	\$10,780
	5 ton Trane/20 seer	5 year compressor 1 year parts 1 year labor	\$11,650

PROPOSAL



WEBSITE: www.bensonshvac.com

5402 Tower Road • Tallahassee, FL 32303 • (850) 562-3132 • Fax: (850) 562-6546

Customer Name Piney Z Lodge Phone _____ Date 1/15/16
Address 950 Piney Z Plantation Rd., 32311 Job Address _____
City, State, Zip Tallahassee FL 32311 Work Phone(s) cddofcmgr@pineyzcdd.com

EQUIPMENT SPECIFICATIONS

Replace existing equipment with a Goodman 4 ton 15 seer split heat pump system. System comes with a variable speed air handler.
New Aux. Drain pan with two condensation overflow safety switches, reconnect to existing damper system and thermostats
and the system comes with a 5 year compressor 1 year parts 2 year labor warranty.

Note: for the space this system covers a 4 ton unit will satisfy the space.

_____ Includes duct transitions, electrical, mechanical, equipment and labor for a complete job.

Model Number(s) SSZ14048 AVPTC48D14A
SEER 15 Condenser BEEER 12.5 AFUE _____ Air Handler HSPF 8.5 CFM 1600
Total Cooling 48,000 Sensible BTUH Cooling _____ Total Heating _____

Included = ☒ below

- | | | |
|---|--|---|
| <input type="checkbox"/> New _____ Amp disconnect | <input checked="" type="checkbox"/> Install walk boards | <input type="checkbox"/> New condensate pump |
| <input type="checkbox"/> New _____ Amp electric service | <input type="checkbox"/> New copper wire from _____ to _____ | <input checked="" type="checkbox"/> Install aux. condensate drain pan |
| <input type="checkbox"/> New low voltage wiring | <input checked="" type="checkbox"/> Make air tight plenum transition | <input type="checkbox"/> New high efficiency air filter |
| <input type="checkbox"/> New weather resistant equipment stand | <input type="checkbox"/> _____ new supply diffuser(s) | <input type="checkbox"/> Light kit |
| <input checked="" type="checkbox"/> New reinforced equipment pad | <input type="checkbox"/> New duct run from _____ to _____ | <input checked="" type="checkbox"/> Complete system start up |
| <input checked="" type="checkbox"/> New vibration isolation pads | <input type="checkbox"/> New duct system | <input type="checkbox"/> Wi-Fi Programmable Thermostat |
| <input type="checkbox"/> New properly sized refrigerant lines | <input type="checkbox"/> Re-insulate ductwork | <input type="checkbox"/> Programmable Thermostat |
| <input checked="" type="checkbox"/> Insulate refrigerant suction line(s) | <input type="checkbox"/> New return air filter grill | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Install refrigerant drier(s) | <input type="checkbox"/> Balance for uniform supply air distribution | <input checked="" type="checkbox"/> <u>1</u> year parts warranty |
| <input checked="" type="checkbox"/> Evacuate refrigerant system | <input type="checkbox"/> Provide for external combustion air | <input checked="" type="checkbox"/> <u>2</u> year labor warranty |
| <input checked="" type="checkbox"/> Charge to manufacturer's specs | <input type="checkbox"/> New gas piping from _____ to _____ | <input checked="" type="checkbox"/> <u>5</u> year compressor warranty |
| <input checked="" type="checkbox"/> Check and reseal minor leaks in exposed ducts where necessary | <input type="checkbox"/> New vent pipe and cap | <input checked="" type="checkbox"/> Meet all code requirements |
| <input checked="" type="checkbox"/> Remove existing equipment from premises | <input checked="" type="checkbox"/> Clean work area to customer's satisfaction | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> New condensate drain system | |

Opt. 1: Installed price with a Goodman 16 seer 2 speed system. System comes
With all of the above and a new 2 speed zone board for damper system.
\$7300.00

Base Price \$ 5663.00

Options \$ _____

ESA Plan \$ _____

Down Payment \$ _____

Balance Due \$ _____

Opt. 2: Installed price with a Daikin 18 seer inverter system. System comes
With all of the above and a new 2 speed zone board for damper system.
\$10,800.00 Daikin instant rebate -\$900.00. Total \$ 9900.00

Opt. 3: _____

Terms: Customers signature on this Proposal in the space below, indicates that customer has accepted all terms as proposed herein, and this Proposal shall then constitute a legally binding agreement between Benson's and the customer. Important terms governing and which are a part of this agreement appear on the reverse side hereof, which the customer is requested to read carefully before signing, and the customer should not sign unless these important terms are fully understood. The customer is deemed to have understood, agreed to and accepted all such important terms by signing below.

Acceptance (Customer)

Approval (Company) Proposal Good for 45

By _____ Date _____ By Rick Kolias 850-212-3267 Date _____



TO: PINEY Z CDD
 950 PINEY Z PLANTATION ROAD
 TALLAHASSEE, FL 32311

DATE: JANUARY 27, 2016
JOB LOCATION: cdd.ofcmgr@pineyzcdd.com
 RICK EVANS 656-4007 / 661-8513

WE ARE PLEASED TO SUBMIT OUR PROPOSAL COVERING THE INSTALLATION OF THE FOLLOWING:

TRANE 5 TON XR15	ARI # 4643461	SEER 14.50	EER 12.00	HSPF 8.50	\$7,050.00
AIR HANDLER # TAM4A0C60S51 CONDENSER # 4TWR5061E1 *SINGLE STAGE COMPRESSOR					
XR15 WARRANTY: 10 YEARS FUNCTIONAL PARTS INCLUDING COMPRESSOR					

TRANE 5 TON XV18i	ARI # 6750462	SEER 18.00	EER 12.50	HSPF 10.00	\$12,350.00
AIR HANDLER # TAM8C0C60V51 CONDENSER # 4TWW8060A1 *VARIABLE SPEED COMPRESSOR = BEST EFFICIENCY & COMFORT					
XV18i WARRANTY: 10 YEARS FUNCTIONAL PARTS 12 YEARS COMPRESSOR					

SYSTEM INSTALLATION INCLUDES:

ADAPT TO EXISTING DUCT SYSTEMS – INSPECT & SEAL AS NEEDED
NEW PROGRAMMABLE THERMOSTAT
NEW DRAIN PAN WITH OVERFLOW SAFETY SWITCH
RECONNECTION TO EXISTING WIRING (BRING BREAKERS UP TO CODE)
NEW PAD FOR CONDENSING UNIT
MECHANICAL PERMIT AND INSPECTION
INCLUDES REMOVAL AND DISPOSAL OF EXISTING EQUIPMENT AND DEBRIS

OUR WARRANTY: LABOR FREE FOR ONE YEAR AGAINST DEFECTS IN MATERIAL AND WORKMANSHIP DURING NORMAL WORKING HOURS.

NOTICE: UNITS INSTALLED WITHIN DWELLING OR ATTIC POSE RISK OF DAMAGE TO CEILING OR SURROUNDING AREAS DUE TO WATER OVERFLOW. A DEVICE THAT SHOULD SHUT THE SYSTEM DOWN WHEN OVERFLOW IS DETECTED WILL BE INSTALLED IN AN EFFORT TO PREVENT PROPERTY DAMAGE. IT IS THE HOMEOWNERS' RESPONSIBILITY TO ENSURE THAT REGULAR MAINTENANCE OF SYSTEM IS PERFORMED. HARPER REVELL HEATING AND AIR ASSUMES NO RESPONSIBILITY OF DAMAGE CAUSED BY WATER OVERFLOW.

PAYMENT: DUE IN FULL UPON COMPLETION
SALESMAN: RODNEY REVELL QUOTE GOOD FOR 90 DAYS.

ACCEPTANCE OF PROPOSAL: THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE : _____ DATE: _____

(850) 877-1306
3015 Nathan Lane, Tallahassee, Florida 32308
RA0033397 CAC054742



PineyZ CDD Office Manager <cddofcmgr@pineyzcdd.com>

5 ton office unit replacement

Key Heating <key4829@yahoo.com>

Thu, Jan 14, 2016 at 9:37 AM

Reply-To: Key Heating <key4829@yahoo.com>

To: "cddofcmgr@pineyzcdd.com" <cddofcmgr@pineyzcdd.com>, Key Heating <key4829@yahoo.com>

Attached are two proposals for the replacement of the 5 ton unit at the Piney Z office, 950 Piney Z Plantation Rd. The first includes the original Heil quote I sent, but have also added a 5 ton 15 SEER that has a variable speed blower on a constant speed compressor. Basically meaning the air flow will fluctuate as needed, but the cooling will always be 100%.

The second proposal has two Trane units, which is currently the only manufacture I can get pricing for a complete variable system. It has an 18 and a 20 SEER price on it, each of which are complete variable systems. This means that the airflow will fluctuate as needed, as well as the overall cooling capacity of the system.

I priced everything in a 5 ton. After sizing all the duct work on the system, it is not recommended to drop in size with out completely removing and reducing the overall size of the duct system. The current duct system is sized for 2000+ cfm, and the next size down on units is a 4 ton, which only provides 1600 cfm. A 5 ton will also provide the proper air flow if there ever is a large load in the building, which is what it was originally designed for.

If you have any other questions on anything, please let me know. Thanks!

David Key
Key Heating and Cooling
[850-656-4740](tel:850-656-4740)

2 attachments



Piney Z Office Unit (Heil) - Rick Evans quote.doc
3582K



Piney Z Office Unit (Trane) - Rick Evans quote.doc
3581K

Key HEATING AND COOLING PROPOSAL

9148 Havana Hwy, Havana, FL 32333
RA0034669 / CAC1818183

Piney Z Comm Dev District
950 Piney Z Plantation Rd.
Tallahassee, FL 32311
850-661-8513
cddofcmgr@pineyzcdd.com
Attn: Rick Evans

Subject: **Install new 5 ton system feeding offices (Heil System)**

Description: Replace existing 5 ton system with new 5 ton 14 SEER Heil heat pump system with 10 kw heat strips, or 5 ton 15 SEER Heil heat pump system that contains a variable speed blower. Will attach system back to existing duct work, electrical, drain line, and copper lines which will be flushed to adapt to new R410A Freon. Price includes all equipment, labor, and all necessary miscellaneous materials to install unit.

5 ton Heil Heat Pump (14 SEER)

1- FXM4X6000AL -- Air Handler
1- N4H460GKG -- Heat Pump

5 ton Heil Heat Pump (15 SEER)

1- FVM4X6000BL -- Air Handler
1- NXH560GKA -- Heat Pump

We Propose: Hereby to furnish material and labor-complete in accordance with above specifications for the sum of: **\$5,600.00 14 SEER Heil**
\$6,850.00 15 SEER Heil

1 Year Parts Warranty, 5 Year Compressor Warranty, and 1 Year Labor Warranty
ALL PAYMENTS ARE DUE UPON COMPLETION OF JOB

Authorized Signature: David Key Date: January 14, 2016

All material is guaranteed to be as specified. All work to be complete in work-manlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikers, accidents, or delays beyond our control. Owners are to carry own fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Note: This proposal may be withdrawn by the above named company if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. By the acceptance of this proposal, it is agreed that until final payment is made, all materials installed on the premises remain the property of KEY HEATING & COOLING. All materials, parts and equipment are warranted by the manufacturers' or suppliers' written warranty only. All labor performed by the above named company is warranted for 30 days or as otherwise indicated in writing. The above named company makes no other warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company.

Acceptance Signature: _____ Date: _____

"We are the Key to your Comfort"
(850) 656-4740 or 539-5165 Fax (850) 539-5167

Key HEATING AND COOLING PROPOSAL

9148 Havana Hwy, Havana, FL 32333
RA0034669 / CAC1818183

Piney Z Comm Dev District
950 Piney Z Plantation Rd.
Tallahassee, FL 32311
850-661-8513
cddofcmgr@pineyzcdd.com
Attn: Rick Evans

Subject: **Install new 5 ton system feeding offices (Trane System)**

Description: Replace existing 5 ton system with new 5 ton Trane heat pump in either a 18 SEER (XV18) or 20 SEER (XV20) complete variable system, consisting of a variable speed blower and variable compressor. Will attach system back to existing duct work, electrical, drain line, and copper lines which will be flushed to adapt to new R410A Freon. Price includes all equipment, labor, and all necessary miscellaneous materials to install unit.

5 ton Trane XV18 Heat Pump

1- TAM8C0C60 -- Air Handler
1- 4TWV8060A1 -- Heat Pump

5 Ton Trane XV20 Heat Pump

1- TAM8C0C60 -- Air Handler
1- 4TWV0060A1 -- Heat Pump

We Propose: Hereby to furnish material and labor-complete in accordance with above specifications for the sum of: **\$10,780.00 - XV18 Trane**
\$11,650.00 - XV20 Trane

1 Year Parts Warranty, 5 Year Compressor Warranty, and 1 Year Labor Warranty
ALL PAYMENTS ARE DUE UPON COMPLETION OF JOB

Authorized Signature: David Key Date: January 14, 2016

All material is guaranteed to be as specified. All work to be complete in work-manlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikers, accidents, or delays beyond our control. Owners are to carry own fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Note: This proposal may be withdrawn by the above named company if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. By the acceptance of this proposal, it is agreed that until final payment is made, all materials installed on the premises remain the property of KEY HEATING & COOLING. All materials, parts and equipment are warranted by the manufacturers' or suppliers' written warranty only. All labor performed by the above named company is warranted for 30 days or as otherwise indicated in writing. The above named company makes no other warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company.

Acceptance Signature: _____ Date: _____

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Fitness Center Equipment Planning for Future Replacement January 29, 2016

Elliptical	\$4,444	01-24-07	True TS 1/06-058531
Elliptical	\$4,200	04-2009*	True CSX/09-C5X00494D
Treadmill	\$4,209	09-24-10	True LC 1100/10-TLC110342G
Treadmill	\$4,209	09-24-10	True LC 1100/10-TLC110343G
=====			
Treadmill	\$4,749	01-05-15	True CS 4000/14-TC5400844I
PhysioStep	\$2,895	01-05-15	MDX/MDXIN591
Universal	\$7,088	10-13-15	Cybex MG 525/J0512087009009
Elliptical	\$4,199	10-13-15	True CS 400E 2W/15-XC5-00611F
Ab Bench**\$	160	11-18-15	PowerLine/0015650202104B0146
Lateral Trainer	\$3,400	01-29-16	Helix HLT2500/HLT25001509220067

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

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



/
PineyZ CDD Office Manager <cddofcmgr@pineyzcdd.com>

Fwd: Piney-Z Lifeguards and Rental of Amenities

garlpink@aol.com <garlpink@aol.com>
To: cddofcmgr@pineyzcdd.com

Wed, Jan 27, 2016 at 11:48 AM

—Original Message—

From: PineyZ CDD Property Manager <cddmanager@pineyzcdd.com>
To: undisclosed-recipients;;
Sent: Wed, Jan 27, 2016 11:44 am
Subject: Piney-Z Lifeguards and Rental of Amenities

As you may know, the CDD Board of Supervisors has been busy updating our amenities rules, a project which we hope to complete within the next 30-60 days. At our meetings on Monday, February 8, 2016, which include a 3:30 pm workshop and a 6:30 pm board meeting, we will be discussing, among other issues, whether to **continue employing lifeguards at the Piney-Z pool, and whether to permit non-residents to rent the lodge, pavilion and pool.**

Your input is important to us, and we urge you to attend one or both meetings if at all possible. Please call us at 656-4007 if you have any questions.

Thank you.

Melinda J. Parker
CDD Manager

487 addresses

SUMMARY OF CAPITAL/R&M ITEMS OUTSTANDING @ 1-29-16 for 2-8-16 Meeting

LODGE

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

FITNESS CENTER

- 1-2016/Chest press cable on Cybex to be replaced: **CABLE ORDERED**
- 1-2016/2010 treadmill requires new motor: **MOTOR ORDERED**
- 1-2016/Order Helix lateral trainer: **INSTALLED 1-29-16**
- 9-2015/Paint supporting posts at entrance, spring 2016
- 4-2015/Re-painting (full or touch-up) needed

PAVILION

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

POOL

- 1-2016/Dolphin requires repair or replacement
- 1-2016/Install new base for lift chair/**BASE RECEIVED**

- 1-2016/Consider moving cameras off city light pole: **NOT UNTIL PROBLEM**
- 9-2015/Address asphalt seal coating
- 8-2015/Sharp tile (approximately 10 feet) to be repaired: **COMPLETED 1-22-16**
- 7-2015/Front pool gate requires lock repair and post re-setting/\$400
- 6-2015/ADA/rear pool gate to be repaired/Everite est. \$3,950
- 5-2015/Shed to store pool furniture in off-season
- 4-2015/Need to level pavers at picnic tables
- 4-2015/Replace tile and marcite at some point soon

PLAYGROUND

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

PARKS/GROUNDS

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

GENERAL

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