

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**APRIL 18, 2016**

**AGENDA PACKAGE**

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

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April 11, 2016

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, April 18, 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. Access Control / Video Surveillance – Capital Security & Surveillance, Inc. (Gregory Fleming)**
- 5. Insurance Coverage**
- 6. HOA Event Date Requested for New Year's Eve**
- 7. Additional Board Meeting**
- 8. Back Outside Stairs**
- 9. Activity Waiver & Release**
- 10. Vendor Agreements & Workers Comp**
- 11. Detailed Property Survey**
- 12. Lifeguards & Employees**
- 13. Pool Discussion**
- 14. Discussion of Draft Budget for FY 2017 & Goals**
- 15. Automated Timesheet System**
- 16. Board Priorities and Goals**
- 17. Adjournment**

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Approval of the Minutes of the March 21, 2016 Workshop and Regular Meeting**
- 5. Acceptance of the March 2016 Financial Statements and Approval of the Check Register and Invoices**
- 6. CDD Manager's Report**
  - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)**

**7. Organizational Matters**

- A. Insurance Coverage
- B. HOA Event Date
- C. Additional Board Meeting

**8. District Manager's Report**

- A. Financial Summary & Documentation
- B. FMIT Property Inspection Report
- C. Discussion of Draft Budget for FY 2017

**9. Supervisor Requests**

- A. Delineation of the Board of Supervisors Authority (Supervisor Kessler)
- B. Delineation of the Board Liaison Position (Supervisor Kessler)
- C. Election of Officers (Supervisor Hudson)
- D. Organizational Chart {internal & external support} & CDD Mission Statement (Supervisor Didier)

**10. District Attorney's Report**

**11. Business Matters**

- A. Back Outside Stairs
- B. Activity Waiver & Release
- C. Vendor Agreements & Workers Comp
- D. Property Survey
- E. Lifeguards & Employees
- F. Pool Discussion
  - i. Alan Cox Aquatics Request for an Increase (Supervisor Kessler)
  - ii. Alan Cox Aquatics Source for Pool Chemicals (Supervisor Kessler)
  - iii. Salt Water Pool (Supervisor Kessler)
- G. Automated Timesheet System
- H. Reimburse Supervisor Pincus – Pool Furniture
- I. FY 2016 Board Goals & Objectives

**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

## **Fourth Order of Business**

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

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, March 21, 2016 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Joe Didier  
Richard Kessler  
Michael Lee  
Cheryl Hudson  
Ann Pincus  
Melinda Parker  
Residents

Chairman (via phone)  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary  
CDD Manager

*The following is a summary of the discussions at March 21, 2016 Piney-Z Community Development District Board of Supervisors Workshop.*

### **FIRST ORDER OF BUSINESS**

#### **Roll Call**

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

### **SECOND ORDER OF BUSINESS**

#### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

*The record will reflect Mr. Lee has joined.*

### **THIRD ORDER OF BUSINESS**

#### **Audience Comments**

There being none, the next item followed.

### **FOURTH ORDER OF BUSINESS**

#### **Access Control / Video Surveillance - Sonitrol (Kerri West)**

- Ms. West addressed the current system and proposed video surveillance [CCTV].
- The proposal was reviewed.
  - Motion sensor and exit button are required anytime a magnetic lock is installed.
  - The five dome cameras would replace existing.
  - The outdoor camera facing the playground was discussed.
  - Mr. Lee suggested a camera for the office.

- Phone monitoring of the cameras was discussed.
- Wireless versus a hardwired system was addressed.
- Integrated systems were discussed.
- Access for the Lodge was addressed.
- Mr. Lee suggested a different proposal from the security vendors to include clarity of where things are going to be, how the security system will look, what the coverage windows are and such so they know more specifically what they are talking about.
- Ms. West was thanked for her time.

#### **FIFTH ORDER OF BUSINESS**

#### **FMIT Property Inspection Report (Jim McGinn) - Onsite Inspection on 9/23/15 Ken Blaser & Sam Slay**

- Mr. Jim McGinn and Ms. Paula Davis via phone.
- Ms. Parker outlined the onsite inspection performed in September and the report expected to be generated. The other question is valuation versus the insurance carried on the property.
- Ms. Davis noted she has sent emails asking if there are additional recommendations or reports but has received no response.
- Mr. McGinn noted when they were onsite the thought was it was just to do the site safety survey on the playground. He noted they should be able to set a date in the next couple of weeks for Mr. Slay to do a risk analysis for the District.
- Valuations were discussed with regard to setting coverage at the correct levels.
  - If replacement of property is higher than a valuation provided by FMIT - FMIT will pay at the higher replacement cost.
- An upgrade of the security system should be included in the policy but there will not be a policy premium discount for security.

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

#### **Board Priorities and Goals (Bob Nanni)**

#### **Financial Summary & Documentation**

- Mr. Nanni reviewed the Priorities and Goals noting he will provide a FAQ document.

**FY 17 Budget & Timeline**

- Mr. Nanni addressed the budget process.
  - June 15<sup>th</sup> is the first statutory deadline.
- Mr. Kessler requested the budget discussions begin earlier and be provided the time on the agenda.
- Ms. Parker noted the O&M portion of the budget is done.
  - 24 additional line items.

*The record will reflect Mr. Didier joined the meeting via phone.*

- FY 2017 budget discussion to be included on the April and May agendas.
- Discussion continued on additional line items.

**SEVENTH ORDER OF BUSINESS**

**Insurance**

- Mr. Didier addressed the valuations.
  - Ms. Parker outlined the discussion with Mr. McGinn.
- Insurance valuations and premium quotes associated with the same need to be addressed for the budget.
  - The Lodge and pavilion need to be brought in line with actual replacement costs.
  - Pavilion - \$200,000
  - Lodge - \$600,000

**EIGHTH ORDER OF BUSINESS**

**Disposal of Property**

- Mr. Didier addressed the disposal of property [documentation and real property] noting they need to set a policy or guidelines. Discussion followed.

**NINTH 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, March 21, 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 (via phone)
Richard Kessler	Vice Chairman
Michael Lee	Assistant Secretary
Cheryl Hudson	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Christopher Lyon, Esq.	District Counsel
Melinda Parker	CDD Manager
Rick Evans	Building & Grounds Manager
Residents	

*The following is a summary of the discussions and actions taken at the March 21, 2016 Piney-Z Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Kessler called the meeting 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**

- Mr. Reiner Kirsten addressed a handout he provided, a copy of which is attached hereto as part of the public record.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the February 8, 2016 Workshop and Regular Meeting**

On MOTION by Ms. Hudson seconded by Ms. Pincus to allow Mr. Didier to participate via phone was approved with votes as follows:  
**Michael Lee - Aye**  
**Cheryl Hudson - Aye**  
**Ann Pincus - Aye**  
**Richard Kessler - Aye**

On MOTION by Ms. Hudson seconded by Ms. Pincus, the minutes of February 8, 2016 workshop and regular meeting were approved with votes as follows:  
**Michael Lee - Aye**  
**Cheryl Hudson - Aye**  
**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Joe Didier - Aye**

**FIFTH ORDER OF BUSINESS**

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

- A. January 2016**
- B. February 2016**

On MOTION by Ms. Hudson seconded by Ms. Pincus, the January 2016 and February 2016 Financial statements, the check registers and invoices 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**

**CDD Manager Report**

- A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)**
- Ms. Parker reviewed the CDD Manager Report and provided the following updates.
  - The front and rear pool gates have been repaired at a cost of \$1,245.
  - A new chlorinator is needed and is on order.
  - The new motor was installed in the Dolphin and it has been returned.
  - Nine lifeguards for the season - eight are returning guards.

- New signs are needed once rules are finalized.
- Rainbow Irrigation has identified and repaired the break in the line.
- Ten of the 13 zones for the north side of the Lodge have been identified as not operative.
- Custodian services - meeting tomorrow with Quality Flooring.
- Cash Shortfalls, Potential and Certain was reviewed.
- Irrigation repairs were discussed.
- Discussion followed on plans and drawings for the CDD facilities.

Ms. Hudson MOVED to approve irrigation repairs in an amount not to exceed \$2,000 and Ms. Pincus seconded the motion.

- Discussion continued on irrigation repairs.

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

- Ms. Parker requested a reduction of petty cash by two-thirds to \$250.

On MOTION by Ms. Hudson seconded by Ms. Pincus, to reduce petty cash to \$250 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

### Alan Cox Aquatics Discussion - (Alan Cox)

- Mr. Didier noted Mr. Cox would like to discuss a price increase and provide updates on the pool and the upcoming season.
- Mr. Cox reported:

- He met with Ms. Parker and they have the pool schedule for the year.
- Recertification for the lifeguards is scheduled in April.
- The pool is ready for opening.
- He noted the CDD does need to think about renovation of the pool.
- Mr. Cox requests:
  - An increase from \$500 to \$650
  - To provide the chemicals for the pool
  - Swim lessons
- Discussion followed on how pool chemicals are handled now with Mr. Cox noting they are currently provided by Petty Chemical.
- Discussion followed on re-marciting the pool with Ms. Parker noting she recommended in the budget to begin reserves for the work.
- Discussion on what can be done to keep pool equipment from disappearing with Mr. Cox noting he can put the items on an opening / closing list.
- Discussion followed on one-on-one swimming lessons.
- Ms. Cashin noted she would like to see the Board approve one-on-one swim lessons.

Ms. Hudson MOVED to approve one-on-one swimming lessons for residents only and Ms. Pincus seconded the motion.
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- Discussion followed on the one-on-one lessons being a CDD activity without Mr. Cox and the full responsibility being with the CDD.

Ms. Pincus withdrew the second to the motion.
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The motion died due to the lack of second.
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- Discussion followed on the “blended” lifeguard shifts.
- Discussion returned to the Property Manager items.
  - Audible tone for fire sprinkler system in the garage at \$3,987. Mr. Evans will seek other bids for the audible alarm.
  - Replacement of rear steps at \$2,000. Seek bids for alternate materials.

- Replace playground slide at \$800.

Ms. Hudson MOVED to replace the cracked playground slide at a cost of \$800 and Ms. Pincus seconded the motion.

- Research better pricing.

The prior motion was approved with votes as follows:

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

- Defibrillator

On MOTION by Ms. Hudson seconded by Ms. Pincus, to purchase a defibrillator for the fitness center at a cost of \$2,100 was approved with votes as follows:

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

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

*The record will reflect Mr. Didier has left the meeting.*

## **EIGHTH ORDER OF BUSINESS**

**Continuation of Public Hearing from  
January 11, 2016 / February 8, 2016 -  
Amenities Rules Adoption of Amended  
Rules - Policies and Procedures -  
Resolution 2016-2**

- Mr. Lyon addressed the Amenities Rules - Policies and Procedures.
- Page 3 - Line 82 - remove “, as well as owners,”.

Ms. Hudson MOVED to adopt 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 for an effective date and allowing District Counsel to make technical changes and Mr. Didier seconded the motion.

- Mr. Kessler noted he feels they have not specified whether or not and how many lifeguards will be required. Secondly, they have not specified whether rentals will be open to non-residents.
  - It states residents get a 20% discount on rental fees on Page 7.
  - Add - Amenities may be rented to non-residents in accordance with Section B.
  - Mr. Kessler reiterated his objection to renting to non-residents and not having lifeguard requirements outlined in the rules.
- Mr. Didier addressed the minimum age to rent the facilities.
  - Line 252 - change to “21 years of age or older”.
- Discussion continued on renting to non-residents.
- Mr. Lyon noted on Line 316 he will be deleting “and C”.

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

- Mr. Didier thanked the Board, District Counsel, and Ms. Parker for the work on rules.

## NINTH ORDER OF BUSINESS

## Organizational Matters

**A. Defibrillator - Fitness Center**  
 Previously addressed.

**B. Pool Discussion**  
**1. Lifeguards**

- Discussion followed on lifeguards.
- Mr. Kessler suggested closing the pool when there is no lifeguard available as scheduled.

- Discussion followed on scheduling.
- Adult swim was addressed.

Mr. Lee MOVED to go with the “blended guard” schedule and Ms. Hudson seconded the motion.

- Ms. Parker will work out the scheduling details.

The prior motion was approved with votes as follows:

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

## **2. Alan Cox Aquatics**

- Discussion of the requested increase ensued.
- The need for a certified pool operator was addressed.

## **3. Adult Swim**

- Adult swim hours - 6:00 a.m. to 10:00 a.m. with a signed release/waiver.

Ms. Hudson MOVED to authorize adult swim and Mr. Lee seconded the motion.

- Days of the week were discussed with the consensus being seven days per week.

The prior motion was approved with votes as follows:

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

## **4. Pool Schedule (Dates & Hours)**

- Discussion of extending the pool season to be addressed at a later date.

## **5. Updated Pool & Property Signage**

- Ms. Parker is working on the signage.

**6. Pool Gates**

- Mr. Didier inquired as to what is required to open the back gate.
  - Ms. Parker noted it will have to have a lock but if the fobs are working it should be able to be opened.

**C. Petty Cash Reduction**

Previously addressed.

**D. HOA Event Dates**

- Additional dates requested - cancel April 23 reschedule to May 12 and May 23.

Mr. Lee MOVED to approve the HOA event dates and Ms. Hudson seconded the motion.

- Providing clarity to the sponsorship of events - HOA, CDD or a joint event was discussed.

The prior motion was approved with votes as follows:

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

**E. Back Outside Stairs**

Previously addressed.

**F. Playground Slide**

Previously addressed.

**G. Irrigation Repairs**

Previously addressed.

**TENTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Acceptance of the Audit for Fiscal Year 2015**

- Mr. Nanni outlined the auditor comments noting it is a clean audit.

Ms. Hudson MOVED to accept the FY 2015 audit and Ms. Pincus seconded the motion.



- Mr. Didier addressed the scope of the audit with regard to it not including several of the District's processes such as petty cash. He noted they can request the auditors to include other areas/internal systems.
  - Mr. Nanni will ask the auditors if these items can be included.

The prior motion was approved with votes as follows:

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

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

#### **District Attorney's Report**

- Mr. Lyon reported there is one piece of legislation passed this year affecting special districts dealing with items to be kept on the website.

*Effective October 1:*

- The tentative budget must remain online for 45 days.
- Final budgets and amendments to budget must remain online for two years.
- Must include a list of scheduled meetings.
- Must include a link to DFS website.
- Must include a Public Facilities Report, if applicable.
- At least seven days prior to any meeting or workshop the agenda and any meeting materials available in electronic format must be posted online. These items must remain for one year.

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

#### **Business Matters**

##### **A. FY 2016 Board Goals & Objectives**

- Addressed during the workshop.
- Mr. Lee would like the Board to consider giving themselves a timeout and have a non-paid retreat in a workshop format. A time where they can air their grievances, the Board going forward, how they are doing things, how they want to do communications, and teambuilding. It seems they are getting into areas that are frivolous and unnecessary.

- Discussion followed on the retreat/workshop and whether it would be considered a public meeting.
- **B. FMIT Property Inspection & Insurance**  
Addressed during the workshop.
- **C. Access Control & Video Surveillance**  
Addressed during the workshop.

**THIRTEENTH ORDER OF BUSINESS**                      **Supervisor Requests**

- **A. Discussion Regarding Discontinuing Lifeguards (Supervisor Pincus)**  
Previously addressed.
- Extensive discussion followed on the remainder of the agenda.
- **B. Election of Officers (Supervisor Kessler)**
- **C. Delineation of the Board of Supervisors Authority (Supervisor Kessler)**
- **D. Delineation of the Board Liaison Position (Supervisor Kessler)**

Mr. Lee MOVED to adjourn the meeting.

- Discussion continued on scheduling a separate meeting to address conflicts.

Mr. Didier seconded the motion.

- Discussion continued.

**FOURTEENTH ORDER OF BUSINESS**                      **Adjournment**

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

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Bob Nanni  
Secretary

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Joseph Didier  
Chairman

## **Fifth Order of Business**

## MEMORANDUM



**TO: Board of Supervisors**  
**FROM: Tiziana Cessna, District Accountant**  
**CC: Bob Nanni, District Manager / Stephen Bloom, Assistant Treasurer**  
**DATE: April 4, 2016**  
**SUBJECT: March Financial Report**

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Please find attached the March 2016 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 March the revenue has a favorable variance due to the allocation of the settlement for FY 2016. Expenditures are at 80% 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 110% of the prorated YTD budget, due to the settlement portion for 2016.

- The YTD Non-Ad Valorem assessments collections are at 97% same as 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 and 14-15.

Total Expenditures through March were at a favorable 80% of the YTD prorated budget.

- Park and Recreation - General
  - ▶ Capital Outlay - The District purchased and installed a 5 ton A/C system and heat pump system.
- Swimming Pool
  - ▶ R&M-General - Repair of the Maytronics-Dolphin and a new chlorinator flow meter.
  - ▶ Misc-Contingency represents an installation of a magnetic door lock at the rear gate to the pool.
- Fitness Center
  - ▶ R&M-Equipment - Includes a replacement of the treadmill motor.
  - ▶ Capital Outlay - The District purchased a new Aerobic Lateral Trainer fitness machine and a defibrillator.
- Park & Grounds
  - ▶ Payroll - Maintenance and Administrative - District employee worked more in park & grounds department compared to budget allocation. Overall the administrative and maintenance payroll are not over budget.

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

*Financial Report*

*March 31, 2016*

**Prepared by**



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**Piney-Z  
Community Development District**

**Financial Statements**

**(Unaudited)**

**March 31, 2016**

**Balance Sheet**

March 31, 2016

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 87,823	\$ -	\$ -	\$ 87,823
Cash On Hand/Petty Cash	194	-	-	194
Due From Other Funds	862	-	-	862
Investments:				
Money Market Account	360,278	-	-	360,278
Prepayment Account	-	250	1	251
Redemption Fund	-	646	-	646
Reserve Fund	-	15,500	-	15,500
Revenue Fund	-	122,531	317,656	440,187
Prepaid Items	226	-	-	226
<b>TOTAL ASSETS</b>	<b>\$ 449,383</b>	<b>\$ 138,927</b>	<b>\$ 317,657</b>	<b>\$ 905,967</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	4,065	-	-	4,065
Unearned Revenue	50,885	-	-	50,885
Accrued Wages Payable	3,390	-	-	3,390
Accrued Taxes Payable	259	-	-	259
Due To Other Funds	-	-	862	862
<b>TOTAL LIABILITIES</b>	<b>58,599</b>	<b>-</b>	<b>862</b>	<b>59,461</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Prepaid Items	226	-	-	226
<b>Restricted for:</b>				
Debt Service	-	138,927	316,795	455,722
<b>Assigned to:</b>				
Reserves - CDD Amenity	66,156	-	-	66,156
Reserves - Other	50,885	-	-	50,885
<b>Unassigned:</b>	273,517	-	-	273,517
<b>TOTAL FUND BALANCES</b>	<b>\$ 390,784</b>	<b>\$ 138,927</b>	<b>\$ 316,795</b>	<b>\$ 846,506</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 449,383</b>	<b>\$ 138,927</b>	<b>\$ 317,657</b>	<b>\$ 905,967</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 400	\$ 202	\$ 353	\$ 151
Special Assmnts- Tax Collector	394,707	382,866	382,107	(759)
Special Assmnts- Discounts	(15,788)	(15,314)	(15,314)	0
Settlements	-	-	33,925	33,925
Other Miscellaneous Revenues	-	-	4,088	4,088
Access Cards	-	-	45	45
Pavilion Rental	800	350	-	(350)
Lodge Rental	10,000	5,100	6,335	1,235
<b>TOTAL REVENUES</b>	<b>390,119</b>	<b>373,203</b>	<b>411,539</b>	<b>38,336</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	22,000	10,000	7,800	2,200
FICA Taxes	1,683	765	597	168
ProfServ-Engineering	500	252	-	252
ProfServ-Legal Services	30,000	15,000	12,000	3,000
ProfServ-Mgmt Consulting Serv	54,275	27,138	27,138	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Communication - Telephone	100	48	-	48
Postage and Freight	1,500	750	207	543
Insurance - General Liability	10,534	7,901	7,378	523
Printing and Binding	2,500	1,248	978	270
Legal Advertising	1,500	680	239	441
Miscellaneous Services	500	252	57	195
Misc-Assessmnt Collection Cost	11,841	11,486	11,004	482
Misc-Contingency	500	252	-	252
Office Supplies	730	365	77	288
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>146,125</b>	<b>84,099</b>	<b>75,437</b>	<b>8,662</b>
<b><u>Field</u></b>				
Contr-Landscape-Amenities Area	12,000	6,000	3,900	2,100
R&M-Trees and Trimming	3,000	1,500	585	915
Misc-Contingency	3,500	1,750	-	1,750
<b>Total Field</b>	<b>18,500</b>	<b>9,250</b>	<b>4,485</b>	<b>4,765</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Parks and Recreation - General</u></b>				
Payroll-Maintenance	10,934	5,467	3,224	2,243
Payroll-Administrative	48,960	24,480	24,075	405
FICA Taxes	4,582	2,291	2,088	203
Workers' Compensation	5,421	4,065	1,962	2,103
Contracts-Janitorial Services	6,760	3,378	700	2,678
Contracts-Security Services	6,596	3,298	1,551	1,747
Communication - Teleph - Field	100	50	-	50
Postage and Freight	1,300	648	-	648
Utility - General	14,000	7,002	7,039	(37)
Utility - Other	2,400	1,200	1,188	12
Electricity - Streetlighting	1,350	675	645	30
Utility - Irrigation	1,150	576	1,178	(602)
Utility - Refuse Removal	1,430	714	689	25
R&M-General	9,000	4,500	1,214	3,286
R&M-Pest Control	998	432	290	142
Misc-Training	1,500	750	-	750
Misc-Contingency	1,500	750	101	649
Misc-Information Technology	1,140	570	113	457
Office Supplies	3,600	1,800	765	1,035
Subscriptions and Memberships	750	750	750	-
Capital Outlay	20,000	10,002	5,600	4,402
<b>Total Parks and Recreation - General</b>	<b>143,471</b>	<b>73,398</b>	<b>53,172</b>	<b>20,226</b>
<b><u>Swimming Pool</u></b>				
Payroll-Salaries	24,163	-	295	(295)
Payroll-Maintenance	6,833	3,416	1,280	2,136
Payroll-Administrative	9,180	4,590	4,620	(30)
FICA Taxes	3,073	612	474	138
ProfServ-Pool Maintenance	6,000	3,000	3,000	-
Communication - Teleph - Field	100	50	50	-
R&M-General	1,750	876	1,375	(499)
R&M-Pools	8,100	4,050	838	3,212
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	1,500	750	1,245	(495)
Op Supplies - Pool Chemicals	5,000	2,502	-	2,502
Capital Outlay	3,500	1,752	-	1,752
<b>Total Swimming Pool</b>	<b>69,449</b>	<b>21,598</b>	<b>13,177</b>	<b>8,421</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Fitness Center</u></b>				
Payroll-Maintenance	2,734	1,367	984	383
Payroll-Administrative	1,530	765	870	(105)
FICA Taxes	326	162	142	20
R&M-General	2,000	1,002	239	763
R&M-Equipment	1,955	978	2,014	(1,036)
Misc-Contingency	1,200	600	-	600
Capital Outlay	5,500	2,748	4,875	(2,127)
<b>Total Fitness Center</b>	<b>15,245</b>	<b>7,622</b>	<b>9,124</b>	<b>(1,502)</b>
<b><u>Park &amp; Grounds</u></b>				
Payroll-Maintenance	6,833	3,416	7,198	(3,782)
Payroll-Administrative	1,530	765	1,215	(450)
FICA Taxes	640	320	644	(324)
R&M-General	1,750	876	323	553
Misc-Contingency	3,500	1,752	264	1,488
Capital Outlay	7,000	3,498	-	3,498
<b>Total Park &amp; Grounds</b>	<b>21,253</b>	<b>10,627</b>	<b>9,644</b>	<b>983</b>
<b><u>Reserves</u></b>				
Reserve - CDD Amenity	10,000	-	-	-
<b>Total Reserves</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>424,043</b>	<b>206,594</b>	<b>165,039</b>	<b>41,555</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(33,924)	166,610	246,500	79,890
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(33,924)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(33,924)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (33,924)	\$ 166,610	\$ 246,500	\$ 79,890
<b>FUND BALANCE, BEGINNING (OCT 1, 2015)</b>	<b>144,284</b>	<b>144,284</b>	<b>144,284</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 110,360</b>	<b>\$ 310,894</b>	<b>\$ 390,784</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 50	\$ 24	\$ 39	\$ 15
Special Assmnts- Tax Collector	56,000	54,320	54,118	(202)
Special Assmnts- Discounts	(2,240)	(2,173)	(2,169)	4
<b>TOTAL REVENUES</b>	<b>53,810</b>	<b>52,171</b>	<b>51,988</b>	<b>(183)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Trustee Fees	3,502	3,502	-	3,502
Misc-Assessmnt Collection Cost	1,680	1,630	1,558	72
<b>Total Administration</b>	<b>5,182</b>	<b>5,132</b>	<b>1,558</b>	<b>3,574</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	60,000	-	-	-
Interest Expense	12,750	6,375	6,375	-
<b>Total Debt Service</b>	<b>72,750</b>	<b>6,375</b>	<b>6,375</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>77,932</b>	<b>11,507</b>	<b>7,933</b>	<b>3,574</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(24,122)	40,665	44,055	3,390
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(24,122)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(24,122)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (24,122)	\$ 40,665	\$ 44,055	\$ 3,390
<b>FUND BALANCE, BEGINNING (OCT 1, 2015)</b>	<b>94,872</b>	<b>94,872</b>	<b>94,872</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 70,750</b>	<b>\$ 135,537</b>	<b>\$ 138,927</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 50	\$ 24	\$ 77	\$ 53
Special Assmnts- Tax Collector	214,130	207,706	207,295	(411)
Special Assmnts- Discounts	(8,565)	(8,308)	(8,308)	0
<b>TOTAL REVENUES</b>	<b>205,615</b>	<b>199,422</b>	<b>199,064</b>	<b>(358)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Trustee Fees	4,903	4,903	4,337	566
Misc-Assessmnt Collection Cost	6,424	6,231	5,970	261
<b>Total Administration</b>	<b>12,327</b>	<b>12,134</b>	<b>10,307</b>	<b>1,827</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	180,000	-	-	-
Interest Expense	30,388	15,194	15,194	-
<b>Total Debt Service</b>	<b>210,388</b>	<b>15,194</b>	<b>15,194</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>222,715</b>	<b>27,328</b>	<b>25,501</b>	<b>1,827</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(17,100)	172,094	173,563	1,469
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(17,100)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(17,100)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (17,100)	\$ 172,094	\$ 173,563	\$ 1,469
<b>FUND BALANCE, BEGINNING (OCT 1, 2015)</b>	<b>143,232</b>	<b>143,232</b>	<b>143,232</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 126,132</b>	<b>\$ 315,326</b>	<b>\$ 316,795</b>	

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

Supporting Schedules

March 31, 2016

**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
01/14/16	13,226	422	409	14,057	8,347	1,182	4,528
02/10/16	9,102	191	282	9,575	5,685	805	3,084
03/14/16	10,787	112	334	11,233	6,670	945	3,618
<b>TOTAL</b>	<b>\$ 599,197</b>	<b>\$ 25,791</b>	<b>\$ 18,532</b>	<b>\$ 643,520</b>	<b>\$ 382,107</b>	<b>\$ 54,118</b>	<b>\$ 207,294</b>
% COLLECTED				97%	97%	97%	97%
<b>TOTAL OUTSTANDING</b>				<b>\$ 21,220</b>	<b>\$ 12,600</b>	<b>\$ 1,785</b>	<b>\$ 6,835</b>

**Cash and Investment Report**

***March 31, 2016***

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Operating Checking Account	BB&T	Business checking	0.00%	\$87,823
Petty Cash	Petty Cash	Cash	0.00%	\$194
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$360,278
			<b>Subtotal</b>	<u>\$448,295</u>
<b>DEBT SERVICE FUNDS</b>				
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$250
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$646
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$15,500
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$122,531
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$317,656
			<b>Total</b>	<u><u>\$904,878</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. 2016-03  
Statement Date 3/31/2016

G/L Balance (LCY)	87,822.70	Statement Balance	49,627.19
G/L Balance	87,822.70	Outstanding Deposits	50,000.00
Positive Adjustments	0.00		
		Subtotal	99,627.19
Subtotal	87,822.70	Outstanding Checks	11,804.49
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	87,822.70	Ending Balance	87,822.70
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
2/11/2015	Payment	55889	MARIA E. ZEA	4.62	0.00	4.62
8/6/2015	Payment	56143	CHRISTIAN C. KOBES	2.00	0.00	2.00
3/11/2016	Payment	56355	ALAN COX AQUATICS, INC.	500.00	0.00	500.00
3/11/2016	Payment	56356	BERGER, TOOMBS, ELAM, & FRANK	3,150.00	0.00	3,150.00
3/23/2016	Payment	56362	CAPITAL SECURITY & SURVEILLANCE INC	1,245.00	0.00	1,245.00
3/25/2016	Payment	56367	RICHARD A. KESSLER, JR.	369.40	0.00	369.40
3/25/2016	Payment	56369	CHERYL M. HUDSON	174.07	0.00	174.07
3/30/2016	Payment	56371	FEDEX	20.48	0.00	20.48
3/30/2016	Payment	56372	RAINBOW OUTDOOR SERVICES	264.18	0.00	264.18
3/31/2016	Payment	56373	HEARTSMART.COM	1,475.00	0.00	1,475.00
3/31/2016	Payment	56374	SEVERN TRENT ENVIRONMENTAL SERVIC	4,599.74	0.00	4,599.74
<b>Total Outstanding Checks.....</b>				<b>11,804.49</b>		<b>11,804.49</b>
<b>Outstanding Deposits</b>						
3/31/2016		DEP00638	TRANSFER FROM MMA	G/L Ac 50,000.00	0.00	50,000.00
<b>Total Outstanding Deposits.....</b>				<b>50,000.00</b>		<b>50,000.00</b>

# Piney-Z

## Payment Register by Bank Account

For the Period from 3/1/16 to 3/31/16

(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
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### 110 East Broward Boulevard - (Acct# xxxxx2471)

Check	56349	03/07/16	Vendor	BB&T	0985022516	Purchases February 2016	Accrued Expenses	202100	\$961.32
Check	56350	03/07/16	Vendor	CITY OF TALLAHASSEE	5610 022916	Utilities 1/27/16-2/25/16	Utility - Irrigation	001-543014-57201	\$92.42
Check	56350	03/07/16	Vendor	CITY OF TALLAHASSEE	5610 022916	Utilities 1/27/16-2/25/16	Utility - General	001-543001-57201	\$1,010.37
Check	56350	03/07/16	Vendor	CITY OF TALLAHASSEE	5610 022916	Utilities 1/27/16-2/25/16	Utility - Refuse Removal	001-543020-57201	\$86.58
Check	56351	03/07/16	Vendor	FLORIDA ASSOCIATION OF SPECIAL DISTRICTS	030116	FASD FY 2016 DUES	Subscriptions and Memberships	001-554001-57201	\$750.00
Check	56352	03/07/16	Vendor	S & R LANDSCAPING, LLC	022516	Lawn Maintenance 2/4, 12, 18, 24	Contr-Landscape-Amenities Area	001-534053-53901	\$780.00
Check	56353	03/08/16	Vendor	PINEY Z CDD	030716	***Voided Voided***			\$0.00
Check	56354	03/08/16	Vendor	U. S. BANK	4221916	Series 2008 Admin Fees 2/1/16-1/31/17	ProfServ-Trustee Fees	203-531045-51301	\$4,336.94
Check	56355	03/11/16	Vendor	ALAN COX AQUATICS, INC.	MARCH 2016	Pool Mgmt March 2016	ProfServ-Pool Maintenance	001-531034-57205	\$500.00
Check	56356	03/11/16	Vendor	BERGER, TOOMBS, ELAM, & FRANK	02102923	Audit Services FY End 2014/2015	Auditing Services	001-532002-51301	\$3,150.00
Check	56357	03/11/16	Vendor	FITNESS PRO	10511	Preventive Maintenance Jan 2016	R&M-Equipment	001-546022-57214	\$100.00
Check	56357	03/11/16	Vendor	FITNESS PRO	10853	Preventive Maintenance Mar 2016	R&M-Equipment	001-546022-57214	\$100.00
Check	56357	03/11/16	Vendor	FITNESS PRO	9839	Preventive Maintenance Oct 2015	R&M-Equipment	001-546022-57214	\$100.00
Check	56357	03/11/16	Vendor	FITNESS PRO	10092	Preventive Maintenance Nov 2015	R&M-Equipment	001-546022-57214	\$100.00
Check	56358	03/11/16	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 030115	3rd Install Gen Liab/PropWork Comp FY 15/16	Workers' Compensation	001-524001-57201	\$654.00
Check	56358	03/11/16	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 030115	3rd Install Gen Liab/PropWork Comp FY 15/16	Insurance - General Liability	001-545002-51301	\$1,357.50
Check	56358	03/11/16	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0827 030115	3rd Install Gen Liab/PropWork Comp FY 15/16	Insurance - General Liability	001-545002-51301	\$1,139.58
Check	56359	03/11/16	Vendor	HD SUPPLY FACILITIES MAINTENANCE	9143099265	Valve box;Time Clock;Drip Bowls, Sink, Fixtures	R&M-General	001-546001-57240	\$11.08
Check	56359	03/11/16	Vendor	HD SUPPLY FACILITIES MAINTENANCE	9143099265	Valve box;Time Clock;Drip Bowls, Sink, Fixtures	R&M-General	001-546001-57201	\$25.30
Check	56359	03/11/16	Vendor	HD SUPPLY FACILITIES MAINTENANCE	9143099265	Valve box;Time Clock;Drip Bowls, Sink, Fixtures	R&M-General	001-546001-57214	\$141.46
Check	56360	03/11/16	Vendor	LEWIS, LONGMAN, & WALKER, P A.	MCL-117664	General Legal 02/01/16-02/24/16	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	56361	03/11/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2083102	Management Fees February 2016	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	56361	03/11/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2083102	Management Fees February 2016	Postage and Freight	001-541006-51301	\$12.13
Check	56361	03/11/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2083102	Management Fees February 2016	Printing and Binding	001-547001-51301	\$9.95
Check	56362	03/23/16	Vendor	CAPITAL SECURITY & SURVEILLANCE INC	72736	Rear Pool Gate Repairs;Install Magnetic Door Lock	Misc-Contingency	001-549900-57205	\$1,245.00
Check	56363	03/23/16	Vendor	CITY OF TALLAHASSEE	5610 031016	Utilities 2/11/16-3/10/16	Electricity - Streetlighting	001-543013-57201	\$106.51
Check	56364	03/23/16	Vendor	COMCAST	5015 031416	Cable Service 3/25-4/24/16	Prepaid Items	001-155000-57201	\$200.07
Check	56365	03/23/16	Vendor	MARPAN SUPPLY CO., INC.	1388401	Container Rental 4/1/16	Prepaid Items	001-155000-57201	\$26.00
Check	56366	03/23/16	Vendor	PINEY - Z CDD C/O US BANK NATIONAL ASSOC	202 031516	TRANSFER ASSESSMENT COLLECTIONS 2015-16	Due From Other Funds	131000	\$907.18
Check	56367	03/25/16	Employee	RICHARD A. KESSLER, JR.	PAYROLL	March 25, 2016 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56368	03/25/16	Employee	MICHAEL D. LEE	PAYROLL	March 25, 2016 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56369	03/25/16	Employee	CHERYL M. HUDSON	PAYROLL	March 25, 2016 Payroll Posting	Payroll Expense	N/A	\$174.07
Check	56370	03/25/16	Employee	JOSEPH W. DIDIER	PAYROLL	March 25, 2016 Payroll Posting	Payroll Expense	N/A	\$365.02
Check	56371	03/30/16	Vendor	FEDEX	5-359-07364	Services thru 3/22/16	Postage and Freight	001-541006-51301	\$20.48
Check	56372	03/30/16	Vendor	RAINBOW OUTDOOR SERVICES	5269	Irrigation Repairs & Inspection	Misc-Contingency	001-549900-57240	\$264.18
Check	56373	03/31/16	Vendor	HEARTSMART.COM	HS170123	DEFIBRILLATOR; ZOLL AED PLUS	Capital Outlay	001-564043-57214	\$1,475.00
Check	56374	03/31/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2083706	Management Fees March 2016	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	56374	03/31/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2083706	Management Fees March 2016	Postage and Freight	001-541006-51301	\$25.22

# Piney-Z

## Payment Register by Bank Account

For the Period from 3/1/16 to 3/31/16

(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	56374	03/31/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	2083706	Management Fees March 2016	Printing and Binding	001-547001-51301	\$51.60
ACH	DD000166	03/09/16	Employee	MELINDA J. PARKER	PAYROLL	March 09, 2016 Payroll Posting	Payroll Expense	N/A	\$1,877.10
ACH	DD000167	03/09/16	Employee	RICKY S EVANS	PAYROLL	March 09, 2016 Payroll Posting	Payroll Expense	N/A	\$826.67
ACH	DD000168	03/23/16	Employee	MELINDA J. PARKER	PAYROLL	March 23, 2016 Payroll Posting	Payroll Expense	N/A	\$1,917.51
ACH	DD000169	03/23/16	Employee	RICKY S EVANS	PAYROLL	March 23, 2016 Payroll Posting	Payroll Expense	N/A	\$871.96
ACH	DD000170	03/25/16	Employee	DELORES A. PINCUS	PAYROLL	March 25, 2016 Payroll Posting	Payroll Expense	N/A	\$184.70
Account Total									\$37,741.54

### PINEY-Z CDD - (Acct# xxxxx5680)

Check	1017	03/08/16	Vendor	PINEY Z CDD	030716	Transfer from MMA	Due From Other Funds	131000	\$50,000.00
Check	1018	03/31/16	Vendor	PINEY Z CDD	032316	Deposit into BB&T Checking Account #2471	Due From Other Funds	131000	\$50,000.00
Account Total									\$100,000.00

Total Amount Paid \$137,741.54

Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	132,497.42
Series 2002 Debt Service Fund - 202	907.18
Series 2008 Debt Service Fund - 203	4,336.94
Total	137,741.54

## **Sixth Order of Business**

**6A.**

**Piney-Z Community Development District  
Property Manager's Report**

**April 7, 2016**

**(for meeting April 18, 2016)**

*Those items shown in italics may require/merit discussion.*

**LODGE/GARAGE**

- Adjusted timers on lodge path lights
- Began buffing of hardwood floor
- Inspection of Guardian fire suppression system complete

**FITNESS CENTER**

- An AED PLUS de-fibrillator has been purchased

**PAVILION**

- Nothing to report

**POOL**

- A new, high capacity Pentair chlorinator has been installed
- The lifeguard manual has been re-written
- Necessary keys have been made, and all fobs activated, for lifeguards
- Swimsuits purchased for guards who required them
- Signs were revised to reflect updated rules and regulations
- Pressure washed path from pavilion to pool, and the entirety of the pool deck
- Bleached all deck furniture
- Sprayed weeds inside and outside pool fencing
- Purchased 7 new tables and 11 umbrellas. We still need to replace several umbrellas bases, which have, literally, fallen apart.
- Initial lifeguard meeting of the season scheduled for April 11, 2016
- **VOTE REQUIRED:** To approve holiday pay for lifeguards (see Attachment 1). We have budgeted \$13.50 per hour pay for lifeguards who work Memorial Day, 4<sup>th</sup> of July and Labor Day.

**PLAYGROUND**

- Nothing to report

**PARKS AND GROUNDS**

- The 12 “decorative” light poles around the pool area are scheduled to be washed, sanded and painted by the city this month
- Treated multiple fire ant mounds

## **GENERAL**

- Amended and printed new rental and access control device forms, to reflect updated *Rules*
- FMIT report, regarding issues of risk: Still awaiting response.
- **VOTE REQUIRED:** Insurance coverage changes, Lodge and Pavilion
- **VOTE REQUIRED:** HOA would like to reserve the LODGE for New Year’s Eve
- **VOTE REQUIRED:** Reimburse Supervisor Pincus for purchase of umbrellas for the pool (\$979)
- **VOTE REQUIRED:** Workers compensation limits
- **VOTE REQUIRED:** Discontinue use of Replicon. Of the 26 payrolls run each year, 13 of them are for two people only, and the system does not permit the multiple daily log ins to record time as employee moves from department to department. Therefore, we keep manual records, on a daily basis, to allocate time among departments. The other 13 payrolls per year cover two permanent staff, and approximately 9 seasonal lifeguards. In 2015, of the 13 payrolls run, only one could have been run had we relied solely on Replicon. In addition, it is less time-efficient to log in to each employee’s timesheet than it is to work off the hand-written sheets which are left in the lockbox every other Saturday. Payroll now takes only about one hour. Discontinuation of Replicon would save \$ 594.00

## **Attachments:**

- (1) Holiday pay for lifeguards: May 30, July 4 and September 5, 2016
- (2) Memorandum from Paula Davis regarding insurance coverages/premiums
- (3) Amazon order details, umbrellas
- (4) Summary, R&M Log Outstanding
- (5) Calendar



# **PINEY-Z COMMUNITY DEVELOPMENT DISTRICT** **2016 Proposed Pool Schedule**

Opening day: April 23 (Saturday)  
 Closing day: October 9 (Sunday)  
 Total days open: 140  
 Total hours open: 1,245 (excluding adult swim)  
 Total single guard hours: 432  
 Total double guard hours: 813  
 Regular pay: \$9.00 per hour  
 Holiday pay: \$13.50 per hour

	<u>Single Guard</u>	<u>Double Guard</u>	<u>Blended Guard*</u>
3 holiday Mondays	\$465.75	\$931.50	
10:00AM to 8:30PM			
50 weekend days	\$5,175.00	\$10,350.00	
10:00AM to 8:30PM			
57 summer weekdays	\$5,899.50	\$11,799.00	\$8,464.50
10:00AM to 8:30PM			
30 "fall" weekdays	<u>\$1,080.00</u>	\$2,160.00	
5:00PM to 8:00PM			

\*Single guard from 10:00AM to 4:00PM; double guard from 4:00PM to 8:30PM  
 (First shift from 9:30AM to 1:30PM; second shift from 1:30PM to 8:30PM; third shift from 4:00PM to 9:00PM)  
 Recommended blend: \$20,826.00 total cost for season  
 Single guard: \$12,620.25 total cost for season  
 Double guard: \$25,240.50 total cost for season  
 FY 2016 budget: \$24,163.00

3-30-16

*Attachment 1*





PineyZ CDD Office Manager <cddofcmgr@pineyzcdd.com>

---

## FW: Piney-Z CDD insurance coverage

---

**Davis, Paula** <Paula.Davis@stservices.com>  
To: Melinda Parker <cddofcmgr@pineyzcdd.com>  
Cc: "Nanni, Bob" <Bob.Nanni@stservices.com>

Tue, Apr 5, 2016 at 11:01 AM

Melinda, please see the below estimate, looks like the change would be a decrease of \$60. Paula, I have sent Jim at the League an e-mail waiting on his response.

---

**From:** Sharon Naughton [mailto:[SNaughton@flcities.com](mailto:SNaughton@flcities.com)]  
**Sent:** Tuesday, April 05, 2016 10:58 AM  
**To:** Davis, Paula  
**Subject:** RE: Piney-Z CDD insurance coverage

Good Morning Paula,

Per the limits listed below the limit on the Lodge (loc 001.001) would decrease to \$600,000 (from \$662,596) and the limit on the Party Pavilion (loc 001.002) would increase to \$200,000 (from \$170,526).

The estimated annual premium for these locations would then be the following:

- Location 001.001 – Lodge – estimated annual premium is approximately \$2,514 (est. annual decrease \$190)
- Location 001.002 – Party Pavilion – estimated annual premium is approximately \$893 (est. annual increase \$130)

Please advise when the CDD would like to make these changes.

Thank you.

Sharon Naughton, CPCU

Underwriter

Florida League of Cities, Inc.

*Attachment 2*

Details for Order #112-7844260-6589821

Print this page for your records.

**Order Placed:** April 5, 2016

**Amazon.com order number:** 112-7844260-6589821

**Order Total:** \$979.00

**Not Yet Shipped**

**Items Ordered**

**Price**

11 of: *Abba Patio 9 Ft Outdoor Table Aluminum Patio Umbrella with Auto Tilt and Crank, Alu. 8 Ribs, Polyester, Dark Green* \$89.00

Sold by: E2E ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

**Shipping Address:**

Piney-Z Community Development District  
950 PINEY Z PLANTATION RD  
TALLAHASSEE, FL 32311-1249  
United States

**Shipping Speed:**

FREE Shipping

**Payment information**

**Payment Method:**

Discover | Last digits: 7397

Item(s) Subtotal: \$979.00

Shipping & Handling: \$144.83

Free Shipping: -\$144.83

-----

Total before tax: \$979.00

Estimated tax to be collected: \$0.00

-----

**Grand Total: \$979.00**

**Billing address**

Delores A. Pincus  
1172 Winter Lane  
Tallahassee, Florida 32311  
United States

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2016, Amazon.com, Inc. or its affiliates

Attachment 3

**SUMMARY OF CAPITAL/R&M ITEMS OUTSTANDING**  
**@ 4-7-16 for 4-18-16 Meeting**

**LODGE**

- 8-2015/Address fire sprinkler system issues regarding lack of audible tone and possible replacement of pressure gauge/**AWAITING ADDITIONAL BID(S)**
- 8-2015/Update second floor bathroom/in FY 2016 budget/ **WORK BEGUN/T HOLD**
- 5-2015/Update sink area in kitchen/**INCLUDED IN FY 2017 BUDGET DRAFT**
- 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**

- 2-2016/Service case on Cybex to remain open for a while longer
- 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 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/Consider moving cameras off city light pole/ **NOT UNTIL PROBLEM**
- 9-2015/Address asphalt seal coating
- 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**

*Attachment 4*



- 1-2016/Replace blue slide/**SEEKING ADDITIONAL PROPERLY SIZED SLIDES**
- TBD/Repairs suggested in FL League of Cities property inspection/**AWAITING FINAL REPORT**
- TBD/Leveling and filling, if required, of cypress mulch

#### **PARKS/GROUNDS**

- 9-2015/Issues pending with irrigation system/ **RAINBOW GIVEN AUTHORIZATION TO \$2,000**
- 9-2015/Corral for dumpster and re-cycle
- 9-2015/Asphalt main lot, front and rear/**FY 2017 RESERVE ITEM**
- 5-2015/Consider replacing picnic tables: **FY 2017 BUDGET ITEM**
- 4-2015/Address cracks in retaining wall
- 11-2010/Replace stairs beside retaining wall/**SEEKING ADDITIONAL BIDS**

#### **GENERAL**

- 11-2015/Update site-wide surveillance/access control system/ **IN PROCESS**
- 11-2015/Upgrade signage site-wide/consistent color and theme/ **IN PROCESS**
- 8-2015/Map property vis a vis irrigation, electrical, HVAC, water, etc./ **IN PROCESS**  
 (emergency shut offs, backflow locations, fire line, electric panels and sub-panels, etc.)

# April 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

April 12

HOA board meeting

April 18

Workshop, 3:30 PM

Board Meeting, 6:30 PM

Draft fiscal 2017 budget review

April 23

Pool opens, 10:00 AM (weekends only until Memorial Day)

### May 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				

May 16

Workshop, 3:30 PM

Board Meeting, 6:30 PM

Proposed fiscal 2017 budget review

May 30

Pool opens daily between 10:00 AM and 8:30 PM  
between now and August 21

May 31

Adult swim begins daily, 6:00 AM to 10:00 AM

# June 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		

June 6-10

FASD conference, Sarasota

June 14

HOA board meeting

June 20

Workshop, 3:30 PM

Board Meeting, 6:30 PM

June 30

Agreement with Lewis, Longman & Walker, P.A.  
terminates in 90 days

## **Eighth Order of Business**



**8C.**

# **PINEY-Z**

Community Development District

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

**Fiscal Year 2017**

Version 1 - Proposed Budget:

(Printed on 4/4/16)



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## **Piney-Z**

Community Development District

## **Operating Budget**

Fiscal Year 2017

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU MAR-2016	PROJECTED APR- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 1,047	\$ 809	\$ 1,282	\$ 400	\$ 353	\$ 647	\$ 1,000	\$ 1,000
S/F Program Fees	-	391	-	-	-	-	-	-
Net Incr (Decr) In FMV-Invest	84	(84)	-	-	-	-	-	-
Interest - Tax Collector	32	-	28	-	-	-	-	-
Special Assmnts- Tax Collector	358,554	394,414	354,503	394,707	382,107	12,600	394,707	394,707
Special Assmnts- Discounts	(13,412)	(14,772)	(13,322)	(15,788)	(15,314)	-	(15,314)	(15,788)
Settlements	-	3,122	33,924	-	33,925	-	33,925	-
Other Miscellaneous Revenues	400	-	1,142	-	4,058	-	4,058	-
Access Cards	-	510	430	-	75	-	75	-
Pavilion Rental	-	400	400	800	-	400	400	800
Lodge Rental	-	15,275	11,222	10,000	6,335	3,665	10,000	10,000
Amenities Revenue	16,563	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>363,268</b>	<b>400,065</b>	<b>389,609</b>	<b>390,119</b>	<b>411,539</b>	<b>17,312</b>	<b>428,851</b>	<b>390,719</b>

**EXPENDITURES****Administrative**

P/R-Board of Supervisors	7,800	12,000	15,400	22,000	7,800	9,600	17,400	22,000
FICA Taxes	597	918	1,178	1,683	597	734	1,331	1,683
ProfServ-Engineering	-	-	-	500	-	-	-	500
ProfServ-Legal Services	30,521	58,281	36,000	30,000	12,000	12,000	24,000	30,000
ProfServ-Mgmt Consulting Serv	49,275	54,275	54,275	54,275	27,138	27,137	54,275	54,275
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,400	3,000	3,000	3,150	3,150	-	3,150	3,150
Communication - Telephone	3	1	-	100	-	-	-	100
Postage and Freight	1,193	1,121	1,263	1,500	207	1,293	1,500	1,500
Insurance - General Liability	8,136	8,568	9,576	10,534	7,378	3,038	10,416	12,053
Printing and Binding	2,671	2,546	4,795	2,500	978	300	1,278	2,500
Legal Advertising	2,879	3,225	1,709	1,500	239	1,261	1,500	1,500
Miscellaneous Services	1,239	636	374	500	57	57	114	7,392

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU MAR-2016	PROJECTED APR- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
Misc-Assessment Collection Cost	10,360	11,389	10,235	11,841	11,004	378	11,382	11,841
Misc-Contingency	1,175	783	600	500	-	500	500	500
Office Supplies	410	528	554	730	77	-	77	730
Annual District Filing Fee	175	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>124,471</b>	<b>162,083</b>	<b>143,771</b>	<b>146,125</b>	<b>75,437</b>	<b>56,298</b>	<b>131,735</b>	<b>154,536</b>
<b>Field</b>								
Contr-Landscape-Amenities Area	12,040	12,040	9,430	12,000	3,900	8,100	12,000	12,312
R&M-Trees and Trimming	-	-	-	3,000	585	-	585	3,000
Misc-Contingency	8,892	5,223	10,634	3,500	-	800	800	3,500
<b>Total Field</b>	<b>20,932</b>	<b>17,263</b>	<b>20,064</b>	<b>18,500</b>	<b>4,485</b>	<b>8,900</b>	<b>13,385</b>	<b>18,812</b>
<b>Parks and Recreation - General</b>								
Payroll-Salaries	100,636	116,176	48,204	-	-	-	-	-
Payroll-Maintenance	-	-	-	10,934	3,224	7,710	10,934	10,934
Payroll-Administrative	-	-	-	48,960	24,075	24,885	48,960	48,960
FICA Taxes	7,792	9,005	3,760	4,582	2,088	2,494	4,582	4,582
Pension Benefits	2,250	4,303	-	-	-	-	-	-
Life and Health Insurance	8,592	11,772	-	-	-	-	-	-
Workers' Compensation	4,247	4,257	4,928	5,421	1,962	654	2,616	2,878
ProfServ-Consultants	-	-	7,320	-	-	-	-	-
Contracts-Janitorial Services	-	-	-	6,760	700	-	700	2,834
Contracts-Security Services	2,813	5,885	4,903	6,596	1,551	2,651	4,202	4,202
Contracts-Fire Inspection	-	-	-	-	-	-	-	350
Contracts-Fire Insp Sprinkler System	-	-	-	-	-	-	-	300
Communication - Teleph - Field	1,821	2,291	1,031	100	-	100	100	100
Postage and Freight	494	812	104	1,300	-	500	500	500
Utility - General	24,792	16,661	13,269	14,000	7,039	7,039	14,078	15,218
Utility - Other	2,239	2,506	2,343	2,400	1,188	1,200	2,388	2,490
Electricity - Streetlighting	-	-	1,438	1,350	645	654	1,299	1,358
Utility - Irrigation	-	-	1,618	1,150	1,178	555	1,733	1,208
Utility - Refuse Removal	-	-	1,404	1,430	689	675	1,364	1,147

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU MAR-2016	PROJECTED APR- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
Dumpster Rental	-	-	-	-	-	-	-	312
R&M-General	24,643	24,091	12,815	9,000	1,214	7,786	9,000	7,250
R&M-Electrical	-	-	-	-	-	-	-	450
R&M-Pest Control	2,948	1,008	858	998	290	290	580	858
R&M-Fire Equipment	-	-	-	-	-	-	-	200
R&M-Flooring	-	-	-	-	-	-	-	1,236
R&M-Plumbing	-	-	-	-	-	-	-	600
R&M-Roof	-	-	-	-	-	-	-	270
Misc-Training	-	-	-	1,500	-	1,500	1,500	750
Misc-Contingency	6,610	6,448	10,068	1,500	101	1,399	1,500	1,250
Misc-Information Technology	-	-	3,523	1,140	113	108	221	750
Misc-Mileage Reimbursement	-	-	-	-	-	-	-	447
Office Supplies	4,482	6,501	5,087	3,600	765	765	1,530	1,800
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	495
Subscriptions and Memberships	-	-	925	750	750	-	750	1,000
Impr. Sewer Connection	-	-	10,273	-	-	-	-	-
Non Capitalized New Equipment	-	-	-	-	-	-	-	2,497
Capital Outlay	23,799	4,683	25,005	20,000	5,600	-	5,600	-
<b>Total Parks and Recreation - General</b>	<b>218,158</b>	<b>216,399</b>	<b>158,876</b>	<b>143,471</b>	<b>53,172</b>	<b>60,965</b>	<b>114,137</b>	<b>117,225</b>
<b>Swimming Pool</b>								
Payroll-Lifeguards	-	-	23,429	24,163	295	21,405	21,700	21,353
Payroll-Maintenance	-	-	-	6,833	1,280	1,280	2,560	6,833
Payroll-Administrative	-	-	-	9,180	4,620	4,620	9,240	9,180
Payroll - Overtime	-	-	319	-	-	-	-	-
FICA Taxes	-	-	1,817	3,073	474	2,089	2,563	2,858
ProfServ-Pool Maintenance	4,800	4,800	5,500	6,000	3,000	3,000	6,000	6,000
Communication - Teleph - Field	-	-	862	100	50	-	50	100
R&M-General	-	-	2,556	1,750	1,375	375	1,750	1,450
R&M-Electrical	-	-	-	-	-	-	-	300
R&M-Pools	9,679	13,512	4,954	8,100	838	7,262	8,100	8,100
Misc-Licenses & Permits	-	-	-	250	-	250	250	250

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU MAR-2016	PROJECTED APR- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
Misc-Contingency	-	-	1,160	1,500	1,245	255	1,500	1,500
Op Supplies - Pool Chemicals	3,294	3,994	4,900	5,000	-	5,000	5,000	4,250
Non Capitalized New Equipment	-	-	-	-	-	3,500	3,500	3,500
Capital Outlay	-	-	-	3,500	-	-	-	-
<b>Total Swimming Pool</b>	<b>17,773</b>	<b>22,306</b>	<b>45,497</b>	<b>69,449</b>	<b>13,177</b>	<b>49,036</b>	<b>62,213</b>	<b>65,674</b>
<b>Fitness Center</b>								
Payroll-Maintenance	-	-	1,096	2,734	984	984	1,968	2,734
Payroll-Administrative	-	-	-	1,530	870	870	1,740	1,530
FICA Taxes	-	-	84	326	142	142	284	326
Contracts-Janitorial	-	-	-	-	-	-	-	1,404
Contracts-Fitness Equipment	-	-	-	-	-	-	-	1,200
R&M-General	-	-	931	2,000	239	1,761	2,000	1,500
R&M-Electrical	-	-	-	-	-	-	-	300
R&M-Equipment	1,536	2,965	1,350	1,955	2,014	600	2,614	1,250
Misc-Contingency	-	-	-	1,200	-	1,200	1,200	1,000
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	185
Non Capitalized New Equipment	-	-	-	-	4,875	-	4,875	10,629
Capital Outlay	-	-	19,131	5,500	-	-	-	-
<b>Total Fitness Center</b>	<b>1,536</b>	<b>2,965</b>	<b>22,592</b>	<b>15,245</b>	<b>9,124</b>	<b>5,557</b>	<b>14,681</b>	<b>22,058</b>
<b>Park &amp; Grounds</b>								
Payroll-Maintenance	-	-	5,794	6,833	7,198	7,198	14,396	6,833
Payroll-Administrative	-	-	-	1,530	1,215	1,215	2,430	1,530
FICA Taxes	-	-	443	640	644	644	1,287	640
Contracts-Janitorial	-	-	-	-	-	-	-	962
R&M-General	-	-	2,697	1,750	323	1,427	1,750	1,500
R&M-Backflow Inspections	-	-	-	-	-	-	-	110
R&M-Electrical	-	-	-	-	-	-	-	250
R&M-Irrigation	-	-	-	-	-	-	-	300
Misc-Contingency	-	-	7,316	3,500	264	3,236	3,500	3,500
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	150



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU MAR-2016	PROJECTED APR- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
Non Capitalized New Equipment	-	-	-	-	-	-	-	3,600
Capital Outlay	-	-	430	7,000	-	7,000	7,000	-
<b>Total Park &amp; Grounds</b>	<b>-</b>	<b>-</b>	<b>16,680</b>	<b>21,253</b>	<b>9,644</b>	<b>20,720</b>	<b>30,363</b>	<b>19,375</b>
<b>Reserves</b>								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	10,000
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>382,870</b>	<b>421,016</b>	<b>407,480</b>	<b>424,043</b>	<b>165,039</b>	<b>201,476</b>	<b>366,514</b>	<b>407,680</b>
Excess (deficiency) of revenues Over (under) expenditures	(19,602)	(20,951)	(17,871)	(33,924)	246,500	(184,164)	62,337	(16,961)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(33,924)	-	-	-	(16,961)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(33,924)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(16,961)</b>
Net change in fund balance	(19,602)	(20,951)	(17,871)	(33,924)	246,500	(184,164)	62,337	(16,961)
<b>FUND BALANCE, BEGINNING</b>	<b>202,708</b>	<b>183,106</b>	<b>162,155</b>	<b>144,284</b>	<b>144,284</b>	<b>-</b>	<b>144,284</b>	<b>206,621</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 183,106</b>	<b>\$ 162,155</b>	<b>\$ 144,284</b>	<b>\$ 110,360</b>	<b>\$ 390,784</b>	<b>\$ (184,164)</b>	<b>\$ 206,621</b>	<b>\$ 189,660</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2017	\$ 206,621
Net Change in Fund Balance - Fiscal Year 2017	(16,961)
Reserves - Fiscal Year 2017 Additions	10,000

<b>Total Funds Available (Estimated) - 9/30/2017</b>	<b>199,660</b>
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**ALLOCATION OF AVAILABLE FUNDS*****Assigned Fund Balance***

Operating Reserve - Operating Capital		99,420 <sup>(1)</sup>
Reserves - CDD Amenity		
FY 2012 Contribution	3,351	
FY 2013 Contribution	10,000	
FY 2014 Contribution	32,805	
FY 2015 Contribution	10,000	
FY 2016 Contribution	10,000	66,156
		<hr/>
FY 2017 Contribution - proposed		10,000
Reserves - Other		
FY 2017 Settlement after use of 3rd installment		16,961
	Subtotal	192,537
		<hr/>

<b>Total Allocation of Available Funds</b>	<b>192,537</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b>\$ 7,123</b>
	<hr/> <hr/>

**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**

Fiscal Year 2017

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

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

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

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

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

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

**Pavilion Rental (369942-3000)**

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

**Lodge Rental (369943-3000)**

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

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

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

**FICA Taxes (521001-51101)**

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

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

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

**Budget Narrative**  
Fiscal Year 2017**Expenditures – Administrative (continued)****Professional Services - Legal Services (531023-51401)**

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

**Professional Services - Management Consulting Services (531027-51201)**

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

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

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

**Auditing Services (532002-51301)**

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

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

Telephone and fax machine expenses.

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

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

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

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

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

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

**Legal Advertising (548002-51301)**

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

**Budget Narrative**  
Fiscal Year 2017**Expenditures – Administrative (continued)****Miscellaneous Services (549001-51301)**

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

**Misc. - Assessment Collection Cost (549070-51301)**

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

**Misc. - Contingency (549900-51301)**

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

**Office Supplies (551002-51301)**

Miscellaneous office supplies.

**Annual District Filing Fees (554007-51301)**

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

**Expenditures - Field**

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

**Contracts - Landscape – Amenities Area (534053-53901)**

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

**R&M – Trees and Trimming (546099-53901)**

To provide funds for tree trimming (tree removal, dead limb trimming, etc.) services for the “amenities” area within the District.

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

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

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2017

#### Expenditures - Parks and Recreation - General

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

##### **Payroll - Maintenance (512006-57201)**

Compensation of one part time Buildings and Grounds Manager (40%).

##### **Payroll - Administrative (512009-57201)**

Compensation of one full time CDD Manager (80%).

##### **FICA Taxes (521001-57201)**

Represents the cost for payroll tax for salaries above.

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

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

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

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

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

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

##### **Contracts - Fire Inspection (534160-57201)**

Represents inspection of fire suppression hood in the kitchen, as well as the several extinguishers around the property.

##### **Contract - Fire Inspection Sprinkler System (534165-57201)**

Represents the inspection of the fire line as well as the sprinkler system in the garage.

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

Purchase of TracFone for use by Buildings and Grounds Manager.

## **Piney-Z**

Community Development District

*General Fund*

### **Budget Narrative**

Fiscal Year 2017

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

##### **Postage and Freight (541006-57201)**

Represents funds for single mailer

##### **Utility - General (543001-57201)**

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

##### **Utility - Other (543004-57201)**

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

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

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

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

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

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

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

##### **Rental Dumpster (544027-57201)**

Represents the cost associated with Marpan for dumpster rent at Piney-Z Lodge.

##### **R&M - General (546001-57201)**

Represents locks and keys, repair of kitchen cabinets, bathroom mirrors and countertops, doors, replacement of office and garage blinds, necessary tools, meeting signs

##### **R&M – Electrical (546020-57201)**

Includes batteries, bulbs, sensors, cords, outside vendor if required

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

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

##### **R&M - Fire Equipment (546230-57201)**

Represents repairs to exit lighting, ect.

## **Piney-Z**

Community Development District

*General Fund*

### **Budget Narrative**

Fiscal Year 2017

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

##### **R&M - Flooring (546240-57201)**

Represents cleaning and waxing of the wood flooring on ground floor of lodge

##### **R&M - Plumbing (546250-57201)**

Represents flappers, strainers, toilet seats, outside vendor if required

##### **R&M - Roof (546164-57201)**

Represents roof blowing tree times annually

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

Board of Supervisor and staff training.

##### **Misc. - Contingency (549900-57201)**

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

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

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

##### **Misc-Mileage Reimbursement (549951-57201)**

Reimbursement of mileage expenses.

##### **Office Supplies (551002-57201)**

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

##### **Supplies –Cleaning and Paper (551083-57201)**

Represents supplies for cleaning material and paper towels.

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

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

##### **Non Capitalized New Equipment (564120-57201)**

Funds anticipated and unanticipated projects. Three compartment kitchen sinks and Canon ImageRunner copier.



**Budget Narrative**

Fiscal Year 2017

**Expenditures – Swimming Pool**

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

**Payroll - Lifeguard (512005-57205)**

Compensation of lifeguards (\$9.00 per hour),

**Payroll - Maintenance (512006-57205)**

Compensation of one part-time Buildings and Grounds Manager (25%).

**Payroll - Administrative (512009-57205)**

Compensation of one full time CDD Manager (15%).

**FICA Taxes (521001-57205)**

Represents the cost for payroll tax for the Buildings and Grounds Manager and the seasonal lifeguards.

**Professional Services - Pool Maintenance (531034-57205)**

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

**Communication - Telephone-Field (541005-57205)**

TracFone for lifeguard station.

**R&M - General (546001-57205)**

Represents repair of deck furniture, umbrellas, front and rear gates, locks on gates

**R&M - Electrical (546020-57205)**

Represents batteries, bulbs, sensors, cords, outside vendor if required.

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2017

#### Expenditures – Swimming Pool (continued)

##### **R&M - Pools (546074-57205)**

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

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

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

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

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

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

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

##### **Non Capitalized New Equipment (564120-57205)**

Replacement of deck furniture and other unanticipated capital needs.

#### Expenditures – Fitness Center

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

##### **Payroll - Maintenance (512006-57214)**

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

##### **Payroll - Administrative (512009-57214)**

Compensation of one full time CDD Manager (2.5%).

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

Represents the cost for payroll tax for one part time Buildings and Grounds Manager.

**Budget Narrative**

Fiscal Year 2017

**Expenditures – Fitness Center (Continued)****Contracts - Janitorial Services (534026-57214)**

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

**Contracts - Fitness Equipment**

Monthly preventative maintenance contract with FitnessPro.

**R&M - General (546001-57214)**

Represents repair of carpet, mirrors, doors, fans, remotes

**R&M - Electrical (546020-57214)**

Includes batteries, bulbs, sensors, cords, outside vendor if required

**R&M - Equipment (546022-57214)**

Any repairs (including parts and Labor) required to keep all equipment fully operational.

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

Unanticipated operating expenses.

**Supplies - Cleaning and Paper (552083-57214)**

Represents supplies for cleaning material and paper towels.

**Non Capitalized New Equipment (564000-57214)**

Purchase of new equipment to includes a treadmill and a HVAC upon service records and age.

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2017

#### Expenditures – Parks & Grounds

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

#### **Payroll - Maintenance (512006-57240)**

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

#### **Payroll - Administrative (512009-57240)**

Compensation of one full time CDD Manager (2.5%).

#### **FICA Taxes (521001-57240)**

This represents the cost for payroll tax for one part time Buildings and Grounds Manager.

#### **Contracts - Janitorial Services (534026-57214)**

Quality Flooring, which does twice a week cleaning the gazebos.

#### **R&M - General (546001-57240)**

Represents repair of slides, swings, picnic table, gazebos.

#### **R&M - Backflow Inspections (546459-57214)**

Represents the inspections of the backflows from the water/waste lines.

#### **R&M - Electrical (564020-57214)**

Includes batteries, bulbs, sensors, cords, outside vendor if required.

#### **R&M - Irrigation (546041-57214)**

Represents repairs to the irrigation system.

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

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

## **Piney-Z**

Community Development District

*General Fund*

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### **Budget Narrative**

Fiscal Year 2017

<b>Expenditures – Parks &amp; Grounds (continued)</b>
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**Supplies - Cleaning and Paper (552083-57214)**

Represents supplies for cleaning material and paper towels.

**Non Capitalized New Equipment (564120-57214)**

Represents composite picnic tables for playground and seven fans for pavilion.

<b>Expenditures – Reserves</b>
--------------------------------

**Reserves - CDD Amenities (568044-58100)**

Unanticipated future repairs and maintenance of the District's amenities.

## **Piney-Z**

Community Development District

### **Debt Service Budgets**

Fiscal Year 2017

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU MAR-2016	PROJECTED APR- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 59	\$ 63	\$ 59	\$ 50	\$ 39	\$ 21	\$ 60	\$ 50
Special Assmnts- Tax Collector	79,195	81,881	79,355	56,000	54,118	1,882	56,000	56,000
Special Assmnts- Prepayment	-	861	-	-	-	-	-	-
Special Assmnts- Discounts	(2,962)	(3,067)	(2,982)	(2,240)	(2,169)	-	(2,169)	(2,240)
<b>TOTAL REVENUES</b>	<b>76,292</b>	<b>79,738</b>	<b>76,432</b>	<b>53,810</b>	<b>51,988</b>	<b>1,903</b>	<b>53,891</b>	<b>53,810</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Trustee Fees	2,694	2,694	3,502	3,502	-	3,502	3,502	3,502
Misc-Assessmnt Collection Cost	2,288	2,364	2,291	1,680	1,558	56	1,614	1,680
<b>Total Administrative</b>	<b>4,982</b>	<b>5,058</b>	<b>5,793</b>	<b>5,182</b>	<b>1,558</b>	<b>3,558</b>	<b>5,116</b>	<b>5,182</b>
<i>Debt Service</i>								
Principal Debt Retirement	50,000	55,000	55,000	60,000	-	60,000	60,000	65,000
Principal Prepayments	-	-	5,000	-	-	-	-	-
Interest Expense	21,000	18,500	15,625	12,750	6,375	6,375	12,750	9,750
<b>Total Debt Service</b>	<b>71,000</b>	<b>73,500</b>	<b>75,625</b>	<b>72,750</b>	<b>6,375</b>	<b>66,375</b>	<b>72,750</b>	<b>74,750</b>
<b>TOTAL EXPENDITURES</b>	<b>75,982</b>	<b>78,558</b>	<b>81,418</b>	<b>77,932</b>	<b>7,933</b>	<b>69,933</b>	<b>77,866</b>	<b>79,932</b>
Excess (deficiency) of revenues Over (under) expenditures	310	1,180	(4,986)	(24,122)	44,055	(68,030)	(23,975)	(26,122)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(24,122)	-	-	-	(26,122)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(24,122)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(26,122)</b>
Net change in fund balance	310	1,180	(4,986)	(24,122)	44,055	(68,030)	(23,975)	(26,122)
<b>FUND BALANCE, BEGINNING</b>	<b>98,368</b>	<b>98,678</b>	<b>99,858</b>	<b>94,872</b>	<b>94,872</b>	<b>-</b>	<b>94,872</b>	<b>70,897</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,678</b>	<b>\$ 99,858</b>	<b>\$ 94,872</b>	<b>\$ 70,750</b>	<b>\$ 138,927</b>	<b>\$ (68,030)</b>	<b>\$ 70,897</b>	<b>\$ 44,775</b>

## SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

***AMORTIZATION SCHEDULE***

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/16	\$195,000	5.00%		\$4,875	
05/01/17	\$195,000	5.00%	\$65,000	\$4,875	\$74,750
11/01/17	\$130,000	5.00%		\$3,250	
05/01/18	\$130,000	5.00%	\$65,000	\$3,250	\$71,500
11/01/18	\$65,000	5.00%		\$1,625	
05/01/19	\$65,000	5.00%	\$65,000	\$1,625	\$68,250
Total			\$195,000	\$19,500	\$214,500



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU MAR-2016	PROJECTED APR- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 109	\$ 111	\$ 97	\$ 50	\$ 77	\$ 13	\$ 90	\$ 50
Special Assmnts- Tax Collector	227,306	227,306	214,130	214,130	207,295	6,835	214,130	214,130
Special Assmnts- Prepayment	-	54,490	-	-	-	-	-	-
Special Assmnts- Discounts	(8,503)	(8,513)	(8,047)	(8,565)	(8,308)	-	(8,308)	(8,565)
<b>TOTAL REVENUES</b>	<b>218,912</b>	<b>273,394</b>	<b>206,180</b>	<b>205,615</b>	<b>199,064</b>	<b>6,848</b>	<b>205,912</b>	<b>205,615</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Trustee Fees	3,763	3,771	4,903	4,903	4,337	-	4,337	4,400
Misc-Assessmnt Collection Cost	6,567	6,564	6,182	6,424	5,970	205	6,175	6,424
<b>Total Administrative</b>	<b>11,330</b>	<b>11,335</b>	<b>12,085</b>	<b>12,327</b>	<b>10,307</b>	<b>1,205</b>	<b>11,512</b>	<b>11,824</b>
<i>Debt Service</i>								
Principal Debt Retirement	160,000	165,000	170,000	180,000	-	180,000	180,000	175,000
Principal Prepayments	-	-	55,000	-	-	-	-	-
Interest Expense	52,138	46,138	38,781	30,388	15,194	15,194	30,388	22,738
<b>Total Debt Service</b>	<b>212,138</b>	<b>211,138</b>	<b>263,781</b>	<b>210,388</b>	<b>15,194</b>	<b>195,194</b>	<b>210,388</b>	<b>197,738</b>
<b>TOTAL EXPENDITURES</b>	<b>223,468</b>	<b>222,473</b>	<b>275,866</b>	<b>222,715</b>	<b>25,501</b>	<b>196,399</b>	<b>221,900</b>	<b>209,562</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(4,556)	50,921	(69,686)	(17,100)	173,563	(189,551)	(15,988)	(3,947)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(17,100)	-	-	-	(3,947)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(17,100)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(3,947)</b>
Net change in fund balance	(4,556)	50,921	(69,686)	(17,100)	173,563	(189,551)	(15,988)	(3,947)
<b>FUND BALANCE, BEGINNING</b>	<b>166,553</b>	<b>161,997</b>	<b>212,918</b>	<b>143,232</b>	<b>143,232</b>	<b>-</b>	<b>143,232</b>	<b>127,244</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 161,997</b>	<b>\$ 212,918</b>	<b>\$ 143,232</b>	<b>\$ 126,132</b>	<b>\$ 316,795</b>	<b>\$ (189,551)</b>	<b>\$ 127,244</b>	<b>\$ 123,297</b>

## SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

***AMORTIZATION SCHEDULE***

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/16	\$535,000	4.25%		\$11,369	
05/01/17	\$535,000	4.25%	\$175,000	\$11,369	\$197,738
11/01/17	\$360,000	4.25%		\$7,650	
05/01/18	\$360,000	4.25%	\$175,000	\$7,650	\$190,300
11/01/18	\$185,000	4.25%		\$3,931	
05/01/19	\$185,000	4.25%	\$185,000	\$3,931	\$192,863
Total			\$535,000	\$45,900	\$580,900

**Budget Narrative**

Fiscal Year 2017

**REVENUES****Interest-Investments**

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

**Special Assessments - Tax Collector**

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

**Special Assessment - Discounts**

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

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

The District issued the 2002 Series and Series 2008 Capital Improvement Revenue Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

**Professional Services - Dissemination Agent**

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

**Misc. - Assessment Collection Cost**

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2017 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

**Budget Narrative**

Fiscal Year 2017

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

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

**Interest Expense**

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

## **Piney-Z**

Community Development District

### **Supporting Budget Schedules**

Fiscal Year 2017

**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2017 vs Fiscal Year 2016  
Assess at a Reduced Rate to Eliminate Refund Due to Owners for Series 2002 Bonds**

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change
36	28	\$522.79	\$522.79	0.00%	\$196.00	\$196.00	0.00%	\$47.90	\$47.90	0.00%	\$766.69	\$766.69	0.00%
40	104	\$522.79	\$522.79	0.00%	\$217.78	\$217.78	0.00%	\$53.75	\$53.75	0.00%	\$794.32	\$794.32	0.00%
50	291	\$522.79	\$522.79	0.00%	\$298.85	\$298.85	0.00%	\$66.53	\$66.53	0.00%	\$888.17	\$888.17	0.00%
60	62	\$522.79	\$522.79	0.00%	\$298.85	\$298.85	0.00%	\$79.83	\$79.83	0.00%	\$901.47	\$901.47	0.00%
75	183	\$522.79	\$522.79	0.00%	\$408.34	\$408.34	0.00%	\$99.79	\$99.79	0.00%	\$1,030.92	\$1,030.92	0.00%
90	67	\$522.79	\$522.79	0.00%	\$490.00	\$490.00	0.00%	\$123.61	\$123.61	0.00%	\$1,136.40	\$1,136.40	0.00%
65	8	\$522.79	\$522.79	0.00%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$827.69	\$827.69	0.00%
50 gar	12	\$522.79	\$522.79	0.00%	\$304.90	\$304.90	0.00%	\$9.08	\$9.08	0.00%	\$836.77	\$836.77	0.00%
	<b>755</b>												

## **Eleventh Order of Business**

**11B.**



**Activity Waiver and Release**  
**Piney-Z Community Development District**  
**Tallahassee, Florida**

- By signing this release I acknowledge that I am expressly assuming the risk and legal liability associated with use of the Piney-Z Community Development District (“CDD”) amenities (lodge, fitness center, playground, gazebos, pavilion and swimming pool). Further, I am waiving and releasing all claims for injuries, damages or loss which I might sustain as a result of using the amenities.
- I acknowledge that I have read and agree to abide by all rules regarding use of the amenities.
- I acknowledge and understand that CDD supervisors and staff retain the right to expel me from use of the amenities if I fail to comply with policies and procedures.
- During times posted as “adult swim,” I acknowledge and understand that there will be no lifeguard on duty, and that I am swimming at my own risk. No one under the age of 18 may be in the pool or on the pool deck during “adult swim.”
- I acknowledge and understand that there are certain dangers and risks associated with any physical activity, and I voluntarily assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain while using the amenities.
- On behalf of my heirs, successors and assigns I do hereby release, waive and discharge the CDD and its supervisors, agents and employees from any and all liability to me, my heirs, successors and assigns for any and all loss or expense (including attorneys’ fees) resulting therefrom on account of injury to my person or property, even injury resulting in death, whether cause by the CDD’s negligence or by the negligence of its agents and/or employees.
- I expressly agree that this waiver is intended to be as broad and inclusive as permitted by the laws of the State of Florida, and that if any portion hereof is held invalid it is agreed that the balance shall, notwithstanding, continue in full force and effect.
- I understand that by my signature I am agreeing to release, indemnify and hold harmless the CDD from any and all liability or costs.
- I acknowledge that I am over the age of 18.

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Signature

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Printed Name

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Address

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Telephone

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Fob Number

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Date

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Witness (Signature)

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Witness (Printed Name)

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Date

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Telephone