

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**JUNE 6, 2016**

**AGENDA PACKAGE**

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

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May 27, 2016

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, June 6, 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 – Presentation - Greg Fleming of Capital Security and Surveillance**
- 5. Discussion of Proposed Budget for FY 2017**
- 6. Discussion of Pool Items**
  - i. Alan Cox Aquatics Source for Pool Chemicals (Supervisor Kessler)**
  - ii. Salt Water Pool (Supervisor Kessler)**
- 7. Sunshine Law Refresher (Supervisor Lee)**
- 8. Staff Accountability (Supervisor Didier)**
- 9. Severn Trent Service - District Management Company's Obligations & Role (Supervisor Didier)**
- 10. Agenda Creation & Process (Supervisor Didier)**
- 11. Additional Transparency Needed (Supervisor Didier)**
- 12. Adjournment**

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. Approval of the Minutes of the April 18, 2016 Workshop and Regular Meeting**
- 5. Acceptance of the April, 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. District Manager's Report**

- A. Discussion of Proposed Budget for FY 2017
- B. Consideration of Resolution 2016-5 Approving the Tentative Budget and Setting the Public Hearing
- C. Report on the Number of Registered Voters - 1270
- D. Consideration of Updating Rules of Procedure

**8. District Attorney's Report**

**9. Business Matters**

- A. Replicon / Automated Timesheets
- B. \$600 Contribution to HOA Newsletter
- C. Public Records Request
- D. Bounce House Rules and Regulations
- E. FMIT Premium Reduction
- F. Pool Discussion
  - i. Alan Cox Aquatics Request for an Increase (Supervisor Kessler)

**10. Supervisor Requests**

- A. Delineation of the Board of Supervisors Authority (Supervisor Kessler)
- B. Delineation of the Board Liaison Position (Supervisor Kessler)
- C. Board Approval for an Information Request (Supervisor Lee)

**11. 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, April 18, 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  
Bob Nanni  
Residents

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

*The following is a summary of the discussions at April 18, 2016 Piney-Z Community Development District Board of Supervisors Workshop.*

### **FIRST ORDER OF BUSINESS**

#### **Roll Call**

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

### **SECOND ORDER OF BUSINESS**

#### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **THIRD ORDER OF BUSINESS**

#### **Audience Comments**

There being none, the next item followed.

### **UPDATES:**

- It was Mr. Cox informed the lifeguards he will not be doing this any longer than two years.
- Mr. Evans has been offered full-time employment outside the CDD.

### **FOURTH ORDER OF BUSINESS**

#### **Access Control / Video Surveillance - Capital Security & Surveillance, Inc (Gregory Fleming)**

- Mr. Fleming had to reschedule.
- What is the goal with security?

- Increased camera / video coverage.
  - Access control - fobs and timers.
- Ms. Paige Didier offered her assistance with the security system.

**FIFTH ORDER OF BUSINESS**

**Insurance Coverage**

- Mr. Didier reported Ms. Parker obtained quotes from the insurance carrier based on the FMIT valuations. The decreased cost would be \$60.

**SIXTH ORDER OF BUSINESS**

**HOA Event Date Requested for  
New Year's Eve**

- Discussion followed on the request with it being noted the Lodge previously was rented for this date.

**SEVENTH ORDER OF BUSINESS**

**Additional Board Meeting**

- Discussion followed on scheduling a meeting for a Saturday or agreed upon day to address and work on communication, goals and roles of the Board.
- The majority of the supervisors are opposed to an additional meeting.
- The Supervisors commented on issues, concerns and positives.

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

- The Supervisors resumed commenting on issues, concerns and positives.
- Ms. Didier addressed employee turnover noting she does not think anyone quit on the Board, they quit on the job.

*The record will reflect Mr. Kessler left the meeting.*

- The next step(s):
  - Improve reporting
  - Improve relationship with HOA
  - Communication
  - Productivity
  - Staff relations
  - Define / create roles - reach out to STS

**EIGHTH ORDER OF BUSINESS**

Not addressed.

**Back Outside Stairs**

**NINTH ORDER OF BUSINESS**

- The waiver was meant to be more general covering all activities - pool, fitness, etc.

**Activity Waiver & Release**

**TENTH ORDER OF BUSINESS**

Not addressed.

**Vendor Agreements & Workers' Comp**

**ELEVENTH ORDER OF BUSINESS**

Not addressed.

**Detailed Property Survey**

**TWELFTH ORDER OF BUSINESS**

- Mr. Evans offer of a position outside the CDD was discussed.

**Lifeguards & Employees**

**THIRTEENTH ORDER OF BUSINESS**

Not addressed.

**Pool Discussion**

**FOURTEENTH ORDER OF BUSINESS**

Not addressed.

**Discussion of Draft Budget for FY 2017 & Goals**

**FIFTEENTH ORDER OF BUSINESS**

- The system not being used was briefly addressed by Mr. Didier under the Supervisors earlier discussion.

**Automated Timesheet System**

**SIXTEENTH ORDER OF BUSINESS**

Not addressed.

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

**NINTH ORDER OF BUSINESS**

There being nothing further, the workshop was adjourned.

**Adjournment**



**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, April 18, 2016 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

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

Also present were:

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

*The following is a summary of the discussions and actions taken at the April 18, 2016 Piney-Z Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Didier 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 budgeting and reserves.
  - Mr. Didier noted Mr. Kirsten sent via email to the Supervisors his research and notes. [A copy of which was not provided as part of the record]
  - Mr. Kirsten addressed speaking to a lot of residents and they do not understand what the HOA and CDD are about. He noted the information available is very

limited. He would like the attorney to specify who the legal owner of the facilities is / will be after the bonds are paid off.

- Mr. Kessler addressed Mr. Kirsten's documents.

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

#### **Approval of the Minutes of the March 21, 2016 Workshop and Regular Meeting**

On MOTION by Ms. Hudson seconded by Mr. Kessler, the minutes of March 21, 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 the March 2016 Financial Statements and Approval of the Check Register and Invoices**

On MOTION by Ms. Hudson seconded by Mr. Kessler, the March 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.
  - Addressed time and half for lifeguards working on Memorial Day, July 4<sup>th</sup> and Labor Day noting it is included in the current budget.

On MOTION by Ms. Hudson seconded by Ms. Pincus, time and half for lifeguards working Memorial Day, July 4<sup>th</sup> and Labor Day was approved with votes as follows:  
**Michael Lee - Aye**  
**Cheryl Hudson - Aye**  
**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Joseph Didier - Aye**

- Changes in insurance coverage to be more inline with the valuations- reducing premium by \$60 per year.

Ms. Hudson MOVED to approve the change to the insurance coverage and Mr. Kessler seconded the motion.

Ms. Hudson amended the motion to approve the change to the insurance coverage to be more inline with the valuations and Mr. Kessler seconded the amended motion.

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

- Workers' compensation insurance with regard to S & R Landscaping. Discussion followed on the Certificate of Insurance provided for \$100,000. The consensus of the Board is this will suffice.

## **SEVENTH ORDER OF BUSINESS**

## **Organizational Matters**

**A. Insurance Coverage**  
 Previously addressed.

**B. HOA Event Date**

- The HOA is requesting the use of the Lodge for New Year's Eve.
- It was noted for events HOA does their own set up and clean up.

On MOTION by Mr. Lee seconded by Ms. Pincus, the HOA event request for New Year's Ever was approved with votes as follows:

**Michael Lee - Aye**

**Cheryl Hudson - Aye**

**Ann Pincus - Aye**

**Richard Kessler - Aye**

**Joseph Didier - Aye**

**C. Additional Board Meeting**

Addressed in the workshop.

**EIGHTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Financial Summary and Documentation**

- Mr. Nanni noted he addressed at the last meeting sending a draft to get feedback on.

**B. FMIT Property Insurance Inspection Report**

- Mr. Nanni reported he spoke with the liaison at Coral Springs who has said there is a possibility FMIT will not be providing a written report. They will continue to try to obtain the report or document that states they will not provide it.
- Discussion continued on the inspection and expected report.

**C. Discussion of Draft Budget for FY 2017**

- Mr. Nanni reviewed the budget timing and process.
- Discussion followed the FY 2017 budget.
  - Ms. Parker recommended including a reserves totaling \$20,910 which are not currently reflected in the budget.
  - Mr. Lee suggested keeping assessments steady.
  - Building reserves. Suggestions to use the money now going to bonds and interest after the bonds are paid in full (2019) for a couple of years to quickly build reserves.
  - Reviewed Summary of Capital/R&M Items Outstanding
  - Additional \$10,000 in reserves for asphalt (4 years) and \$4,000 for aluminum canopy to cover pumps (2 years).
  - Settlement funds remaining and use.
  - Fund balance

Mr. Didier MOVED to have Ms. Parker continue to work with Severn Trent for revision of the FY 2017 budget keeping assessment the same and Mr. Lee seconded the motion.

The prior motion was approved with votes as follows:

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

❖ **General Election - 2016**

- Mr. Nanni addressed the general election and qualifying noting Mr. Didier and Mr. Kessler's seats will be up for election.
- Mr. Didier reported he spoke with Mr. Ion Sanchez, Leon County Supervisor of Elections who stated he does not require the resolution to be adopted.
- Mr. Lee addressed his request to STS for information that was not provided.

Mr. Kessler MOVED to adopt Resolution 2016-4 - General Election and Ms. Pincus seconded the motion.

- Mr. Lyon addressed the resolution noting he does not know what the CDD has done in the past as he does not have the history of how they have informed the SOE of seats to be on the ballot in the past.
- Discussion continued with Mr. Didier addressing the information that is to be provided to Ms. Parker which is not being provided.
- Further explanation was requested on how for open seats to be placed on the ballots has been done in past elections.

Mr. Kessler withdrew the motion.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Kessler reported he sent a newsletter to the residents, a copy of which is attached hereto and made part of the record.

- Mr. Kessler encouraged the Board to publish a newsletter to inform the residents what is going on, what the changes have been, and what the challenges and issues have been and the decisions of the Board.
- Discussion followed on the newsletter sent by Mr. Kessler.

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

**A. Delineation of the Board of Supervisors Authority (Supervisor Kessler)**

**B. Delineation of the Board Liaison Position (Supervisor Kessler)**

- Mr. Kessler deferred to the next item on the agenda.

**C. Election of Officers (Supervisor Hudson)**

- Ms. Hudson noted she thought the workshop was very productive. She thinks they built a lot of respect and cleared up some issues and misunderstandings. For a change of pace and tone she is suggesting a vote on the change of Chairman.

Ms. Hudson MOVED to change the Chairman and Ms. Pincus seconded the motion.
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- Discussion followed on the motion.

Ms. Pincus MOVED for the adoption of Resolution 2016-3 with Ms. Hudson as Chair, Mr. Kessler as Vice Chairman, Mr. Didier, Mr. Lee and Ms. Pincus as Assistant Secretaries.
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- Mr. Lyon noted there is a motion and second on the table.
- A lengthy discussion followed on the motion, Board, and staff.

<p>The prior motion to vote to change officers was approved with votes as follows:</p> <p><b>Michael Lee - Nay</b></p> <p><b>Cheryl Hudson - Aye</b></p> <p><b>Ann Pincus - Aye</b></p> <p><b>Richard Kessler - Aye</b></p> <p><b>Joseph Didier - Nay</b></p>
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Mr. Kessler MOVED for the adoption of Resolution 2016-3 with Ms. Hudson as Chair, Mr. Kessler as Vice Chairman, Mr. Didier, Mr. Lee and Ms. Pincus as Assistant Secretaries and Ms. Pincus seconded the motion.

- Mr. Didier requested a friendly amendment to the motion to have Ms. Pincus be Vice Chair and Mr. Lee to be Amenities Staff Liaison.
- Mr. Kessler noted he is not open to amending the motion.
- Discussion continued.

The prior motion for Resolution 2016-3 was adopted with votes as follows:  
**Michael Lee - Nay**  
**Cheryl Hudson - Aye**  
**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Joseph Didier - Nay**

- Mr. Kessler began chairing the meeting.
- Mr. Didier noted if the Chair has been yielded to Ms. Hudson she needs to run the meeting.
- Ms. Hudson took the Chair.

**A. Delineation of the Board of Supervisors Authority (Supervisor Kessler)**

**B. Delineation of the Board Liaison Position (Supervisor Kessler)**

- Mr. Kessler noted he will scratch his items.
- Ms. Hudson noted she believes they need to define what a Board liaison is and what the responsibilities are.
- Mr. Kessler requested 9 A. and B. be placed on the next agenda.

**D. Organizational Chart {internal & external support} & CDD Mission Statement (Supervisor Didier)**

- Mr. Didier noted he stills believes it is important to define these things. An organizational chart would be beneficial because if Ms. Parker does not understand she

reports to a Board of five that is a problem. It should be clarified in documentation, it should be clarified in the job offer and thoroughly vet who they want next in that role.

Mr. Didier MOVED for Mr. Lee to be the Amenities Staff Liaison and Mr. Lee seconded the motion.

- The purpose of the liaison was addressed.
- Mr. Lee noted he would be open to amending the motion to remove the Amenities Staff Liaison position.
- Discussion continued on the liaison role with Mr. Lyon noting a liaison does not impact any supervisor's ability to talk to staff.

The prior motion failed with votes as follows:

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

- Ms. Parker noted she appreciates the statement regarding bringing it to the Board if she is told different things by different supervisor's.
- Discussion followed on hiring/staffing, reviews and raises.

#### **TENTH ORDER OF BUSINESS**

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

- Mr. Lyon reviewed the Activity Waiver and Release.
  - The title has been changed and witness blocks have been included to add authenticity in case a signature was ever challenged.
  - His recommendation is the witnesses to the waiver should be someone other than CDD employees.
  - Discussion followed on whether making a copy of a photo identification to attach to the waiver at the time of signing would be helpful.

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

#### **Business Matters**

##### **E. Lifeguards & Employees**

- Ms. Parker noted lifeguards have been identified but none hired at this time.

Mr. Didier MOVED to authorize Ms. Parker to hire lifeguards required to manage the FY 2016 pool season and Ms. Pincus seconded the motion.

The prior motion was approved with votes as follows:

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

- Ms. Parker outlined the pay scale for lifeguards:
  - Eight of the nine returning will be paid \$9.00 per hour.
  - The new lifeguard will be paid \$8.50 per hour.

On MOTION by Mr. Kessler seconded by Ms. Pincus, the lifeguard hourly wages with entry-level and rehire rates as recommended were approved with votes as follows:

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

❖ **Rick Evans - Building and Grounds Manager**

- Ms. Hudson requested a discussion regarding providing Mr. Evans more hours and possibly a pay rate increase to keep him.
- The initial position was for 35 hours at \$20 per hour. Mr. Evans was only interested in working 25 hours at that time.
  - The 25 hours is not working and things are falling behind.
  - Mr. Evans informed them this morning that he has been offered full-time employment outside the CDD. Ms. Parker discussed it with Mr. Didier this afternoon.
  - Ms. Parker suggested 35 hours per week, a pay increase to \$22.00 per hour and state holidays.
- Mr. Ciccione noting Mr. Evans was the best candidate for the job and is worth keeping.

- Discussion followed on Mr. Evans skills.

Mr. Kessler MOVED to extend an offer to Mr. Evans at 35 hours, \$22.00 per hour, with paid state holidays.
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- Discussion followed on whether this rises to the level of a full-time employee.
- The FY 2017 budget will need to include budgeting for an increase.
- Discussion followed about the position.

Ms. Pincus seconded the motion.
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The prior motion was approved with votes as follows: <b>Michael Lee - Nay</b> <b>Cheryl Hudson - Aye</b> <b>Ann Pincus - Aye</b> <b>Richard Kessler - Aye</b> <b>Joe Didier - Aye</b>
--

- Ms. Hudson will contact Mr. Evans regarding the offer.

**A. Back Outside Stairs**

Not addressed.

**B. Activity Waiver & Release**

Previously addressed.

**C. Vendor Agreements & Workers Comp**

**D. Property Survey**

Not addressed.

**E. Lifeguards & Employees**

Previously addressed.

**F. Pool Discussion**

- Alan Cox Aquatics Request for Increase (Supervisor Kessler)**
- Alan Cox Aquatics Source for Pool Chemicals (Supervisor Kessler)**
- Salt Water Pool (Supervisor Kessler)**

- To be placed on May agenda.

- Ms. Didier inquired if with the increased hours for Mr. Evans is there any reason why they cannot terminate the agreement with Alan Cox Aquatics?
  - Ms. Pincus noted they would need to get Mr. Evans to be a Certified Pool Operator.
  - Ms. Parker outlined the requirements for becoming a CPO.
  - Discussion followed on becoming a CPO as part of the offer for employment to Mr. Evans.

On MOTION by Ms. Pincus seconded by Mr. Didier, to request Mr. Evans become a Certified Pool Operator, to be paid by the CDD, was approved with votes as follows:  
**Michael Lee - Aye**  
**Cheryl Hudson - Aye**  
**Ann Pincus - Aye**  
**Richard Kessler - Aye**  
**Joe Didier - Aye**

**G. Automated Timesheet System**

- The cost for two employees to use the system is \$54 per quarter.

Mr. Didier MOVED to authorize the CDD Manager to record all staff members time manually for the next month and Ms. Pincus seconded the motion.

- Discussion followed on not being able to track one person in multiple departments.

Mr. Didier amended the motion to include the payment of \$54 for the next quarter to Replicon and Ms. Pincus seconded the amendment.

- Discussion followed on the Replicon system.

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

**H. Reimburse Supervisor Pincus - Pool Furniture**

- Ms. Pincus purchased umbrellas for the pool deck.
- Mr. Lee inquired why Ms. Pincus purchased the umbrellas.
  - Ms. Pincus noted there were not enough funds on the CDD credit card to pay for it.
  - Ms. Parker noted there was an overlap of the previous purchase for the Dolphin and when STS could get it paid.
- Mr. Kessler asked that supervisors avoid paying for CDD items.

Mr. Kessler MOVED to reimburse Ms. Pincus

- Mr. Didier addressed starting pool cleanup earlier.

Ms. Pincus seconded the motion.

Mr. Kessler amended the motion to include \$979 for umbrellas and Ms. Pincus seconded the amendment.

The prior motion, as amended, was approved with votes as follows:

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

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

- Mr. Nanni noted he sent the Board members an email and received two responses. He needs the responses so he can finish putting the sheet together.
- Mr. Didier addressed giving STS direction to compile a list of Board Roles and Functions.

Mr. Didier MOVED to direct STS to compile a list of Board Roles and functions and Ms. Pincus seconded the motion.

*The record will reflect Mr. Kessler stepped away.*

The prior motion was approved with votes as follows:

**Michael Lee - Aye**

**Cheryl Hudson - Aye**

**Ann Pincus - Aye**

**Joseph Didier - Aye**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further, the meeting was adjourned.

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Bob Nanni  
Secretary

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Cheryl Hudson  
Chairperson

## **Fifth Order of Business**

## MEMORANDUM



**TO: Board of Supervisors**  
**FROM: Tiziana Cessna, District Accountant**  
**CC: Bob Nanni, District Manager / Stephen Bloom, Assistant Treasurer**  
**DATE: May 5, 2016**  
**SUBJECT: April Financial Report**

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Please find attached the April 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 April the revenue has a favorable variance due to the allocation of the settlement for FY 2016. Expenditures are at 78% 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 109% of the prorated YTD budget, due to the settlement portion for 2016.

- The YTD Non-Ad Valorem assessments collections are at 99% 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 April were at a favorable 78% 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. Keys for lifeguards.
  - ▶ Misc-Contingency represents an installation of a magnetic door lock at the rear gate to the pool and swimsuits for lifeguards.
  - ▶ Capital Outlay - The District purchased tables and umbrellas for 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*

*April 30, 2016*

**Prepared by**



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**Piney-Z  
Community Development District**

**Financial Statements**

**(Unaudited)**

**April 30, 2016**

**Balance Sheet**

April 30, 2016

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2002 DEBT SERVICE FUND</b>	<b>SERIES 2008 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 73,358	\$ -	\$ -	\$ 73,358
Cash On Hand/Petty Cash	185	-	-	185
Due From Other Funds	4,098	-	-	4,098
Investments:				
Money Market Account	360,422	-	-	360,422
Prepayment Account	-	250	1	251
Redemption Fund	-	646	-	646
Reserve Fund	-	15,500	-	15,500
Revenue Fund	-	123,516	320,551	444,067
<b>TOTAL ASSETS</b>	<b>\$ 438,063</b>	<b>\$ 139,912</b>	<b>\$ 320,552</b>	<b>\$ 898,527</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	9,606	-	-	9,606
Unearned Revenue	50,885	-	-	50,885
Accrued Wages Payable	4,038	-	-	4,038
Accrued Taxes Payable	309	-	-	309
Due To Other Funds	-	3,098	1,000	4,098
<b>TOTAL LIABILITIES</b>	<b>64,838</b>	<b>3,098</b>	<b>1,000</b>	<b>68,936</b>
<b><u>FUND BALANCES</u></b>				
<b>Restricted for:</b>				
Debt Service	-	136,814	319,552	456,366
<b>Assigned to:</b>				
Reserves - CDD Amenity	66,156	-	-	66,156
Reserves - Other	50,885	-	-	50,885
<b>Unassigned:</b>	256,184	-	-	256,184
<b>TOTAL FUND BALANCES</b>	<b>\$ 373,225</b>	<b>\$ 136,814</b>	<b>\$ 319,552</b>	<b>\$ 829,591</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 438,063</b>	<b>\$ 139,912</b>	<b>\$ 320,552</b>	<b>\$ 898,527</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 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	\$ 235	\$ 494	\$ 259
Special Assmnts- Tax Collector	394,707	394,707	389,194	(5,513)
Special Assmnts- Discounts	(15,788)	(15,788)	(15,314)	474
Settlements	-	-	33,925	33,925
Other Miscellaneous Revenues	-	-	4,095	4,095
Access Cards	-	-	45	45
Pavilion Rental	800	425	80	(345)
Lodge Rental	10,000	5,950	6,335	385
<b>TOTAL REVENUES</b>	<b>390,119</b>	<b>385,529</b>	<b>418,854</b>	<b>33,325</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	22,000	12,000	9,400	2,600
FICA Taxes	1,683	918	719	199
ProfServ-Engineering	500	294	-	294
ProfServ-Legal Services	30,000	17,500	14,000	3,500
ProfServ-Mgmt Consulting Serv	54,275	31,661	31,660	1
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Communication - Telephone	100	56	-	56
Postage and Freight	1,500	875	232	643
Insurance - General Liability	10,534	7,901	7,378	523
Printing and Binding	2,500	1,456	1,003	453
Legal Advertising	1,500	816	239	577
Miscellaneous Services	500	294	135	159
Misc-Assessmnt Collection Cost	11,841	11,841	11,216	625
Misc-Contingency	500	294	-	294
Office Supplies	730	426	77	349
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>146,125</b>	<b>94,294</b>	<b>84,021</b>	<b>10,273</b>
<b><u>Field</u></b>				
Contr-Landscape-Amenities Area	12,000	7,000	4,680	2,320
R&M-Trees and Trimming	3,000	1,750	585	1,165
Misc-Contingency	3,500	2,041	262	1,779
<b>Total Field</b>	<b>18,500</b>	<b>10,791</b>	<b>5,527</b>	<b>5,264</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 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	6,378	3,719	2,659
Payroll-Administrative	48,960	28,560	28,095	465
FICA Taxes	4,582	2,672	2,434	238
Workers' Compensation	5,421	4,065	1,962	2,103
Contracts-Janitorial Services	6,760	3,941	850	3,091
Contracts-Security Services	6,596	4,365	2,554	1,811
Communication - Teleph - Field	100	58	-	58
Postage and Freight	1,300	756	-	756
Utility - General	14,000	8,169	8,052	117
Utility - Other	2,400	1,400	1,388	12
Electricity - Streetlighting	1,350	788	754	34
Utility - Irrigation	1,150	672	1,270	(598)
Utility - Refuse Removal	1,430	833	801	32
R&M-General	9,000	5,250	1,556	3,694
R&M-Pest Control	998	854	435	419
Misc-Training	1,500	875	-	875
Misc-Contingency	1,500	875	49	826
Misc-Information Technology	1,140	665	167	498
Office Supplies	3,600	2,100	862	1,238
Subscriptions and Memberships	750	750	750	-
Capital Outlay	20,000	11,669	5,600	6,069
<b>Total Parks and Recreation - General</b>	<b>143,471</b>	<b>85,695</b>	<b>61,298</b>	<b>24,397</b>
<b><u>Swimming Pool</u></b>				
Payroll-Salaries	24,163	4,833	932	3,901
Payroll-Maintenance	6,833	3,986	1,820	2,166
Payroll-Administrative	9,180	5,355	5,400	(45)
FICA Taxes	3,073	1,084	624	460
ProfServ-Pool Maintenance	6,000	3,500	3,500	-
Communication - Teleph - Field	100	59	50	9
R&M-General	1,750	1,022	1,433	(411)
R&M-Pools	8,100	4,725	1,275	3,450
Misc-Licenses & Permits	250	250	275	(25)
Misc-Contingency	1,500	875	1,440	(565)
Op Supplies - Pool Chemicals	5,000	2,919	-	2,919
Capital Outlay	3,500	2,044	2,320	(276)
<b>Total Swimming Pool</b>	<b>69,449</b>	<b>30,652</b>	<b>19,069</b>	<b>11,583</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 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	1,595	1,144	451
Payroll-Administrative	1,530	893	870	23
FICA Taxes	326	189	154	35
R&M-General	2,000	1,169	253	916
R&M-Equipment	1,955	1,141	2,014	(873)
Misc-Contingency	1,200	700	-	700
Capital Outlay	5,500	3,206	4,875	(1,669)
<b>Total Fitness Center</b>	<b>15,245</b>	<b>8,893</b>	<b>9,310</b>	<b>(417)</b>
<b><u>Park &amp; Grounds</u></b>				
Payroll-Maintenance	6,833	3,986	7,898	(3,912)
Payroll-Administrative	1,530	893	1,215	(322)
FICA Taxes	640	373	697	(324)
R&M-General	1,750	1,022	527	495
Misc-Contingency	3,500	2,044	351	1,693
Capital Outlay	7,000	4,081	-	4,081
<b>Total Park &amp; Grounds</b>	<b>21,253</b>	<b>12,399</b>	<b>10,688</b>	<b>1,711</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>242,724</b>	<b>189,913</b>	<b>52,811</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(33,924)	142,805	228,941	86,136
<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)	\$ 142,805	\$ 228,941	\$ 86,136
<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>\$ 287,089</b>	<b>\$ 373,225</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 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	\$ 28	\$ 51	\$ 23
Special Assmnts- Tax Collector	56,000	56,000	55,122	(878)
Special Assmnts- Discounts	(2,240)	(2,240)	(2,169)	71
<b>TOTAL REVENUES</b>	<b>53,810</b>	<b>53,788</b>	<b>53,004</b>	<b>(784)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Trustee Fees	3,502	3,502	3,098	404
Misc-Assessmnt Collection Cost	1,680	1,680	1,589	91
<b>Total Administration</b>	<b>5,182</b>	<b>5,182</b>	<b>4,687</b>	<b>495</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>11,557</b>	<b>11,062</b>	<b>495</b>
Excess (deficiency) of revenues Over (under) expenditures	(24,122)	42,231	41,942	(289)
<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)	\$ 42,231	\$ 41,942	\$ (289)
<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>\$ 137,103</b>	<b>\$ 136,814</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 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	\$ 28	\$ 105	\$ 77
Special Assmnts- Tax Collector	214,130	214,130	211,139	(2,991)
Special Assmnts- Discounts	(8,565)	(8,565)	(8,308)	257
<b>TOTAL REVENUES</b>	<b>205,615</b>	<b>205,593</b>	<b>202,936</b>	<b>(2,657)</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	6,424	6,085	339
<b>Total Administration</b>	<b>12,327</b>	<b>12,327</b>	<b>11,422</b>	<b>905</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>27,521</b>	<b>26,616</b>	<b>905</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(17,100)	178,072	176,320	(1,752)
<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)	\$ 178,072	\$ 176,320	\$ (1,752)
<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>\$ 321,304</b>	<b>\$ 319,552</b>	

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

Supporting Schedules

April 30, 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
04/11/16	11,578	-	358	11,936	7,087	1,004	3,845
TOTAL	\$ 610,775	\$ 25,791	\$ 18,890	\$ 655,455	\$ 389,194	\$ 55,122	\$ 211,139
% COLLECTED				99%	99%	99%	99%
<b>TOTAL OUTSTANDING</b>				<b>\$ 9,284</b>	<b>\$ 5,513</b>	<b>\$ 781</b>	<b>\$ 2,991</b>

**Cash and Investment Report**

*April 30, 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%	\$73,358
Petty Cash	Petty Cash	Cash	0.00%	\$185
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$360,422
			<b>Subtotal</b>	<u>\$433,965</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%	\$123,516
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$320,551
			<b>Total</b>	<u><u>\$894,428</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. 2016-04  
Statement Date 4/30/2016

G/L Balance (LCY)	73,357.83	Statement Balance	78,875.37
G/L Balance	73,357.83	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	78,875.37
Subtotal	73,357.83	Outstanding Checks	5,517.54
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	73,357.83	Ending Balance	73,357.83
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/11/2016	Payment	56356	BERGER, TOOMBS, ELAM, & FRANK	3,150.00	0.00	3,150.00
3/25/2016	Payment	56369	CHERYL M. HUDSON	174.07	0.00	174.07
4/15/2016	Payment	56382	ALAN COX AQUATICS, INC.	500.00	0.00	500.00
4/15/2016	Payment	56389	PRAGER & CO.,LLC	1,000.00	0.00	1,000.00
4/21/2016	Payment	56398	QUALITY FLOOR CLEANING, LLC	150.00	0.00	150.00
4/22/2016	Payment	56391	RICHARD A. KESSLER, JR.	369.40	0.00	369.40
4/22/2016	Payment	56393	CHERYL M. HUDSON	174.07	0.00	174.07
Total Outstanding Checks.....				5,517.54		5,517.54

**Piney-Z**  
**Payment Register by Bank Account**  
For the Period from 4/1/16 to 4/30/16  
(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	56375	04/04/16	Vendor	ALAN COX AQUATICS, INC.	MARCH 2016	Pool Mgmt March 2016	ProfServ-Pool Maintenance	001-531034-57205	\$500.00
Check	56376	04/07/16	Vendor	BB&T	0985032516	Home Depot	R&M-General	001-546001-57240	\$20.76
Check	56376	04/07/16	Vendor	BB&T	0985032516	Home Depot	R&M-General	001-546001-57201	\$13.95
Check	56376	04/07/16	Vendor	BB&T	0985032516	Home Depot	R&M-General	001-546001-57214	\$13.96
Check	56377	04/07/16	Vendor	CITY OF TALLAHASSEE	5610 033116	Utilities 2/26/16-3/27/16	Utility - General	001-543001-57201	\$1,013.52
Check	56377	04/07/16	Vendor	CITY OF TALLAHASSEE	5610 033116	Utilities 2/26/16-3/27/16	Utility - Irrigation	001-543014-57201	\$92.42
Check	56377	04/07/16	Vendor	CITY OF TALLAHASSEE	5610 033116	Utilities 2/26/16-3/27/16	Utility - Refuse Removal	001-543020-57201	\$86.58
Check	56378	04/07/16	Vendor	PREMIER POOLS OF TALLAHASSEE LLC	169360300	New Chlorinator for Pool-remaining balance	R&M-Pools	001-546074-57205	\$437.50
Check	56379	04/07/16	Vendor	S & R LANDSCAPING, LLC	03312016	Lawn Maintenance March 10, 18,24,31	Contr-Landscape-Amenities Area	001-534053-53901	\$780.00
Check	56380	04/07/16	Vendor	SONITROL	270000	Only Maintenance & Monitoring 04/01/16-06/30/16	Contracts-Security Services	001-534037-57201	\$775.65
Check	56380	04/07/16	Vendor	SONITROL	270754	Freight: HID Grey Key Fob	Contracts-Security Services	001-534037-57201	\$227.00
Check	56381	04/08/16	Vendor	PETTY CASH	033116	Invoice 004586	Cash On Hand/Petty Cash	102000	\$48.82
Check	56382	04/15/16	Vendor	ALAN COX AQUATICS, INC.	APRIL 2016	Pool Management April 2016	ProfServ-Pool Maintenance	001-531034-57205	\$500.00
Check	56383	04/15/16	Vendor	BB&T	0985 041416	Purchases thru 4/14/16	Accrued Expenses	202100	\$1,459.35
Check	56384	04/15/16	Vendor	FLORIDA DEPARTMENT OF HEALTH	37-BID-3056159	Swimming Pool Permit 2016	Misc-Licenses & Permits	001-549066-57205	\$275.00
Check	56385	04/15/16	Vendor	INTERSTATE FIRE SYSTEMS	68601	Semi-Annual Fire Suppression System Service	R&M-General	001-546001-57201	\$150.00
Check	56386	04/15/16	Vendor	PICKINWEE CORP	11580	Maintenance Supply	R&M-General	001-546001-57201	\$2.40
Check	56387	04/15/16	Vendor	PINEY - Z CDD C/O US BANK NATIONAL ASSOC	2015-16 202	Transfer Assessment Collections 2015-16	Due From Other Funds	131000	\$973.64
Check	56388	04/15/16	Vendor	PINEY - Z CDD C/O US BANK NATIONAL ASSOC	2015-16 203	Transfer Assessment Collections 2015-16	Due From Other Funds	131000	\$2,867.31
Check	56389	04/15/16	Vendor	PRAGER & CO.,LLC	5808	Annual Dissemination Series 2008 2015/2016	ProfServ-Dissemination Agent	203-531012-51301	\$1,000.00
Check	56390	04/15/16	Vendor	U. S. BANK	4250625	Series 2002 Admin Fees 3/1/16-2/28/17	ProfServ-Trustee Fees	202-531045-51301	\$3,097.81
Check	56391	04/22/16	Employee	RICHARD A. KESSLER, JR.	PAYROLL	April 22, 2016 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56392	04/22/16	Employee	MICHAEL D. LEE	PAYROLL	April 22, 2016 Payroll Posting	Payroll Expense	N/A	\$369.40
Check	56393	04/22/16	Employee	CHERYL M. HUDSON	PAYROLL	April 22, 2016 Payroll Posting	Payroll Expense	N/A	\$174.07
Check	56394	04/22/16	Employee	JOSEPH W. DIDIER	PAYROLL	April 22, 2016 Payroll Posting	Payroll Expense	N/A	\$365.02
Check	56395	04/21/16	Vendor	ANN PINCUS	041916	Patio Table and Umbrella	Capital Outlay	001-564043-57205	\$979.00
Check	56396	04/21/16	Vendor	CITY OF TALLAHASSEE	5610 041216	Utilities 03/11/16-04/12/16	Electricity - Streetlighting	001-543013-57201	\$107.44
Check	56397	04/21/16	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MC-112319	General Legal 03/04/16-03/31/16	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	56398	04/21/16	Vendor	QUALITY FLOOR CLEANING, LLC	5690	Lodge Gen Cleaning 03/22: 03/25: 03:29/16	Contracts-Janitorial Services	001-534026-57201	\$150.00
Check	56399	04/21/16	Vendor	REPLICON, INC.	SI-21403	GEN3 TIMEATTEND 04/16-07/15/16	Misc-Information Technology	001-549942-57201	\$54.00
ACH	DD0000171	04/06/16	Employee	MELINDA J. PARKER	PAYROLL	April 06, 2016 Payroll Posting	Payroll Expense	N/A	\$1,917.51
ACH	DD0000172	04/06/16	Employee	RICKY S EVANS	PAYROLL	April 06, 2016 Payroll Posting	Payroll Expense	N/A	\$863.72
ACH	DD0000173	04/20/16	Employee	MELINDA J. PARKER	PAYROLL	April 20, 2016 Payroll Posting	Payroll Expense	N/A	\$1,917.51
ACH	DD0000174	04/20/16	Employee	RICKY S EVANS	PAYROLL	April 20, 2016 Payroll Posting	Payroll Expense	N/A	\$789.61
ACH	DD0000175	04/22/16	Employee	DELORES A. PINCUS	PAYROLL	April 22, 2016 Payroll Posting	Payroll Expense	N/A	\$184.70

Account Total    **\$24,577.05**

Piney-Z  
**Payment Register by Bank Account**  
 For the Period from 4/1/16 to 4/30/16  
 (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
-----------	-----------------	------	------------	-------	-------------	---------------------	------------------	---------------	-------------

Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	16,638.29
Series 2002 Debt Service Fund - 202	4,071.45
Series 2008 Debt Service Fund - 203	3,867.31
<b>Total</b>	<b>24,577.05</b>

<b>Total Amount Paid</b>	<b>\$24,577.05</b>
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## **Sixth Order of Business**

**6A.**

**Piney-Z Community Development District  
Property Manager's Report  
May 5, 2016**

**(for meeting May 16, 2016)**

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

**LODGE/GARAGE**

- We have reached out for additional bids on the fire sprinkler modifications discussed previously; no new bids yet received.

**FITNESS CENTER**

- Verified that new de-fibrillator was working correctly, and installed same in alarmed box in the center.

**PAVILION**

- Hosed bar area and deep cleaned pavilion bathrooms ahead of pool opening.

**POOL**

- Tables were repaired as possible, and all deck furniture (bleach and water) and the deck washed for the April 23 opening.
- Signs with revised rules, regulations, towing time, etc., installed.
- Purchased new basket strainer for vacuum pump.
- Sprayed all weeds in pool area, and concentrated S&R work to trim all bushes, pull weeds, etc.
- Assembled new pool deck furniture and umbrellas.
- Attendance for weekend #1 was 103; for weekend #2, 154.

**PARKS AND GROUNDS**

- We hope to have a final decision on replacement of the blue slide by May 16.

**GENERAL (Item deferred from April 18, 2016 meeting)**

- Rick Evans has accepted the board's offer of a 35 hour per week contract, and will begin those hours in the not too distant future. Attorney Lyon is drafting the contract as this is written.
- **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 during pool season alone.

### **Follow-up, Meetings of April 18, 2016**

I have been informed by many that the operation of the CDD office and the actions of its staff were discussed at great length, especially during the workshop. In that I have been encouraged to speak up when there are issues which I feel require comment/clarification, I offer the following:

#### **Interactions with the HOA**

I understand that reference was made to worsening relations with the HOA. Of the dozens of interactions which occur monthly, the only ones I can remember which were the least bit difficult are these:

- We asked for amenity rental forms to be completed (as per board policy) for multiple dates for which board approval was being sought two or three days hence, and well past creation of the agenda. The response was negative. I offered to deliver the forms to the person's home; that was also rejected. Ultimately another member of the HOA completed the forms, and offered an apology.
- We were told last summer to inform the HOA that CDD staff would not be doing set-ups for its meetings. While the initial discussion was slightly difficult, it ended nearly as soon as it began, and there has been no lingering difficulty as far as we know.
- The copier story is well known; almost immediately, we received an apology from a member of the HOA board for how that, and the move, were handled by them.
- In February, I was instructed to contact the individual who leads exercise classes at the lodge, in an effort to get a business license and insurance coverage for the CDD. The response was that all of that information had been previously provided to us. Although she was told that her file included a lot of information on certifications, etc., it had no business license or COI

for the CDD. I referred it to the chair on 2-9-16 for further direction, since it was he who had instructed me to make the contact. Since it (the class) began as an HOA initiative, I include it herein.

- Taking over the narrow space adjacent to the office for file storage was my idea, supported by the board, and I remain convinced that it was the appropriate action for the CDD to take. I sense no lingering issue here, and we see Diana almost daily.
- In January the HOA indicated that it planned to lock one of the closets in the second floor breakroom; I was instructed to tell them not to do so. Eventually the decision to lock the door leading upstairs, instead of locking the closet itself, was made. I imagine the issue will be raised again, since the space is now being shared with our lifeguards.

Beyond these, I am unaware of a single “difficult” interaction between the two organizations since I have been here.

### **Miscellany**

- No, I did not write my own **contract**. I was instructed to use the one drafted, by Attorney Daughton, for David Bailey, as the board had spent “thousands of dollars” to have it done and it had never been signed. I changed the pronouns, deleted mileage reimbursement, amended the title from Amenities Manager to CDD Manager (to reflect the additional duties I had been asked to assume), and added language regarding the responsibility for the old legal files. The contract was reviewed by Attorney Lyon, and presented to the board.
- No, we have never spent a single penny of CDD funds to purchase **water** or **Diet Coke** for the office. Every bottle and can has been purchased by those working in the office.
- No, I had no idea I had no authority to **hire lifeguards**. In fact, I was instructed to have ready for the day after your meeting with Alan Cox “offer letters” to each and every lifeguard.
- In February, I mentioned that the **irrigation** man I had wanted to hire now worked for our former lawn care company. Had anyone responded that it was OK for us to engage the services of our former lawn care company to get to Huck Finn we could have surely done that.
- No, we do not have to leave the **chains on the pool gates**; we chose to do so as an additional reminder that, in fact, the pool is CLOSED. They can be taken off if the board so chooses.

- Yes, I did in fact speak briefly with Bob Nanni, on April 14, regarding the possible wisdom of increasing the limit on our **Visa** card.
- Now, about the **de-fibrillator**. As in the case of the AC unit replaced earlier this year, when we identify an issue which needs board consideration, but there is inadequate time to pull together the necessary bids prior to the next meeting, we try to have at least one bid to give you an idea of the approximate cost – to say, in essence, here is a bid we can use as a *ceiling* and, of course, we will try to come under it. We thought we were accelerating the process by a month by doing this, but it has resulted in repeated misinterpretation, so we will not be doing it going forward. The de-fibrillator estimate we had at the time of, I believe, the March meeting, was just a starting point. The unit we had priced included a seven year warranty; many others did not. In the end, we purchased, from the original vendor, HeartSmart, a Zoll AED PLUS for \$1,395, excluding the pedi pad which I was instructed to add to the package. The unit came with a carrying case (generally an extra \$105), and an alarmed, wall storage unit. As I had mentioned during the meeting, there were sales going on and, when I called to inquire about all that was included in the package on-line, I was given in excess of a \$300 discount. We do not purchase anything, including (most times) office supplies without checking prices.
- Finally, **umbrellas**...they were purchased, along with 7 tables, to replace equipment which had been on the deck – and was broken or faded or beyond repair – for up to 10 years. We could not afford umbrellas with Sunbrella fabric (to retard fading), but decided that a striped fabric (white and green) would show *less* fading. We identified a great umbrella which, *with base*, was \$99 -- \$30 less than was paid for umbrellas alone a decade ago. The seller of the striped umbrellas anticipated receiving stock by early April; when that did not happen, we placed the order for the green umbrellas. So, the delay in placing the order came as a result of our effort to purchase a product which would, hopefully, look well longer at a lesser price, rather than, as implied, a neglect of our obligation to do what was needed to get the pool open timely and in the best condition possible. In addition, until four days before the meeting, I had never been told, nor had I ever read, that I was not permitted to purchase “deck furniture” when there was money specifically in the budget for “deck furniture.”

**Attachments:**

Calendar

Ongoing Capital/R&M Issues Outstanding Summary Log

# 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

Fiscal 2017 high water mark budget review

May 30

Pool opens daily, 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

**SUMMARY OF CAPITAL/R&M ITEMS OUTSTANDING  
@ 5-5-16 for 5-16-16 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/**FY 2017 BUDGET**
- 5-2015/Address wood rot at front door to garage
- 4-2015/Refresh furniture, blinds, valances
- 10-2014/Upgrade electrical service to permit installation of ceiling fan/light kits

**FITNESS CENTER**

- 2-2016/Service case on Cybex to remain open 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/**FY 2017 BUDGET**
- 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/**FY 2017 BUDGET RESERVE**
- 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/**FY 2017 BUDGET RESERVE**

## **PLAYGROUND**

- 1-2016/Replace blue slide/**SEEKING ADDITIONAL PROPERLY SIZED SLIDES**
- Repairs suggested in FL League of Cities property inspection report
- 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 BUDGET RESERVE**
- 5-2015/Consider replacing picnic tables: **FY 2017 BUDGET ITEM**
- 4-2015/Address cracks in retaining wall
- 11-2010/Replace stairs beside retaining wall/**AWAITING 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.)

## **Seventh Order of Business**

**7A.**

# **PINEY-Z**

Community Development District

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

**Fiscal Year 2017**

Version 2 - Proposed Budget:

(Printed on 5/4/16)



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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 APR-2016	PROJECTED MAY- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 1,047	\$ 809	\$ 1,282	\$ 400	\$ 494	\$ 506	\$ 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	389,194	5,513	394,707	394,709
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	33,924
Access Cards	-	510	430	-	45	-	45	105
Pavilion Rental	-	400	400	800	80	400	480	800
Lodge Rental	-	15,275	11,222	10,000	6,335	3,665	10,000	10,000
Other Miscellaneous Revenues	400	-	1,142	-	4,095	-	4,095	130
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>418,854</b>	<b>10,084</b>	<b>428,938</b>	<b>424,880</b>

**EXPENDITURES**
**Administrative**

P/R-Board of Supervisors	7,800	12,000	15,400	22,000	9,400	8,000	17,400	8,000
FICA Taxes	597	918	1,178	1,683	719	612	1,331	612
ProfServ-Engineering	-	-	-	500	-	-	-	-
ProfServ-Legal Services	30,521	58,281	36,000	30,000	14,000	10,000	24,000	15,000
ProfServ-Mgmt Consulting Serv	49,275	54,275	54,275	54,275	31,661	22,614	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	-	-	-	-
Postage and Freight	1,193	1,121	1,263	1,500	232	268	500	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	1,003	135	1,138	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	135	(35)	100	150
Misc-Assessment Collection Cost	10,360	11,389	10,235	11,841	11,216	165	11,381	11,841

**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 APR-2016	PROJECTED MAY- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
Misc-Contingency	1,175	783	600	500	-	500	500	550
Office Supplies	410	528	554	730	77	-	77	250
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>84,021</b>	<b>46,559</b>	<b>130,580</b>	<b>113,193</b>
<b>Field</b>								
Contr-Landscape-Amenities Area	12,040	12,040	9,430	12,000	4,680	7,320	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	262	538	800	3,500
<b>Total Field</b>	<b>20,932</b>	<b>17,263</b>	<b>20,064</b>	<b>18,500</b>	<b>5,527</b>	<b>7,858</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	3,719	2,656	6,375	8,008
Payroll-Administrative	-	-	-	48,960	28,095	20,068	48,163	48,204
FICA Taxes	7,792	9,005	3,760	4,582	2,434	1,738	4,172	4,300
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	850	-	850	2,834
Contracts-Security Services	2,813	5,885	4,903	6,596	2,554	1,815	4,369	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	8,052	5,751	13,803	15,218
Utility - Other	2,239	2,506	2,343	2,400	1,388	1,000	2,388	2,490
Electricity - Streetlighting	-	-	1,438	1,350	754	545	1,299	1,358
Utility - Irrigation	-	-	1,618	1,150	1,270	462	1,732	1,700
Utility - Refuse Removal	-	-	1,404	1,430	801	563	1,364	1,147
Dumpster Rental	-	-	-	-	-	-	-	312

**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 APR-2016	PROJECTED MAY- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
R&M-General	24,643	24,091	12,815	9,000	1,556	7,444	9,000	7,250
R&M-Electrical	-	-	-	-	-	-	-	450
R&M-Pest Control	2,948	1,008	858	998	435	145	580	858
R&M-Fire Equipment	-	-	-	-	-	-	-	200
R&M-Flooring	-	-	-	-	-	-	-	1,236
R&M-Plumbing	-	-	-	-	-	-	-	600
R&M-Roof	-	-	-	-	-	-	-	270
R&M-Copier	-	-	-	-	-	-	-	420
Misc-Training	-	-	-	1,500	-	1,500	1,500	-
Misc-Contingency	6,610	6,448	10,068	1,500	49	1,451	1,500	3,750
Misc-Information Technology	-	-	3,523	1,140	167	54	221	750
Misc-Mileage Reimbursement	-	-	-	-	-	-	-	447
Office Supplies	4,482	6,501	5,087	3,600	862	616	1,478	1,800
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	495
Subscriptions and Memberships	-	-	925	750	750	-	750	-
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	-
Reserves-Roof	-	-	-	-	-	-	-	150
Reserves-Floor	-	-	-	-	-	-	-	3,375
Reserves- Parking Lots	-	-	-	-	-	-	-	10,000
<b>Total Parks and Recreation - General</b>	<b>218,158</b>	<b>216,399</b>	<b>158,876</b>	<b>143,471</b>	<b>61,298</b>	<b>47,062</b>	<b>108,360</b>	<b>128,449</b>
<b>Swimming Pool</b>								
Payroll-Lifeguards	-	-	23,429	24,163	932	20,768	21,700	21,353
Payroll-Maintenance	-	-	-	6,833	1,820	1,300	3,120	6,006
Payroll-Administrative	-	-	-	9,180	5,400	3,857	9,257	9,641
Payroll - Overtime	-	-	319	-	-	-	-	-
FICA Taxes	-	-	1,817	3,073	624	1,983	2,607	2,831
ProfServ-Pool Maintenance	4,800	4,800	5,500	6,000	3,500	2,500	6,000	6,000
Communication - Teleph - Field	-	-	862	100	50	-	50	100
R&M-General	-	-	2,556	1,750	1,433	317	1,750	1,450

**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 APR-2016	PROJECTED MAY- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
R&M-Electrical	-	-	-	-	-	-	-	300
R&M-Pools	9,679	13,512	4,954	8,100	1,275	6,825	8,100	8,100
Misc-Licenses & Permits	-	-	-	250	275	-	275	275
Misc-Contingency	-	-	1,160	1,500	1,440	60	1,500	4,000
Op Supplies - Pool Chemicals	3,294	3,994	4,900	5,000	-	5,000	5,000	4,250
Non Capitalized New Equipment	-	-	-	-	-	-	-	6,000
Capital Outlay	-	-	-	3,500	2,320	1,180	3,500	-
Reserves-Pool Equipment	-	-	-	-	-	-	-	2,085
Reserves-Pool Filters	-	-	-	-	-	-	-	500
Reserves-Pool Pumps	-	-	-	-	-	-	-	1,800
Reserves-Pool	-	-	-	-	-	-	-	12,500
<b>Total Swimming Pool</b>	<b>17,773</b>	<b>22,306</b>	<b>45,497</b>	<b>69,449</b>	<b>19,069</b>	<b>43,790</b>	<b>62,859</b>	<b>87,191</b>
<b>Fitness Center</b>								
Payroll-Maintenance	-	-	1,096	2,734	1,144	817	1,961	4,004
Payroll-Administrative	-	-	-	1,530	870	621	1,491	3,214
FICA Taxes	-	-	84	326	154	110	264	552
Contracts-Janitorial	-	-	-	-	-	-	-	1,404
Contracts-Fitness Equipment	-	-	-	-	-	-	-	1,200
R&M-General	-	-	931	2,000	253	1,747	2,000	1,500
R&M-Electrical	-	-	-	-	-	-	-	300
R&M-Equipment	1,536	2,965	1,350	1,955	2,014	500	2,514	1,250
Misc-Contingency	-	-	-	1,200	-	1,200	1,200	3,500
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	185
Non Capitalized New Equipment	-	-	-	-	-	-	-	10,629
Capital Outlay	-	-	19,131	5,500	4,875	625	5,500	-
<b>Total Fitness Center</b>	<b>1,536</b>	<b>2,965</b>	<b>22,592</b>	<b>15,245</b>	<b>9,310</b>	<b>5,621</b>	<b>14,931</b>	<b>27,738</b>

**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 APR-2016	PROJECTED MAY- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
<b>Park &amp; Grounds</b>								
Payroll-Maintenance	-	-	5,794	6,833	7,898	5,641	13,539	22,022
Payroll-Administrative	-	-	-	1,530	1,215	868	2,083	3,213
FICA Taxes	-	-	443	640	697	498	1,195	1,930
Contracts-Janitorial	-	-	-	-	-	-	-	962
R&M-General	-	-	2,697	1,750	527	1,223	1,750	1,500
R&M-Backflow Inspections	-	-	-	-	-	-	-	110
R&M-Electrical	-	-	-	-	-	-	-	250
R&M-Irrigation	-	-	-	-	-	-	-	300
Misc-Contingency	-	-	7,316	3,500	351	3,149	3,500	6,000
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	150
Non Capitalized New Equipment	-	-	-	-	-	-	-	3,600
Capital Outlay	-	-	430	7,000	-	7,000	7,000	-
Reserves-Park	-	-	-	-	-	-	-	500
<b>Total Park &amp; Grounds</b>	<b>-</b>	<b>-</b>	<b>16,680</b>	<b>21,253</b>	<b>10,688</b>	<b>18,379</b>	<b>29,067</b>	<b>40,537</b>
<b>Reserves</b>								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	8,960
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,960</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>382,870</b>	<b>421,016</b>	<b>407,480</b>	<b>424,043</b>	<b>189,913</b>	<b>169,268</b>	<b>359,182</b>	<b>424,880</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(19,602)	(20,951)	(17,871)	(33,924)	228,941	(159,184)	69,756	-
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(33,924)	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(33,924)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	(19,602)	(20,951)	(17,871)	(33,924)	228,941	(159,184)	69,756	-
<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>214,040</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 183,106</b>	<b>\$ 162,155</b>	<b>\$ 144,284</b>	<b>\$ 110,360</b>	<b>\$ 373,225</b>	<b>\$ (159,184)</b>	<b>\$ 214,040</b>	<b>\$ 214,040</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2017	\$ 214,040
Net Change in Fund Balance - Fiscal Year 2017	-
Unearned Settlement (2)	16,961
Reserves - Fiscal Year 2017 Additions	39,870
<b>Total Funds Available (Estimated) - 9/30/2017</b>	<b>270,871</b>

**ALLOCATION OF AVAILABLE FUNDS**
***Assigned Fund Balance***

Operating Reserve - Operating Capital \$ 96,253 (1)

**Reserves - CDD Amenity**

FY 2012 Contribution CDD Amenity	\$ 3,351	
FY 2013 Contribution CDD Amenity	10,000	
FY 2014 Contribution CDD Amenity	32,805	
FY 2015 Contribution CDD Amenity	10,000	
FY 2016 Contribution CDD Amenity	10,000	\$ 66,156

**Proposed Contribution FY 2017**

Reserves-Roof	150	
Reserves-Floor	3,375	
Reserves- Parking Lots	10,000	
Reserves-Pool Equipment	2,085	
Reserves-Pool Filters	500	
Reserves-Pool Pumps	1,800	
Reserves-Pool	12,500	
Reserves-Park	500	
Reserve - CDD Amenity	8,960	\$ 39,870

**Reserves - Other**

FY 2018 Settlement (2)	8,481	
FY 2019 Settlement (2)	8,481	\$ 16,961
	Subtotal	\$ 219,240

<b>Total Allocation of Available Funds</b>	<b>\$ 219,240</b>
<b>Total Unassigned (undesignated) Cash</b>	<b>\$ 51,632</b>

Notes - (1) Represents approximately 3 months of operating expenditures net of reserves.

Notes - (2) Represents the last 2 years of the settlement money, put on the schedule for tracking only, since the funds are not available yet.

**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.

**Settlements (369300-3000)**

This is to account for the FY 2017 portion of the Piney-Z Land settlement.

**Access Cards (369941-3000)**

This is to account for revenue for access cards purchases.

**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.

**Miscellaneous Revenues (369900-3000)**

This is to account for Leon Country Supervisor of elections.

**Budget Narrative**  
Fiscal Year 2017**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 - 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.

**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.

## **Piney-Z**

Community Development District

*General Fund*

### **Budget Narrative**

Fiscal Year 2017

#### **Expenditures – Administrative (continued)**

##### **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.

##### **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.

**Budget Narrative**

Fiscal Year 2017

**Expenditures – Field (continued)****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.

**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.

## **Piney-Z**

Community Development District

*General Fund*

### **Budget Narrative**

Fiscal Year 2017

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

##### **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.

##### **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.

##### **Dumpster Rental (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

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2017

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

##### **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.

##### **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

##### **R&M - Copier (546260-57201)**

Represents maintenance of the new copier.

##### **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.

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2017

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

##### 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.

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

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

##### Reserves - Roof (568142-57201)

Funds to clean roof for next 4 years

##### Reserves - Floor (568188-57201)

Funds to sand and stain wood floor for the next 4 years

##### Reserves – Parking Lots (568...-57201)

Funds to replace asphalt of road for the next 4 years.

#### 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%).

**Budget Narrative**  
Fiscal Year 2017**Expenditures – Swimming Pool (continued)****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.

**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.

**Budget Narrative**

Fiscal Year 2017

**Expenditures – Swimming Pool (continued)****Non Capitalized New Equipment (564120-57205)**

Replacement of deck furniture and other unanticipated capital needs.

**Reserves - Pool Equipment**

Funds for Dolphin replacement (2 years), Chlorinator replacement (4 years), safety equipment replacement (2) years.

**Reserves - Pool Filters**

Funds for re-sanding of 4 filters (2 years).

**Reserves - Pool Pumps**

Funds replacement of 3 pumps (2 years).

**Reserves - Pool**

Funds for pool shell repair (8 years).

**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.

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

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

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2017

#### Expenditures – Fitness Center (Continued)

##### **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.

#### 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.*

## **Piney-Z**

Community Development District

*General Fund*

### **Budget Narrative**

Fiscal Year 2017

#### **Expenditures – Parks & Grounds (continued)**

##### **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.

##### **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.

## **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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**Reserves - Parks (568120-57214)**

Funds to replace gutters for the next 4 years.

<b>Expenditures – Reserves</b>
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**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 APR-2016	PROJECTED MAY- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 59	\$ 63	\$ 59	\$ 50	\$ 51	\$ 9	\$ 60	\$ 50
Special Assmnts- Tax Collector	79,195	81,881	79,355	56,000	55,122	878	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>53,004</b>	<b>887</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	3,098	-	3,098	3,502
Misc-Assessmnt Collection Cost	2,288	2,364	2,291	1,680	1,589	26	1,615	1,680
<b>Total Administrative</b>	<b>4,982</b>	<b>5,058</b>	<b>5,793</b>	<b>5,182</b>	<b>4,687</b>	<b>26</b>	<b>4,713</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>11,062</b>	<b>66,401</b>	<b>77,463</b>	<b>79,932</b>
Excess (deficiency) of revenues Over (under) expenditures	310	1,180	(4,986)	(24,122)	41,942	(65,514)	(23,572)	(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)	41,942	(65,514)	(23,572)	(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>71,300</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,678</b>	<b>\$ 99,858</b>	<b>\$ 94,872</b>	<b>\$ 70,750</b>	<b>\$ 136,814</b>	<b>\$ (65,514)</b>	<b>\$ 71,300</b>	<b>\$ 45,178</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 APR-2016	PROJECTED MAY- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 109	\$ 111	\$ 97	\$ 50	\$ 105	\$ 15	\$ 120	\$ 100
Special Assmnts- Tax Collector	227,306	227,306	214,130	214,130	211,139	2,991	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>202,936</b>	<b>3,006</b>	<b>205,942</b>	<b>205,665</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	6,085	90	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>11,422</b>	<b>90</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>26,616</b>	<b>195,283</b>	<b>221,899</b>	<b>209,562</b>
Excess (deficiency) of revenues Over (under) expenditures	(4,556)	50,921	(69,686)	(17,100)	176,320	(192,277)	(15,957)	(3,897)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(17,100)	-	-	-	(3,897)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(17,100)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(3,897)</b>
Net change in fund balance	(4,556)	50,921	(69,686)	(17,100)	176,320	(192,277)	(15,957)	(3,897)
<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>127,275</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 161,997</b>	<b>\$ 212,918</b>	<b>\$ 143,232</b>	<b>\$ 126,132</b>	<b>\$ 319,552</b>	<b>\$ (192,277)</b>	<b>\$ 127,275</b>	<b>\$ 123,377</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>
------------------------------------

**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>												

**7B.**

## **RESOLUTION 2016-5**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2017 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating and debt service budget for Fiscal Year 2017, a copy of which is attached hereto, and

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

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

1. The budget proposed by the District Manager for Fiscal Year 2017, as may have been amended by the Board at the June 6, 2016 meeting, is hereby approved as the basis for conducting a public hearing to adopt said budget.

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

Date: August 15, 2016  
Hour: 6:30 p.m.  
Place: Piney-Z Plantation Lodge  
950 Piney-Z Plantation Road  
Tallahassee, Florida

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

**Adopted this 6<sup>th</sup> day of June, 2016.**

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Cheryl Hudson  
Chair

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Bob Nanni  
Secretary

**7C.**

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

April 15, 2016

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

Re: Piney Z Community Development District

Dear Mr. Cassel:

In response to your request we are happy to provide the number of registered voters as of April 15, 2016. The voter registration total you requested is as follows:

Piney Z CDD:           **1,270 registered voters**

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

Sincerely,



Ion Sancho

## **Ninth Order of Business**

**9D.**

# **BOUNCE HOUSE CHECKLIST**

## **Piney-Z Community Development District**

Name:

---

Address:

---

Telephone:

---

Date of Event:

---

Time of Event:

---

Location of Event:

---

Number of Attendees:

---

Proof of Personal Insurance: Provided on

---

Hold Harmless Policy: Provided on

---

Certificate of Insurance from Bounce House Provider: Provided on

---

I understand and agree that I am responsible for ensuring that the property is cleared of all trash at the conclusion of the event, and that the bounce house is removed timely from the property. I also understand and agree that I am responsible for ensuring that the operator of the bounce house supplies his/her own generator to power the house.

Signed:

Name

Date