

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

MARCH 20, 2017

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

March 13, 2017

Board of Supervisors
 Piney-Z Community Development District

Dear Board Members:

On Monday, March 20, 2017 the Board of Supervisors of the Piney-Z Community Development District will hold a 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 meeting:

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments & Supervisor Response(s)**
- 4. Approval of the Minutes of the February 20, 2017 Workshop and Meeting**
- 5. Acceptance of the February 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)
 - B. 2017 Pool Season Schedule - Vote Required
 - C. Additional Budget Line Items - Vote Required
 - D. Additional Insurance Coverage - Vote Required
 - E. Assignment of "Reserve Contribution" Amount - Vote Required
 - F. Budget Overview
- 7. District Manager's Report**
 - A. Board Disclaimer for Minutes
- 8. District Attorney's Report**
 - A. Warranty Deeds and Slice of Land Update
- 9. Old Business**
- 10. Supervisor Requests**
 - A. Revisit Lodge Rates (Supervisor Kirby)
 - i. Monday - Thursday (Off Peak Pricing)
 - B. Lodge - Online Calendar (Supervisor Kirby)
 - i. Public Viewing Only versus Online Reservation Requests
 - C. Summer Activities (Supervisor Kirby)
 - D. Newsletter (Supervisor Kirby)
- 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 Melinda Parker Bob Reid

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, February 20, 2017 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

Gerry Cashin	Chairperson
Cheryl Hudson	Vice Chairperson
Michael Lee	Assistant Secretary
Ann Pincus	Assistant Secretary
Art Kirby	Assistant Secretary
Bob Nanni	District Manager/Secretary
Melinda Parker	CDD Manager
Rick Evans	CDD Buildings & Grounds Manager
Residents	

The following is a summary of the discussions at February 20, 2017 Piney-Z Community Development District Board of Supervisors Workshop.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Cashin called the workshop to order and Mr. Nanni called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Pool Discussion

- Mr. Evans reported they are approaching the time where the coating needs to be redone. Discussion followed on budgeting.
- Ms. Parker noted they need guidance and feedback on how the pool is to be run this year.
- Discussion followed on differentiating adult swim and family swim times, extended hours and opening the pool ten months of the year.
- Mr. Kirby read Mr. Lyon's response of February 13, 2017 for the record.
Sovereign immunity does apply to Piney-Z and pool. Florida law limits liability

to tort claims, like negligence, to \$200,000 per person and \$300,000 per occurrence. Any amount in excess of those limits requires a claims bill to be passed by the Legislator that requires the government entity to pay excess amount. He goes on to address items two and four; the fact that you have a pool invites liability. In my opinion the only thing that changes between scenarios 2, 3, and 4 is the type of liability. Under 2, having lifeguards exposes you to liability for claims like lifeguards were not doing their job properly, falling asleep while on duty, talking to other pool guests and ignoring the pool, claiming the lifeguards were not properly trained, etcetera. Under 3, the same type of liabilities apply as in 2, but you know you have potential claims that the CDD knew the pool was a dangerous instrumentality and failed to post lifeguards during certain times. Under 4, you invite claims for liability such as the CDD knew it was a dangerous instrumentality and they failed to mitigate those dangers by posting lifeguards. You probably open yourself up to claim that the CDD failed to notice the dangerous condition at/or in the pool for which could have been avoided if there were lifeguards present. Bottom line, I do not think there is a good answer because if you have a pool there is potential liability under any of those scenarios though the type of claim might vary. My gut tells me the jury would look more favorably if lifeguards were present because it shows the CDD did everything it could to protect the pools guest but as I said above it invites new types of claim. Of course an attorney can file a claim for virtually anything. While the CDD might ultimately prevail at trial, it takes a lot of time and attorney fees to get there, which is why most cases settle. Even if you do everything possible the CDD might still be in a position where it is just smarter to settle a case and be done with it.

- Discussion followed on opening the pool early and late in the season with no lifeguards.

FIFTH ORDER OF BUSINESS

April Budget Workshop

- Ms. Cashin addressed the FY 2018 budget noting she would like to move the public hearing to adopt the budget from August to July.

SIXTH ORDER OF BUSINESS

Supervisor Goals /Objectives

- Ms. Hudson:
 - What are they trying to accomplish with the Lodge and pavilion - make money, a meeting place, and/or pay for itself?
 - Discussion followed with Ms. Parker noting rentals were almost \$2,100 in January. Request for rentals are increasing.
- Mr. Kirby:
 - Swim lessons, adult activities, and recreational activities - things to draw the community to the amenities.
 - Mr. Lee noted they have been told in the past the CDD cannot fund social events.
- Mr. Lee:
 - Planning for the future structure of the CDD.
 - Interlocal Agreement with City of Tallahassee - what do they want to do with that.
 - Infrastructure - what would the supervisors like to see happen in the community, what can they do, what infrastructure projects can they perform to improve the neighborhood.
 - Further improve relationships with the HOA.
 - Challenged supervisors to evaluate why they ran and what they are trying to accomplish.
 - Discussion followed on sidewalks.
 - Renting HOA entrances and maintaining.
 - Purchasing unsold Gary Zins' lots.
 - Purchasing Eagle Preserve.
 - Future assessment levels.
 - Obtaining green spaces.
- Mr. Kirby:
 - Purchasing assisted living site on Virgil Road for storage area.

February 20, 2017
Workshop

Piney-Z CDD

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SEVENTH ORDER OF BUSINESS

Adjournment

There being nothing further, the workshop was adjourned at 5:32 p.m.

**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, February 20, 2017 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Gerry Cashin
Cheryl Hudson
Michael Lee
Art Kirby
Ann Pincus

Chairperson
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Bob Nanni
Chris Lyon
Melinda Parker
Rick Evans
Residents

District Manager / Secretary
District Attorney
CDD Manager
Building & Grounds Manager

The following is a summary of the discussions and actions taken at the February 20, 2017 Piney-Z Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Cashin called the meeting to order at 6:30 p.m. 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. Kirsten read into the record a verbal presentation, a copy of which is incorporated hereby.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the
January 23, 2017 Meeting**

On MOTION by Ms. Hudson seconded by Ms. Pincus, to approve the January 23, 2017 minutes were approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Art Kirby - Aye

Michael Lee – Aye

The record will reflect Mr. Kirby and Mr. Lyon have joined the meeting.

FIFTH ORDER OF BUSINESS

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

A. December 2016

B. January 2017

- Mr. Nanni outlined the financials memo dated February 9, 2017.
- Ms. Parker addressed the Board vote to annotate the financials noting she would like it to be carried forward through 2017.
- A resident noted he receives the agenda via email and inquired if the agenda package can also be included or a link to the website.
 - It was noted the information can be accessed online at pineyzcdd.com.
 - Mr. Lyon noted sending the agenda via email goes above and beyond what the law requires in order of making public its business.

On MOTION by Mr. Kirby seconded by Ms. Hudson, to approve the addition of the addendum Ms. Parker submitted was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Art Kirby - Aye

Michael Lee – Aye

Ms. Hudson moved to approve the December 2016 and January 2017 financial statement and check register and Mr. Kirby seconded the motion.

- Ms. Hudson inquired about the \$250,000 check to PineyZ CDD.
 - Mr. Nanni will check with accounting.

- Ms. Pincus noted the check register shows a payment to Mr. Lee in the amount of \$369.40 while everyone else's received \$174.28. Was this an overpayment?
 - Mr. Nanni will check with accounting.
- Ms. Teri Goodwin inquired if finances are not managed by this Board who does it?
 - Ms. Cashin responded we do manage it; that is why Ms. Hudson had the question of Severn Trent, the management company.
- Discussion followed on approving the financials with outstanding questions? If there is an error will it be corrected?
 - Mr. Nanni responded absolutely.
- Ms. Cashin suggested a friendly amendment to the financials noting approval is contingent upon the result of the review.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Art Kirby - Aye

Michael Lee – Aye

SIXTH ORDER OF BUSINESS

CDD Manager's Report

- A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds, Staffing and Administrative)**
 - Ms. Parker reviewed the CDD Manager's Report.
 - Mr. Nanni complimented Ms. Parker on the job she did on the inventories.
 - Discussion followed on the chemical shed.
- B. Ratification of Mantzanas Marketing Group Contract**
 - Ms. Parker outlined the previous discussion regarding Mantzanas Group hosting the website. An agreement has been negotiated and executed on February 6, 2017.
 - Cost is \$239 per year.

- \$75 per hour for other services including website development, maintenance or editing which require more than the one hour per month covered under the monthly fee.

On MOTION by Ms. Hudson seconded by Mr. Kirby, to ratify the Mantzanas Marketing Group contract was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Art Kirby - Aye

Michael Lee – Aye

C. Inventories / Insurance

- Ms. Parker outlined the inventories noting they were provided to the Board electronically.
 - In addition corollary documents have been developed that list the location of all compressors and air handlers, all irrigation valves and control boxes, emergency shutoff locations, backflows, electrical mains and panels, and fire lines have been mapped.
- Ms. Parker addressed insurance with regard to the items not appropriately insured.
 - Pool equipment - \$31,000 - needs to be classified Inland Marine
 - Chemicals - \$3,500 - uninsured
 - Contents of pavilion - \$6,000 - uninsured
 - Real property limit is inclusive of PITO [property in the open] blanket sub-limits. It is new to the policy and basically says they have \$100,000 of insurance for property out in the open. \$40,000 will go to cover the playground and picnic tables, trash cans are covered.
 - Outstanding issues are the cameras and security system. The inventory breaks down the costs which are just under \$22,000. Ms. Parker is waiting on an answer with regarding insuring these as part are in the Lodge and part are outdoors.
 - It would be an addition of \$50,000 worth of property if the Board wants to insure at full value. The estimate for this addition is \$200 annually.

- Discussion followed on the valuation of the inventory items and replacement coverage.

On MOTION by Mr. Kirby seconded by Ms. Hudson, to table insurance question to March was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Art Kirby - Aye

Michael Lee – Aye

D. Pool

- Ms. Cashin inquired if monitors rather than lifeguards makes a difference in CDD liability.
 - Mr. Lyon responded if somebody wants to sue you they are going to find a reason to sue you. The pool itself creates the liability whether you have lifeguards or not; the liability is just different.
- Mr. Lee inquired if they increase their liability if they have historically done something then changed.
 - Mr. Lyon responded it will come down to the circumstances surrounding whatever the incident is.
 - Discussion continued on liability with or without lifeguards with it again being noted there is always liability it is just different.
- Ms. Pincus inquired if CDD sanctioned swim lessons at the pool would create a liability.
 - Mr. Lyon responded yes.
- Discussion continued on lifeguards versus no lifeguards versus pool monitors.
- Staffing lifeguards was discussed.
- Mr. Kessler addressed having lifeguards noting his personal opinion is for liability purposes is they should have lifeguards. However, if they choose not to have lifeguards they should have a pool monitor at all times the pool is open.
- Ms. Cashin polled the audience members on lifeguards or no lifeguards and residents offered their thoughts on lifeguards versus no lifeguards.

Mr. Kirby MOVED to carryover last year's budget for lifeguards and continue on through this year with no changes or modifications.

- Ms. Hudson requested a friendly amendment to include pending being able to hire lifeguards to cover as staffed last year.

Mr. Kirby MOVED to amend the motion to include pending lifeguard availability and adding pool monitors with the inability to hire lifeguards and Ms. Hudson seconded the motion.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Nay

Michael Lee – Nay

Art Kirby - Aye

Gerry Cashin - Aye

Ms. Hudson MOVED to work with a lifeguard to provide swim lessons and Mr. Kirby seconded the motion.

- Discussion followed on the motion with it being noted those participating in the swim lessons would pay the lifeguard.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Nay

Art Kirby - Aye

Gerry Cashin - Aye

- Mr. Kirby requested a reason for the no votes on the lifeguard motion.
 - Ms. Pincus responded we have liability whether they do or they don't.
 - Ms. Cashin noted she wants to be able to go to the pool to swim whenever she wants to go swim and if there is nobody in the pool she is not getting

in. The residents are paying for lifeguards this year and she does not think it is fair for them to not get what they paid for.

- Ms. Hudson noted she is torn between the two.

SEVENTH ORDER OF BUSINESS

Board Meeting Housekeeping

A. Board Voting Procedures

EIGHTH ORDER OF BUSINESS

District Manager's Report

A. Records Retention Policy and Liaison - Resolution 2017-2

- Mr. Nanni outlined Resolution 2017-2 noting it is basically a records management process and records retention noting with no policy in place old records cannot be properly disposed of.

Ms. Hudson MOVED to adopt Resolution 2017-2, a resolution of the Board of Supervisors of the Piney-Z Community Development District designating a Records Management Liaison Officer and adopting a records retention schedule and Ms. Pincus seconded the motion.

- Ms. Parker addressed the archiving of District records and the storage thereof.
- Mr. Lee addressed his hesitancy to approve the resolution not knowing what Severn Trent has and if they will identify them without charging the District to do so noting he has a concern of historical documents being destroyed.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Michael Lee - Nay

Art Kirby - Aye

B. Acceptance of the FY 2016 Audit

- Mr. Nanni highlighted the FY 2016 audit noting it is a clean audit.

Mr. Kirby MOVED to accept the audit and authorize the Chair to sign the AFR and Ms. Hudson seconded the motion.

- Ms. Hudson inquired if there is a process if they wanted something different looked at next year within the audit.
 - Mr. Nanni responded email your questions and I will provide to the lead accountant for the auditors.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Michael Lee - Aye

Art Kirby - Aye

The record will reflect the Board took a brief recess.

NINTH ORDER OF BUSINESS District Attorney's Report

A. Warranty Deeds and Slice of Land Update

- Mr. Lyon reported his partner has spoken with the developer and has gotten verbal confirmation that they are willing to sign two different documents.
 - A corrective deed which deeds a portion of the common area from the incorrect CDD, Piney Z Plantation CDD to Piney-Z CDD.
 - A quit claim deed for the 27-foot wide strip of land which was apparently messed up in the transfer of property.
- There are two other issues outstanding on being the deed from the bank to the wrong named CDD. The bank went out of business and has been acquired by a new bank that no longer has the records and is not willing to execute any sort of corrective deed without the records.
 - The original plan proposed was a quit claim deed from the non-existent CDD to Piney-Z CDD; but after speaking with an underwriter at the title insurance fund and with the property appraiser's office he believes they do not need to do the quit claim deed route and that they can do it by affidavit to say it was a scriveners error in the deed.
- The other piece would be getting the HOA to sign a quit claim deed to the same 27-foot wide strip of land.

- Discussion followed on the hard drive in Mr. Didier's possession with the outcome being the CDD is confident they have the information contained on the hard drive and the matter will be dropped.

TENTH ORDER OF BUSINESS**Old Business****A. Motion to Table Self-Management Discussion to September 18, 2017 Meeting**

- Ms. Cashin addressed a motion to table self-management discussion to September 18, 2017.
- Mr. Lyon noted there are a lot of challenges with self-management particularly when there are bonds involved. He feels the safest route would be to wait until the bonds are paid off and a logical timeline would be once the bonds are paid off to continue management for one year to allow the CDD Manager to learn everything that is done, create a timeline of requirements and be prepared to self-manage after that.
- Ms. Cashin asked Mr. Nanni if Severn Trent would be willing to come up with a Memorandum of Understanding that they could work towards self-management in 2020 and help the District along the way.
 - Mr. Nanni responded Severn Trent would come up with a different agreement as the current agreement is to manage the District. It is hard for me to say yes I agree with Mr. Lyon because I work for Severn Trent. The reality is there is a host of dates of requirements from different sources and you need all the time you can to make the transition.
- Mr. Lyon noted self-management does not come without a cost and he cannot say that he would agree to do the job overseeing the local District manager who has never fully managed a District by themselves. He is not telling them he would be willing to say he would oversee that for the same costs paid today. There would be other costs such as a CPA and auditor.
- Mr. Lee inquired if Mr. Lyon would you modify his statement if they left the bond piece with Severn Trent. He cannot imagine it would be a great stress to do the payroll, accounts receivable and accounts payable. He wants to be clear that if they go this direction they are obligating the residents of this District to \$100,000

- to \$150,000 by saying they are not going to switch anything rather than brining non bond issues in-house.
- Mr. Kirby noted he has looked at this and feels it is very imprudent at this stage for them to make that type of change prior to the exit of the bonds.
 - Discussion continued to self-management versus continuing with District management services.
 - Mr. Lee reiterated for they record that they are obligating in advance residents' money to the tune of \$100,000 to \$150,000. It is a wasted expense of which they can save at least half of.
 - Discussion followed on additional attorney's fee, service professionals and additional District staff.
 - Ms. Hudson noted for right now for multiple reasons they do not think they are ready to make this change. They can keep working towards it and when they feel they are ready they can bring it up again.
 - Discussion continued on tabling, doing research, requesting Severn Trent include filings in reports, and due diligence.

Mr. Kirby MOVED to have a special meeting in the first week of December for self-management. Motion died for lack of a second.

- Discussion continued.

Mr. Kirby MOVED to discuss the pros and cons of self-management in depth at the November, 2017 and Ms. Cashin seconded the motion.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Michael Lee - Nay

Art Kirby - Aye

- Mr. Nanni reported the \$250,000 was a deposit to Stonegate Bank for the Money Market Fund.

B. Establishment of Board Procedures

ELEVENTH ORDER OF BUSINESS Supervisor Requests

A. Revisions to Schedule of Meetings (Chair Cashin)

i. Add HOA/CDD Joint Meeting

ii. Move Budget Hearing from August to July

- Ms. Cashin reported the HOA/CDD joint meeting will be March 25, 2017 from 9:00 a.m. to 10:30 a.m.
 - Agenda requests to be submitted to Mr. Nanni.
- Ms. Cashin addressed moving the budget public hearing from the August meeting to July and cancel the August meeting.

Ms. Hudson MOVED to approve March 25, 2017 for the HOA/CDD joint meeting and rescheduling the budget public hearing to July 17, 2017 cancelling the August 25, 2017 meeting and Ms. Pincus seconded the motion.

- Mr. Kirby requested a friendly amendment to reschedule the budget public hearing to July 24, 2017.

Ms. Hudson amended the motion to set budget public hearing to be held on July 24, 2017 at 6:30 p.m.

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

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Michael Lee - Aye

Art Kirby - Aye

- A base budget minus hurricane expenditures to be provided for discussion at the April budget workshop.

B. Attorney Contact by Staff and Supervisors (Chair Cashin/Attorney)

- Discussion followed on contacting the attorney and dissemination of information and responses with the outcome being if someone asks Mr. Lyon a legal question he responds but if it is a question that involves him doing research and he does not feel it is something the Board, as a whole, has asked him to do he is comfortable telling the supervisor it does not feel it is something the Board has directed him to do, can it be deferred to the next meeting for direction.
- Ms. Cashin addressed the attorney reviewing notices before they are published in the newspaper with the outcome being Mr. Lyon is not directed to review notices but should be included.

C. Staff Spending Authority (Chair Cashin)

D. Budget Spending (Staff Authority) (Chair Cashin)

- Ms. Cashin addressed a 2007 motion giving staff spending authority up to \$3,000 noting she wanted to clarify that this correct.
- Ms. Cashin inquired if staff needs to come to the Board for an expenditure that is budgeted.
 - Mr. Lee noted his feeling is yes, if it is not an emergency. A list can be provided in the agenda for approval.
 - Mr. Kirby noted he feels it is a matter of a dollar amount they are comfortable with.

Mr. Kirby MOVED to approve any budgeted item up to 80% of the budgeted item.

Mr. Kirby withdrew the motion.

- Mr. Kirby inquired what Ms. Parker feels needs to be fixed and what she is asking to be fixed.
 - Ms. Parker noted she did not ask that this be raised. She would like it left alone. She does not have any particular problem if they put \$6,000 in pool

budget for new deck furniture and they want her to come to request permission to spend the funds.

- Ms. Parker noted she would like to spend \$4,500 plus shipping on pool furniture. There is only \$3,800 in the line item because she was charged \$2,121 for a pool cover that was contracted for in 2016 but is in the 2017 budget.

Ms. Hudson MOVED to approve \$4,500 plus shipping for pool furniture and Ms. Pincus seconded the motion.

Following discussion,

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Michael Lee - Aye

Art Kirby - Aye

Mr. Kirby MOVED to approve replacement of the pavilion fans up to the budgeted amount and Ms. Hudson seconded the motion.

Following discussion,

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Michael Lee - Aye

Art Kirby - Aye

E. Staff Authority to Replace Non-Performing Vendors (Chair Cashin)

- Ms. Parker addressed the replacement of vendors such as the fire suppression company.

Mr. Kirby MOVED to authorize staff to replace non-performing vendors with a contract value up to \$3,000 annually and Ms. Hudson seconded the motion.

Following discussion,

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Gerry Cashin - Aye

Michael Lee - Aye

Art Kirby - Aye

F. Elimination of Piney-Z CDD Rules (Chair Cashin)

- Discussion followed on the Piney-Z CDD rules with it being noted they differ from what is required by the state.
- A rules public hearing will need to be held.
- Rules to be reviewed to be in the September / October timeframe.

G. April Budget Workshop (Chair Cashin)

i. Reserve Study (Supervisor Kirby)

- Mr. Kirby tabled the Reserve Study discussion until April, 2017 budget discussions.
- Discussion followed on future planning.

H. Governors Executive Order 12-10 (Supervisor Kirby)

- Mr. Kirby addressed Governors Executive Order 12-10 noting in speaking with the Governor's staff they said the report has been issued on the order and the matter is closed.
- Mr. Lyon reported he is the lobbyist for the Florida Association of Special District and outlined his conversations with the Governor prior to Executive Order 12-10 being issued. He addressed the reviews done for Executive Order 12-10 for fire and mosquito districts.

- Discussion followed on providing a timeline of events and information with regard to the Interlocal Agreement with the City of Tallahassee.
- Mr. Lee addressed the request for agenda items noting he submitted items and none were placed on the agenda.
- Mr. Lee requested a copy of the workshop and meeting recordings from both electronic recording devices.
- Ms. Cashin noted when she receives the agenda it is a list - it does not list which supervisor made the request. As mentioned in the workshop if supervisors could prioritize their items it would be helpful.
- Discussion followed on agenda item requests and moving the meeting time up.
- Mr. Kirby addressed doing a quarterly CDD newsletter and creating a public image for the CDD. It needs to be addressed at some point.
- Discussion continued on a newsletter with Mr. Kirby noting he requests it be on the next agenda.
- Hiring lifeguards was discussed with Ms. Cashin and Mr. Kirby noting they are willing to help.
- Mr. Kirby inquired if community service hours for high school students are something they could tap into for lifeguards and/or pool monitors. They will approach the high school swim team coaches.

TWELFTH ORDER OF BUSINESS Adjournment

There being no further business,

On MOTION by Ms. Hudson seconded by Ms. Pincus, with all in favor, the meeting was adjourned at 10:18.

Bob Nanni
Secretary

Geraldine Cashin
Chairperson

Fifth Order of Business

MEMORANDUM



TO: Board of Supervisors
FROM: Tiziana Cessna, District Accountant
CC: Bob Nanni, District Manager / Peter Brill, Accounting Manager
DATE: March 7, 2017
SUBJECT: February Financials

Please find attached the February 2017 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 February the revenue has a favorable variance due to the allocation of the settlement for FY 2017. Expenditures are at 94% of the year-to-date budget. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

General Fund

Total Revenues for the General Fund were at a favorable variance of 110% of the year-to-date budget, due to the insurance settlements of the hurricane and lightning strike damages.

- The YTD Non-Ad Valorem assessments collections are at 97%.
- Settlement - FY2017 portion of the O&M maintenance settlement with Piney-Z Land LLC. Includes lightning strike damages of 9/19/16 and Hurricane Hermine damages of 9/2/16 claims.
- Other Miscellaneous Revenue includes a refund of Insurance premium from 14-15 and 15-16.

Total Expenditures through January were at a favorable 94% of the YTD budget.

- Administration
 - ▶ Insurance - General Liability - Premium was rated lower than expected due to market conditions.
- Park and Recreation - General
 - ▶ R&M-Emergency & Disaster Relief includes cameras lost in lightning strike.
 - ▶ Misc-Information Technology includes website work.
- Swimming Pool
 - ▶ ProfServ-Pool Maintenance - Pool service contract was cancelled.
 - ▶ Non-Capitalized New Equipment includes open air shed for pool pumps, sand filters and new security cameras (balance).
- Park and Grounds
 - ▶ R&M-General represents repair to bar and roof soft wash of pavilion.
 - ▶ R&M-Irrigation repairs of broken pipes.
 - ▶ Misc-Hurricane Expense includes repair to pavilion bar, replacement of main sign, repair to pavilion roof and remove tree stumps and restore area between lodge and pool.

NOTES TO FY 2017 FINANCIALS (TRANSACTIONS RELATED TO FY 2016)

General Fund

- **Settlements (\$28,730.03)**
 - **\$5,270.01, for lightning strike damages of 9-19-16**
 - **\$23,460.02, for Hurricane Hermine damages of 9-2-16**
- **Expenditures (\$21,294.83)**
 - **Parks and Recreation, General**
 - **R&M General, includes net \$232.00 for cornices**
 - **R&M Emergency & Disaster Relief, includes \$3,750.00 for cameras lost in 9-19-16 lightning strike**
 - **Misc-Information Technology, includes \$600 for website re-organization**
 - **Non- capitalized new equipment, includes \$4,286.80 for balance owed on new access control/cameras contract**
 - **Swimming Pool**
 - **Non-capitalized new equipment, includes \$2,121.83 for open air shed for pool pumps and sand filters**
 - **Park and Grounds**
 - **Misc-Hurricane Hermine expenses include:**
 - **Miscellaneous pavilion repairs, \$750**
 - **Replacement of main sign, \$500**
 - **Repair of pavilion roof, \$8,391.20**
 - **Removal of tree stumps and restoration of area between lodge and pool, \$663.00**

PINEY-Z
Community Development District

Financial Report
February 28, 2017

Prepared by



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Piney-Z
Community Development District

Financial Statements

(Unaudited)

February 28, 2017

Balance Sheet
February 28, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 66,293	\$ -	\$ -	\$ 66,293
Cash On Hand/Petty Cash	248	-	-	248
Investments:				
Money Market Account	456,490	-	-	456,490
Prepayment Account	-	3,000	1	3,001
Redemption Fund	-	647	-	647
Reserve Fund	-	9,750	-	9,750
Revenue Fund	-	98,457	309,313	407,770
Prepaid Items	26	-	-	26
TOTAL ASSETS	\$ 523,057	\$ 111,854	\$ 309,314	\$ 944,225
<u>LIABILITIES</u>				
Accounts Payable	\$ 7,755	\$ -	\$ -	\$ 7,755
Accrued Expenses	4,734	-	-	4,734
Unearned Revenue	16,961	-	-	16,961
Accrued Wages Payable	2,353	-	-	2,353
Accrued Taxes Payable	180	-	-	180
TOTAL LIABILITIES	31,983	-	-	31,983

Balance Sheet
February 28, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
FUND BALANCES				
Nonspendable:				
Prepaid Items	26	-	-	26
Restricted for:				
Debt Service	-	111,854	309,314	421,168
Assigned to:				
Operating Reserves	98,829	-	-	98,829
Reserves - CDD Amenity	74,810	-	-	74,810
Reserves-Lodge	3,525	-	-	3,525
Reserves - Other	16,961	-	-	16,961
Reserves - Parking Lots	7,000	-	-	7,000
Reserves - Park	500	-	-	500
Reserves - Pools	8,500	-	-	8,500
Reserves-Pool Equipment	2,085	-	-	2,085
Reserves-Pool Filters	500	-	-	500
Reserves-Pool Pumps	1,800	-	-	1,800
Unassigned:	276,538	-	-	276,538
TOTAL FUND BALANCES	\$ 491,074	\$ 111,854	\$ 309,314	\$ 912,242
TOTAL LIABILITIES & FUND BALANCES	\$ 523,057	\$ 111,854	\$ 309,314	\$ 944,225

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 1,000	\$ 416	\$ 416	\$ -
Special Assmnts- Tax Collector	394,709	371,026	382,282	11,256
Special Assmnts- Discounts	(15,788)	(14,841)	(15,598)	(757)
Settlements	33,924	33,924	62,654	28,730
Other Miscellaneous Revenues	130	130	664	534
Access Cards	105	75	30	(45)
Pavilion Rental	800	-	-	-
Lodge Rental	13,000	5,200	6,265	1,065
TOTAL REVENUES	427,880	395,930	436,713	40,783
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	12,000	5,000	4,400	600
FICA Taxes	918	383	337	46
ProfServ-Legal Services	25,000	10,416	10,000	416
ProfServ-Mgmt Consulting Serv	54,275	22,615	22,615	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	500	209	110	99
Insurance - General Liability	12,053	6,026	4,825	1,201
Printing and Binding	500	209	73	136
Legal Advertising	1,500	250	193	57
Miscellaneous Services	150	62	110	(48)
Misc-Assessmnt Collection Cost	11,841	11,130	11,001	129
Misc-Contingency	550	230	-	230
Office Supplies	250	104	-	104
Annual District Filing Fee	175	175	175	-
Total Administration	127,499	64,596	61,626	2,970
<u>Field</u>				
Contr-Landscape-Amenities Area	12,312	5,130	3,618	1,512
R&M-Trees and Trimming	3,000	1,250	-	1,250
Misc-Contingency	3,500	1,459	922	537
Total Field	18,812	7,839	4,540	3,299

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Maintenance	8,008	3,337	4,527	(1,190)
Payroll-Administrative	48,204	20,085	24,139	(4,054)
FICA Taxes	4,300	1,791	2,193	(402)
Workers' Compensation	2,878	1,439	1,519	(80)
Contracts-Janitorial Services	2,834	1,100	1,210	(110)
Contracts-Security Services	4,202	1,552	887	665
Contracts-Fire Exting. Insp.	350	350	175	175
Contracts-Fire Insp Sprinkler System	300	300	-	300
Communication - Teleph - Field	100	41	-	41
Postage and Freight	500	209	-	209
Utility - General	15,218	6,340	6,445	(105)
Utility - Other	2,490	1,038	1,231	(193)
Electricity - Streetlighting	1,358	565	542	23
Utility - Irrigation	1,700	709	1,101	(392)
Utility - Refuse Removal	1,147	477	469	8
Rental Dumpster	312	130	130	-
R&M-General	7,250	3,020	1,276	1,744
R&M-Electrical	450	187	84	103
R&M-Pest Control	858	290	290	-
R&M-Roof	270	-	-	-
R&M-Emergency& Disaster Relief	-	-	3,750	(3,750)
R&M-Fire Equipment	200	200	-	200
R&M-Flooring	1,236	515	-	515
R&M-Plumbing	600	250	-	250
R&M-Copier	420	175	44	131
Misc-Contingency	3,750	1,562	600	962
Misc-Information Technology	750	312	840	(528)
Misc-Mileage Reimbursement	447	186	147	39
Office Supplies	1,800	750	760	(10)
Supplies-Cleaning & Paper	495	207	109	98
Non-Capitalized New Equipment	2,497	2,497	6,582	(4,085)
Reserves-Lodge	3,525	-	-	-
Reserve - Parking Lot	7,000	-	-	-
Total Parks and Recreation - General	125,449	49,614	59,050	(9,436)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Lifeguards	21,353	300	524	(224)
Payroll-Maintenance	6,006	2,502	1,782	720
Payroll-Administrative	9,641	4,017	686	3,331
FICA Taxes	2,831	1,180	229	951
ProfServ-Pool Maintenance	6,000	2,500	1,500	1,000
Communication - Teleph - Field	100	41	-	41
R&M-General	1,450	605	40	565
R&M-Electrical	300	125	14	111
R&M-Pools	8,100	3,375	-	3,375
Misc-Licenses & Permits	275	-	-	-
Misc-Contingency	4,000	1,666	-	1,666
Op Supplies - Pool Chemicals	4,250	1,775	8	1,767
Non-Capitalized New Equipment	6,000	3,000	2,122	878
Reserve - Pool	8,500	-	-	-
Reserves-Pool Equipment	2,085	-	-	-
Reserves-Pool Filters	500	-	-	-
Reserves-Pool Pumps	1,800	-	-	-
Total Swimming Pool	83,191	21,086	6,905	14,181
<u>Fitness Center</u>				
Payroll-Maintenance	4,004	1,669	319	1,350
Payroll-Administrative	3,214	1,340	306	1,034
FICA Taxes	552	230	48	182
Contracts-Janitorial Services	1,404	550	595	(45)
Contracts-Fitness Equipment	1,200	500	500	-
R&M-General	1,500	625	-	625
R&M-Electrical	300	125	8	117
R&M-Equipment	1,250	520	-	520
Misc-Contingency	1,500	625	-	625
Supplies-Cleaning & Paper	185	77	114	(37)
Non-Capitalized New Equipment	10,629	-	-	-
Total Fitness Center	25,738	6,261	1,890	4,371

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	22,022	9,175	9,130	45
Payroll-Administrative	3,213	1,338	511	827
FICA Taxes	1,930	805	738	67
Contracts-Janitorial Services	962	550	245	305
R&M-General	1,355	565	1,215	(650)
R&M-Electrical	250	104	228	(124)
R&M-Irrigation	300	125	333	(208)
R&M-Backflow Inspection	255	255	-	255
Misc-Hurricane Expense	-	-	10,304	(10,304)
Misc-Contingency	4,000	1,666	1	1,665
Supplies-Cleaning & Paper	150	62	38	24
Non-Capitalized New Equipment	3,600	3,600	-	3,600
Reserve - Parks	500	-	-	-
Total Park & Grounds	38,537	18,245	22,743	(4,498)
<u>Reserves</u>				
Reserve - CDD Amenity	8,654	-	-	-
Total Reserves	8,654	-	-	-
TOTAL EXPENDITURES & RESERVES	427,880	167,641	156,754	10,887
Excess (deficiency) of revenues Over (under) expenditures	-	228,289	279,959	51,670
Net change in fund balance	\$ -	\$ 228,289	\$ 279,959	\$ 51,670
FUND BALANCE, BEGINNING (OCT 1, 2016)	211,115	211,115	211,115	
FUND BALANCE, ENDING	\$ 211,115	\$ 439,404	\$ 491,074	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 20	\$ 38	\$ 18
Special Assmnts- Tax Collector	55,899	52,545	54,143	1,598
Special Assmnts- Discounts	(2,236)	(2,102)	(2,209)	(107)
TOTAL REVENUES	53,713	50,463	51,972	1,509
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,502	-	-	-
Misc-Assessmnt Collection Cost	1,677	1,577	1,558	19
Total Administration	5,179	1,577	1,558	19
<u>Debt Service</u>				
Principal Debt Retirement	65,000	-	-	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	9,750	4,875	4,875	-
Total Debt Service	74,750	4,875	9,875	(5,000)
TOTAL EXPENDITURES	79,929	9,602	11,433	(1,831)
Excess (deficiency) of revenues Over (under) expenditures	(26,216)	40,861	40,539	(322)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(26,216)	-	-	-
TOTAL FINANCING SOURCES (USES)	(26,216)	-	-	-
Net change in fund balance	\$ (26,216)	\$ 40,861	\$ 40,539	\$ (322)
FUND BALANCE, BEGINNING (OCT 1, 2016)	71,315	71,315	71,315	
FUND BALANCE, ENDING	\$ 45,099	\$ 112,176	\$ 111,854	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 100	\$ 41	\$ 85	\$ 44
Special Assmnts- Tax Collector	214,130	201,282	207,389	6,107
Special Assmnts- Discounts	(8,565)	(8,052)	(8,462)	(410)
TOTAL REVENUES	205,665	193,271	199,012	5,741
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Trustee Fees	4,400	-	-	-
Misc-Assessmnt Collection Cost	6,424	6,039	5,968	71
Total Administration	11,824	6,039	5,968	71
<u>Debt Service</u>				
Principal Debt Retirement	175,000	-	-	-
Interest Expense	22,738	11,369	11,369	-
Total Debt Service	197,738	11,369	11,369	-
TOTAL EXPENDITURES	209,562	20,558	17,337	3,221
Excess (deficiency) of revenues Over (under) expenditures	(3,897)	172,713	181,675	8,962
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(3,897)	-	-	-
TOTAL FINANCING SOURCES (USES)	(3,897)	-	-	-
Net change in fund balance	\$ (3,897)	\$ 172,713	\$ 181,675	\$ 8,962
FUND BALANCE, BEGINNING (OCT 1, 2016)	127,639	127,639	127,639	
FUND BALANCE, ENDING	\$ 123,742	\$ 300,352	\$ 309,314	

PINEY-Z
Community Development District

Supporting Schedules

February 28, 2017

**Non-Ad Valorem Special Assessments - Leon County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2017**

					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 FY2017				\$ 664,739	\$ 394,706	\$ 55,903	\$ 214,130
Allocation %				100%	59%	8%	32%
11/18/16	\$ 6,928	\$ 376	\$ 214	\$ 7,518	\$ 4,464	\$ 632	\$ 2,422
11/14/16	64,084	3,477	1,982	69,543	41,293	5,848	22,402
12/12/16	475,269	20,415	14,699	510,383	303,054	42,922	164,408
12/27/16	38,121	1,638	1,179	40,938	24,308	3,443	13,187
01/16/17	5,162	165	160	5,486	3,258	461	1,767
02/07/17	9,455	199	292	9,947	5,906	836	3,204
TOTAL	\$ 599,019	\$ 26,269	\$ 18,526	\$ 643,814	\$ 382,282	\$ 54,143	\$ 207,389
% COLLECTED					97%	97%	97%
TOTAL OUTSTANDING				\$ 20,925	\$ 12,425	\$ 1,760	\$ 6,740

Cash and Investment Report

February 28, 2017

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Operating Checking Account	BB&T	Business checking	0.00%	\$66,293
Petty Cash	Petty Cash	Cash	0.00%	\$248
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$456,490
			Subtotal	<u>\$523,031</u>
DEBT SERVICE FUNDS				
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$3,000
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$647
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$9,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$98,457
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$309,313
			Subtotal	<u>\$421,168</u>
			Total	<u><u>\$944,199</u></u>

Piney-Z CDD

Bank Reconciliation

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Bank Account No. 2471 BB&T - GF
Statement No. 2017-02
Statement Date 2/28/2017

G/L Balance (LCY)	66,292.72	Statement Balance	71,660.95
G/L Balance	66,292.72	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	71,660.95
Subtotal	66,292.72	Outstanding Checks	5,368.23
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	66,292.72	Ending Balance	66,292.72
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
1/9/2017	Payment	56662	QUALITY FLOOR CLEANING, LLC	350.00	0.00	350.00
1/27/2017	Payment	56674	CHERYL M. HUDSON	174.28	0.00	174.28
1/27/2017	Payment	56679	QUALITY FLOOR CLEANING, LLC	450.00	0.00	450.00
2/17/2017	Payment	56700	FITNESS PRO	100.00	0.00	100.00
2/24/2017	Payment	56702	MICHAEL D. LEE	184.70	0.00	184.70
2/24/2017	Payment	56703	CHERYL M. HUDSON	174.28	0.00	174.28
2/24/2017	Payment	56704	ARTHUR R. KIRBY	652.60	0.00	652.60
2/28/2017	Payment	56705	BERGER, TOOMBS, ELAM, & FRANK	3,150.00	0.00	3,150.00
2/28/2017	Payment	56706	CITY OF TALLAHASSEE	104.34	0.00	104.34
2/28/2017	Payment	56707	MARPAN SUPPLY CO., INC.	26.00	0.00	26.00
2/28/2017	Payment	56708	PETTY CASH	2.03	0.00	2.03
Total Outstanding Checks.....				5,368.23		5,368.23

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PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 2/1/17 to 2/28/17

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
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BB&T - GF - (ACCT# XXXX2471)

Check	56685	02/03/17	Vendor	CITY OF TALLAHASSEE	85610-011117	ELECTRIC SERV 12/13 - 1/11/17	Electricity - Streetlighting	001-543013-57201	\$114.68
Check	56686	02/03/17	Vendor	FITNESS PRO	12975	PREVENTIVE MAINT. JAN 2017	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	56687	02/03/17	Vendor	MARPAN SUPPLY CO., INC.	1426398	Container Rental Feb 2017	Prepaid Expense	155000	\$26.00
Check	56688	02/03/17	Vendor	RICK EVANS	013117	MILEAGE REIMB - JAN 2017	Misc-Mileage Reimbursement	001-549951-57201	\$44.06
Check	56689	02/03/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	16497	MANAGEMENT FEES JAN 2017	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	56689	02/03/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	16497	MANAGEMENT FEES JAN 2017	Postage and Freight	001-541006-51301	\$7.91
Check	56689	02/03/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	16497	MANAGEMENT FEES JAN 2017	Printing and Binding	001-547001-51301	\$4.05
Check	56690	02/03/17	Vendor	SIGN GUYS OF TALLAHASSEE	7371	REPLACED FRONT YARD SIGN	Misc-Hurricane Expense	001-549067-57240	\$500.00
Check	56691	02/10/17	Vendor	BB&T	0985-012517	PURCHASES JAN 2017	Accrued Expenses	202100	\$688.76
Check	56692	02/10/17	Vendor	CAPITAL SECURITY AND	73088	KEYFOBS	Contracts-Security Services	001-534037-57201	\$175.00
Check	56693	02/10/17	Vendor	CHRISTOS MANTZANAS	020617	WEBSITE HOSTING	Misc-Information Technology	001-549942-57201	\$239.88
Check	56694	02/10/17	Vendor	CITY OF TALLAHASSEE	13117	Utilities 12/29-1/27	Utility - Irrigation	001-543014-57201	\$233.74
Check	56694	02/10/17	Vendor	CITY OF TALLAHASSEE	13117	Utilities 12/29-1/27	Utility - General	001-543001-57201	\$1,205.16
Check	56694	02/10/17	Vendor	CITY OF TALLAHASSEE	13117	Utilities 12/29-1/27	Utility - Refuse Removal	001-543020-57201	\$98.79
Check	56695	02/10/17	Vendor	OFFICE BUSINESS SYSTEMS INC	047726 1	Copier Services Jan 2017	R&M-Copier	001-546477-57201	\$5.62
Check	56696	02/10/17	Vendor	PINEY - Z CDD C/O US BANK NATIONAL ASSOC	020817	Trf Assessment 2016-17	Due From Other Funds	131000	\$4,708.63
Check	56697	02/10/17	Vendor	PINEY - Z CDD C/O US BANK NATIONAL ASSOC	02082017	TRF ASSESSMENTS 2016-17	Due From Other Funds	131000	\$1,229.28
Check	56698	02/10/17	Vendor	QUALITY FLOOR CLEANING, LLC	6281	Cleaning Service Jan 2017	Contracts-Janitorial Services	001-534026-57201	\$236.00
Check	56698	02/10/17	Vendor	QUALITY FLOOR CLEANING, LLC	6281	Cleaning Service Jan 2017	Contracts-Janitorial Services	001-534026-57214	\$116.00
Check	56698	02/10/17	Vendor	QUALITY FLOOR CLEANING, LLC	6281	Cleaning Service Jan 2017	Contracts-Janitorial Services	001-534026-57240	\$48.00
Check	56699	02/10/17	Vendor	S & R LANDSCAPING, LLC	0891	Lawn Maintenance Jan 2017	Contr-Landscape-Amenities Area	001-534053-53901	\$804.00
Check	56700	02/17/17	Vendor	FITNESS PRO	13235	FEB EQUIP MAINT	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	56701	02/20/17	Vendor	CAPITAL SECURITY AND	CR73019	Duplicate payment/invoice	R&M-General	001-546001-57201	(\$3,400.00)
Check	56701	02/20/17	Vendor	CAPITAL SECURITY AND	73087	Security Cont / Magnetic Lock	Contracts-Security Services	001-534037-57201	\$4,286.80
Check	56702	02/24/17	Employee	MICHAEL D. LEE	PAYROLL	February 24, 2017 Payroll Posting	Auditing Services		\$184.70
Check	56703	02/24/17	Employee	CHERYL M. HUDSON	PAYROLL	February 24, 2017 Payroll Posting	Electricity - Streetlighting	001-532002-51301	\$174.28
Check	56704	02/24/17	Employee	ARTHUR R. KIRBY	PAYROLL	February 24, 2017 Payroll Posting	Prepaid Expense	001-543013-57201	\$652.60
Check	56705	02/28/17	Vendor	BERGER, TOOMBS, ELAM, & FRANK	01208339	2016 AUDIT			\$3,150.00
Check	56706	02/28/17	Vendor	CITY OF TALLAHASSEE	85610-021017	Electric Service 1/12-2/10			\$104.34
Check	56707	02/28/17	Vendor	MARPAN SUPPLY CO., INC.	1430311	Container Renter March 2017			\$26.00
Check	56708	02/28/17	Vendor	PETTY CASH	123116	PETTY CASH REIMBURSEMENT	R&M-General	001-546001-57201	\$2.03
ACH	DD000308	02/08/17	Employee	MELINDA J. PARKER	PAYROLL	February 08, 2017 Payroll Posting			\$1,967.74
ACH	DD000309	02/08/17	Employee	RICKY S EVANS	PAYROLL	February 08, 2017 Payroll Posting			\$1,304.58
ACH	DD000310	02/22/17	Employee	MELINDA J. PARKER	PAYROLL	February 22, 2017 Payroll Posting			\$1,941.72

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 2/1/17 to 2/28/17

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
ACH	DD000311	02/22/17	Employee	RICKY S EVANS	PAYROLL	February 22, 2017 Payroll Posting			\$1,274.80
ACH	DD000312	02/24/17	Employee	DELORES A. PINCUS	PAYROLL	February 24, 2017 Payroll Posting			\$184.70
Account Total									\$27,062.77

Total Amount Paid	\$27,062.77
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	21,124.86
Series 2002 Debt Service Fund - 202	1,229.28
Series 2008 Debt Service Fund - 203	4,708.63
Total	27,062.77

Sixth Order of Business

**Piney-Z Community Development District
Property Manager's Report
March 9, 2017
(for the meeting of March 20, 2017)**

LODGE/GARAGE

- All AC filters changed
- For your information, and to avoid a repeat of the past, you should know that the HOA was notified several weeks ago about changes to the access system. It was made clear that **nothing** was done regarding access to the pavilion storeroom via the “green key.” It was also made clear that access to the lodge would now be by fob only, and that, to ensure that the old keys were not used to try to gain access to the lodge, the HOA was asked to return its front door keys. Not a single key has been returned.

FITNESS CENTER

- Pulleys for Cybex replaced 2-22-17. New two year warranty noted on inventory and R&M log.

PAVILION

- Nothing of import to report

POOL

- Jasmine arbor trimmed
- Lighting restored to jasmine arbor
- Routine pool maintenance, including backwashing filters, cleaning pool and gutters of debris, filling the chlorinator, etc.
- Evaluated strapped equipment for possible re-strapping rather than new purchase. **DISCUSSION REQUIRED**
- Installed all new safety equipment – life rings, guard floats, shepherd's hook
- During the first week of April we intend to lower the water level to correct the cyanuric acid level to, hopefully, prevent having to make the adjustment during season
- Recommended 2017 pool season schedule attached. **VOTE REQUIRED**

PLAYGROUND

- Nothing of import to report

PARK AND GROUNDS

- Fire ant mounds treated property-wide
- Weeds sprayed property-wide
- Completed installation of lighting for new primary sign in front yard

GENERAL

- Preparation of FY 2018 budget/operations draft #1 in process and will be presented at the March 20, 2017 meeting. **VOTES REQUIRED**
- Preliminary quote received on additional insurance coverages. **VOTE REQUIRED**
- Assignment of “reserve contribution amount” of \$4,503.76/wear and tear 2016. **VOTE REQUIRED**
- Updates/issues since publication
- Rental reservations booked in February: 7
- Rental fees received in February: \$2,325
- Rental reservations booked calendar 2017: 13
- Rental fees received calendar 2017: \$4,385
- Unique Fitness Center visits in February: 57

ATTACHMENTS

- 2017 pool schedule
- Insurance coverages charts (2)
- R&M log summary
- REVISED *Reserves*, correcting copy in February agenda book

ITEMS TO CONSIDER FOR NEXT REVISION OF AMENITIES RULES

- showering/shampooing on pool deck
- board authority to consider/approve “extraordinary” rental request (lower rate for multi-week rental)
- damage deposit requirement/may inhibit state agency rental
- if the amenity is rendered un-rentable, either party may cancel without penalty
- charge for every fob, say...\$10 for first, \$15 thereafter
- cancellation by HOA after turning down others...
- establish rate structure for 3 hour meeting/no set-up
- charge (\$25) for lost rental card/lanyard

- should \$400 be something less?
- **ISSUES TO REVIEW RELATIVE TO ADULT SWIM**
 - friends vs. acquaintances/how many are too many?
 - how early is too early?

**PINEY-Z COMMUNITY DEVELOPMENT
DISTRICT
TALLAHASSEE, FLORIDA**

2017 Pool Schedule

April 22 (Saturday) through May 28 (Sunday)

Weekends Only

10:00 am until 8:30 pm

April 22 and 23

April 29 and 30

May 6 and 7

May 13 and 14

May 20 and 21

May 27 and 28

May 29 (Memorial Day Monday) through August 13 (Sunday)

10:00 am until 8:30 pm

August 14 (Monday) through September 29 (Friday)

Monday through Friday – 5:00 pm until 8:00 pm

Weekends – 10:00 am until 8:30 pm

September 30 through October 8 (weekends only)

10:00 am until 8:30 pm

September 30 and October 1

October 7 and 8

POOL CLOSURES FOR THE SEASON, OCTOBER 8 at 8:30PM

INVENTORIES SUMMARY

2/10/2017

Access Control	7,192.00	Inside Lodge
Access Control	14,695.79	Out in open
Christmas Decorations	904.24	Inside Lodge
Fitness Center, Part I	39,553.00	Inside Lodge
Fitness Center, Part II	3,586.82	Inside Lodge
Grounds	4,338.06	Out in open
HVAC	16,150.00	Part of Building
Kitchen	3,361.73	Inside Lodge
Lifeguard	919.71	Inside Lodge
Main Floor, Lodge	12,340.24	Inside Lodge
Office	9,944.15	Inside Lodge
Pavilion	6,056.76	Inside Pavilion
Playground	44,817.71	Out in open
Pool	46,311.17	Out in open
Pool Chemicals	3,446.18	Inside Shed
Second Floor, Lodge	856.61	Inside Lodge
Shop and Garage	10,096.55	Inside Lodge
GRAND TOTAL	224,570.72	

Inside Lodge	88,755.05
Out in the open (PITO)	110,162.73
Inside Pavilion	6,056.76
Inside Shed	3,446.18
HVAC - Cost of building	16,150.00
GRAND TOTAL	224,570.72

INSURANCE COVERAGES

Piney-Z Community Development District

Tallahassee, Florida 32311

3/9/2017

STRUCTURE	STRUCTURE LIMIT	CONTENTS LIMIT	TOTAL COVERAGE LIMIT	POSSIBLE COVERAGE ADDITION
Lodge	600,000	75,000	675,000	13,755.05
Pavilion	200,000	0	200,000	6,056.76
Pool	215,256	0	215,256	
Large Gazebo	4,690	NA	4,690	
Small Gazebo	4,206	NA	4,206	
Chemical Shed	1,976	*	1,976	3,446.18 NO COVERAGE AVAILABLE
Pump Canopy	2,122	**	2,122	PITO coverage to discuss
	1,028,250	75,000		

* Contents of the chemical shed are not insurable

** Pumps and filters now covered in PITO

N.B. Our PITO contents total \$110,162.73; coverage is currently \$100,000.00
Additional premium estimated at \$187 max

**SUMMARY OF IDENTIFIED CAPITAL/R&M ITEMS
OUTSTANDING
@ 3-9-17 FOR 3-20-17 Meeting**

LODGE

- 6-2016/Main floor support column requires inspection
- 8-2015/Update second floor bathroom/ **WORK IN PROCESS**
- 5-2015/Update sink in kitchen/**FY 2017 BUDGET**

FITNESS CENTER

- 4-2015/Address cracks in masonry retaining wall by entrance

PAVILION

- 1-2017/Caulking, painting and other minor repairs required
- 6-2015/Women's floor drain clogged
- 4-2015/Address cracks in floor/**WORK IN PROCESS**
- 3-2015/Pavilion fans should be replaced/**FY 2017**

POOL

- 2-2017/ Chemical shed requires new door, repair of the floor, caulking, painting and shingling of the roof
- 1-2016/Consider moving cameras off city light pole/ **BOARD VOTED NOT UNTIL THERE WAS A PROBLEM**
- 9-2015/Address asphalt seal coating/**FY 2017 BUDGET RESERVE/FY 2018 BUDGET RESERVE**
- 4-2015/Level pavers at picnic tables
- 4-2015/Replace tile and re-coat shell/**FY 2017 BUDGET RESERVE/FY 2018 BUDGET RESERVE**

PLAYGROUND

- Repairs suggested in FL League of Cities property inspection report

GENERAL

- 9-2015/Corral for dumpster and re-cycle bin
- 9-2015/Asphalt main lot, front and rear/**FY 2017 BUDGET RESERVE/FY 2018 BUDGET RESERVE**

(BUDGET) RESERVES SUMMARY

2-20-17

Amended 3-29-17

FY 2012	CDD Amenity	3,351	
FY 2013	CDD Amenity	10,000	
FY 2014	CDD Amenity	32,805	
FY 2015	CDD Amenity	10,000	
FY 2016	CDD Amenity	10,000	(\$66,156 ST)
FY 2017	CDD Amenity	8,654	
	<i>Parks/Rec</i>	3,375 (wood flooring)	
		150 (clean roof)	
		7,000 (lots, should be In Park/Grounds)	
	<i>Pool</i>	8,500 (shell)	
		1,600 (dolphin)	
		225 (chlorinator)	
		260 (safety)	
		500 (sand to re-sand sand filters)	
		1,800 (pumps)	
	<i>Park/Grounds</i>	500 (gutters)	(\$32,564 ST)
TOTAL RESERVES @ 10-1-16			\$98,720