

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

MAY 15, 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

May 8, 2017

Board of Supervisors
 Piney-Z Community Development District

Dear Board Members:

On Monday, May 15, 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 April 24, 2017 Meeting**
- 5. CDD Manager's Report**
 - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds)
- 6. District Manager's Report**
 - A. Report on Number of Registered Voters - 1,334
 - B. Discussion of Tentative Approved Budget for FY 2018
- 7. District Attorney's Report**
 - A. Warranty Deeds and Slice of Land Update
- 8. Old Business**
- 9. Supervisor Requests**
- 10. 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 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 24, 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	Chairperson
Cheryl Hudson	Vice Chairman
Michael Lee	Assistant Secretary (via phone)
Art Kirby	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Bob Nanni	District Manager / Secretary
Chris Lyon	District Attorney
Melinda Parker	CDD Manager
Rick Evans	Building & Grounds Manager
Residents	

The following is a summary of the discussions and actions taken at the April 24, 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.

On MOTION by Ms. Hudson seconded by Ms. Pincus, to allow Mr. Lee to participate via phone was approved with votes as follows:

Ann Pincus - Aye
Cheryl Hudson - Aye
Art Kirby - Aye
Gerry Cashin - Aye

THIRD ORDER OF BUSINESS

Audience Comments

- Mr. Kirsten addressed his letters/document handouts during the meetings noting they are not public records requests; he is expecting an official response from the Board or the attorney on their behalf.
- Mr. Lyon reported he has been sent all the documents presented and he has reviewed them. He has only found one request that meets the definition of a public records request, that being a request for a resolution from 2012 which has been provided. He has advised the Board that Florida Law is clear on public records requests - a government entity is not required to create documents, provide comment, and provide opinion to requests. The guideline is that a local government must only provide documents which exist when requested. From the papers Mr. Lyon has seen the only request for which a document exists was the 2012 resolution which was provided.
- Discussion continued on Mr. Kirsten's *requests*.
- Ms. Cashin inquired if there is anything that prevents the Board from trying to outline for the community what happened and how they came upon making this decision.
 - Mr. Lyon noted there is nothing that prevents them from doing so.
 - Ms. Cashin inquired if Mr. Lee or Ms. Hudson could try to recreate what has happened.
 - Mr. Lyon noted they would have to review old minutes to make sure Mr. Lee and Ms. Hudson's recollection is clear. If the question is what happens come 2019 and the bonds are paid off - if they want to come together as a Board and layout the pros and cons of why it should continue or not.
 - Mr. Kirby inquired to what end? The point is moot. The question has been asked and answered by more than one person. In his mind it is a dead issue and has been asked and answered. He does not agree that the Board needs to create a document; it is an historical perspective.
- Discussion ensued regarding the the CDD, community notice, legal requirements and continuation beyond 2019 with it being noted legal thresholds were met.

- Ms. Terry Goodwin addressed being told when she purchased her home in October that the CDD assessment would be completed in 2019 by her realtor and title company. She understands the concern of wanting the background. There is a lot of confusion with the residents.
 - Mr. Lee noted if a buyer feels they were misled by their realtor or title company then those are the parties they should take action against. We are sorry a resident was poorly informed but if they feel they have been damaged by the information they need to take action against those parties.
 - Discussion continued on misinformation and where CDD information can be obtained.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the
March 20, 2017 Meeting**

On MOTION by Ms. Hudson seconded by Ms. Pincus, the March 20, 2017 meeting minutes were approved with votes as follows:
Ann Pincus - Aye
Cheryl Hudson - Aye
Art Kirby - Aye
Gerry Cashin - Aye
Michael Lee – Aye

FIFTH ORDER OF BUSINESS

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

On MOTION by Ms. Hudson seconded by Ms. Pincus, the March financials were approved with votes as follows:
Ann Pincus - Aye
Cheryl Hudson - Aye
Art Kirby - Aye
Michael Lee – Aye
Gerry Cashin - 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 reported she has nothing to add to the report as published on April 17, 2017.

SEVENTH ORDER OF BUSINESS

District Manager's Report

There being none, the next item followed.

NINTH ORDER OF BUSINESS

**Discussion of Proposed Budget for
FY 2018**

- Ms. Cashin noted she would like to entertain a motion giving the Chair authority to negotiate with Severn Trent.

Ms. Hudson MOVED to give the Chair the authority to negotiate the management contract with Severn Trent Services.

- Discussion followed on negotiating the contract with Ms. Cashin noting she would take input from the Board to Mr. Koncar.
- Mr. Kirby asked can the negotiations be recorded or somehow forwarded to the Board members shortly thereafter and not violate Sunshine Law?
 - Mr. Lyon responded since there is only one supervisor involved you could. The easier way to do it would be to give the Chair parameters under which she has to negotiate.
 - Mr. Lee noted Severn Trent can bring a proposal and they can vote it up or down as they have in the past.

Ms. Pincus seconded the motion.

- Negotiation Parameters:
 - Disposition of documents
 - Copies of District filings for the last year
 - Software programs
 - Bond payments by STS
 - Fee to remain flat - no increase.

- Mr. Kirby noted the problem is they are negotiating against themselves; there is nothing to base the number on. He does not agree that the way to handle this is any other way than to for STS to submit a newer contract more specifically to what has been offered other communities and let the Board vote it up or down and/or compare it to whatever competition might be available through RFP. If Mr. Koncar really wants to continue this then this discussion is forwarded to next year's budget and they keep the cost static with no changes whatsoever.
- Discussion continued:
 - No credit has been given for the reduction of meetings or Ms. Parker doing the bottom part of the financials.
 - Mr. Nanni not attending meetings in person.
 - Minutes, agendas, agenda packages.
 - Financials
 - Public records requests
- Mr. Kirby inquired what percentage of an increase they could absorb, based on a flat assessment, before they have to talk about cutting what they have now.
 - Ms. Parker responded the only figure in the budget that would not hurt deeply if it went away is the \$2,500 in the fitness center for a new a/c unit.
 - Mr. Kirby addressed on the day they are supposed to get a comprehensive budget being given a proposal by STS that takes away from anything else they are going to do. There is no room in their budget to take on additional fees from STS.

The motion was approved with votes as follows:

Ann Pincus - Aye
Cheryl Hudson - Aye
Art Kirby - Nay
Michael Lee - Nay
Gerry Cashin - Aye

- Ms. Parker asked that these remarks be entered into the written record. She stated you will find two items on the table - a summary of expenditures across departments, as requested by Supervisor Lee, and a summary of budgeted funds,

adopted and actual, back to fiscal 2011. As you will note the total budget I am proposing for fiscal 2018 is the lowest since fiscal 2013. It is a flat assessment budget. We have absorbed, from last year, a \$25,000 reduction in the settlement monies from the Piney Z Land deal. This budget also includes \$46,360 in much needed reserves for upgrades scheduled in the next few years. You will also note actual expenditures for fiscal 2016 were the lowest since fiscal 2011, yet we were able to overhaul the access control system, overhaul the signage site-wide, upgrade the sprinkler system in the garage, construct a canopy to protect the pool pumps and sand filters, and upgrade and expand the camera system. We were also able to reserve \$37,068 in that same year. Rick and I believe the property is being managed and operated at a fairly high level while permitting us to plan for its future. In just two years, with the budget being considered today, we will have banked 56% of all reserves banked by this district to date. I told you in March that I felt I would be required to take between six and ten thousand dollars out of the operating side of the budget to achieve a flat assessment. The figure to reach that assessment level was, in fact, \$6,938. The necessary reductions made are as follow: a reduction of \$1,388 in payroll. I will give up my Chair recommended merit raise if you vote a flat assessment budget. I reduced reserves by \$5,050, and I reduced the amount included in the fitness center budget for new a/c unit by \$500.

- Discussion followed on a 2% increase to Ms. Parker with it being noted a reduction of the \$2,500 in the a/c unit for the fitness center will keep the assessment flat.

Ms. Pincus MOVED to give Ms. Parker a 2% salary increase [\$1,388] and Ms. Hudson seconded the motion.

The motion was approved with votes as follows:

Ann Pincus - Aye
Cheryl Hudson - Aye
Art Kirby - Aye
Michael Lee – Nay
Gerry Cashin - Aye

- Ms. Cashin noted in the FY 2018 budget they have given Mr. Evans a raise and she would like to make it effective immediately. If effective May 1 it would be an increase of \$847 for FY 2017. Mr. Evans has taken over the operation of the pool and access control system which saves the District money.

Ms. Hudson MOVED to make Mr. Evans raise effective May 1, 2017 and Ms. Pincus seconded the motion.

The motion was approved with votes as follows:

Ann Pincus - Aye
Cheryl Hudson - Aye
Art Kirby - Aye
Michael Lee – Nay
Gerry Cashin - Aye

A. Consideration of Resolution 2017-3 Approving the Tentative Budget and Setting the Public Hearing

- Mr. Lyon read into the record Resolution 2017-3.
- Discussion followed on assessments flat / no increase.

Ms. Pincus MOVED to adopt Resolution 2017-3 approving the budget as submitted and setting the public hearing for July 24, 2017 at 6:30 p.m. at this location and Ms. Hudson seconded the motion.

Resolution 2017-3 was adopted with votes as follows:

Ann Pincus - Aye
Cheryl Hudson - Aye
Art Kirby - Nay
Michael Lee – Aye
Gerry Cashin - Aye

- Ms. Pincus noted Ms. Parker did a great job on the budget for FY 2018.
- Mr. Kirby stated for the record my no vote is not in support of a flat assessment it has to do more with limiting our options.

- Ms. Cashin addressed five vacation days and five sick days for Ms. Parker and Mr. Evans noting this would be budget neutral.
 - Mr. Kirby suggested it be designated as PTO [personal time off].
 - Ms. Cashin noted she would like it become effective May 1.
 - The PTO to be use it or lose it.

Mr. Kirby MOVED at the beginning of the fiscal year Ms. Parker and Mr. Evans to be given personal time off of 12 days per year authorizing five days of PTO effectively immediately and Ms. Pincus seconded the motion.

The motion was approved with votes as follows:

Ann Pincus - Aye
Cheryl Hudson - Aye
Art Kirby - Aye
Michael Lee – Nay
Gerry Cashin - Aye

- Discussion followed on ceasing to record and transcribe workshop minutes.
 - Mr. Kirby inquired as to the Sunshine Law threshold on this?
 - Mr. Lyon noted they are fine; he would recommend it. He thinks by taking minutes they almost create the impression they are conducting public business when the purpose of a workshop is for discussion and no official business.

Ms. Pincus MOVED to stop recording and transcribing minutes of workshops and Ms. Hudson seconded the motion.

- Mr. Lyon noted workshops will remain public meetings and the public is welcome to attend to hear the discussion.
- Mr. Lee inquired if a member of the public or a supervisor would be able to record the session.
 - Mr. Lyon responded yes.

The motion was approved with votes as follows:

Ann Pincus - Aye

Cheryl Hudson - Aye

Art Kirby - Aye

Michael Lee – Aye

Gerry Cashin - Aye

EIGHTH ORDER OF BUSINESS District Attorney's Report

A. Warranty Deeds and Slice of Land Update

- Mr. Lyon reported they finally got the developer to sign the deeds and then it was discovered that they had used an old Severn Trent address. Now that they have got them to agree hopefully it will not be a big deal to get them to sign the corrected copy.
- Discussion followed on food trucks with Mr. Lyon cautioning against using an event as a money-maker and suggested charging a nominal fee to cover electricity.
- Discussion followed on individual supervisors speaking with the attorney and how the Board can be provided that information.
- Ms. Parker addressed the yoga class at the pavilion noting she contacted the resident to let him know what had been approved and confirmed it in writing. The resident contacted Ms. Parker this afternoon to ask if they may come at 10:00 a.m. rather than 8:00 a.m. and stated they would rather not do waivers. He was informed the CDD needs the waivers and it was approved for 8:00 a.m.
- Amenity rules to be placed on the September agenda.

TENTH ORDER OF BUSINESS Supervisor Requests

A. Revisit Lodge Rates (Supervisor Kirby)

i. Monday - Thursday (Off Peak Pricing)

- To be placed on the September agenda.

B. Food Truck Discussion (Supervisor Kirby)

- Mr. Kirby addressed the HOA hosting food trucks and events noting the HOA needs to be provided the parameters such as certificates of insurance.

- The parameters to be - certificate of insurance from each vendor, clean up after the event, and the event to be billed as a hosted by HOA-CDD. If the area is not cleaned up afterwards the event will not be hosted on CDD property again.

ELEVENTH 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 8:36 p.m.

Bob Nanni
Secretary

Geraldine Cashin
Chairperson

Fifth Order of Business

5A

**Piney-Z Community Development District
Property Manager's Report
May 4, 2017
(for the meeting of May 15, 2017)**

LODGE/GARAGE

- Nothing special to report

FITNESS CENTER

- Nothing special to report

PAVILION

- Yoga class, approved at meeting of March 20, 2017, began on April 29, *without* waivers and at *10:30 AM* rather than 8:00 AM. Waivers finally submitted on May 4.

POOL

- We have 11 certified lifeguards this season, two more than 2015 and 2016.
- Reported verbally at April 24, 2017 meeting; included now for the written record. Gulf Coast Leak Detection performed structural leak detection inspection on the pool, mid-April. No leaks found in shell, in lights around floor, etc. More than two dozen leaks found around scum gutter fittings, grout joints and at the bottom of the outer tile line. Recommends re-surfacing pool with special attention paid to areas where leaks have not been puttied.
- Continued pressure washing of all curbs around pool lot
- Regular backwashing of filters, balancing of chemicals, cleaning of skimmers, etc.
- Lift chair has been put through its paces and is fine
- Pool being treated every week with Copper 7 algacide for the black algae on the bottom of the pool

PLAYGROUND

- Nothing special to report

PARK AND GROUNDS

- Nothing special to report

GENERAL

- When the single change to the FY 2018 budget was made I wanted to note, for the record, that the plugged vs. tet calculated FICA figures raised the total from \$401,834 to \$401,835.
- Our website would not permit posting of the FY 2018 budget passed on April 24 due, we thought, to lack of capacity. Subsequent issues were identified. The problem was reported to DEO. By the meeting of May15 we should have a full report on what I trust will be a situation fully resolved.
- Repaired heavy metal frame of our sign at Lone Feather entrance. It appeared to have been backed in to by a mower.
- Updates since publication:
- Rental reservations booked in April: 5
- Rental fees banked in April: \$800
- Rental reservations booked in calendar 2017: 20
- Rental fees received in calendar 2017: \$5,865

ATTACHMENTS

- R&M log summary

ITEMS TO CONSIDER FOR NEXT REVISION OF AMENITIES RULES

- prohibition of 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?
- off hours pricing (Monday through Thursday)
- if no lifeguards at adult swim, why if you rent the pool?
- close loophole permitting non-resident to rent lodge at resident rate
when resident appears at signing, but does not write check
- **ISSUES TO REVIEW RELATIVE TO ADULT SWIM**

- friends vs. acquaintances/how many are too many?
- how early is too early?

**SUMMARY OF IDENTIFIED CAPITAL/R&M ITEMS
OUTSTANDING
@ 5-4-17 FOR 5-15-17 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/**Approved 3-20-17**

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**

Sixth Order of Business

6A.



MARK S. EARLEY
SUPERVISOR OF ELECTIONS
LEON COUNTY, FLORIDA

22

April 17, 2017

Sandra H. Demarco
210 N University Dr, Suite 702
Coral Springs, FL 33071
Re: Piney-Z Community Development District

Dear Ms. Demarco:

In response to your email we are happy to provide the number of registered voters for the Piney-Z CDD as of April 15, 2017. The voter registration total that you requested is as follows:

Piney-Z CDD: 1,334 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.

Sincerely,

Mark Earley

6B.

PINEY-Z

Community Development District

Annual Operating and Debt Service Budget **Fiscal Year 2018**

Version 1.1 - Approved Tentative Budget:
(Approved on 4/24/17)

Prepared by:



Table of Contents

	<u>Page #</u>
<u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances.....	1-6
Exhibit A - Allocation of Fund Balances.....	7-8
Budget Narrative	9-19
<u>DEBT SERVICE BUDGETS</u>	
Series 2002	
Summary of Revenues, Expenditures and Changes in Fund Balances.....	20-21
Amortization Schedule.....	22
Series 2008	
Summary of Revenues, Expenditures and Changes in Fund Balances.....	23-24
Amortization Schedule.....	25
Budget Narrative.....	26-27
<u>SUPPORTING BUDGET SCHEDULES</u>	
2017-2018 Comparision of Non-Ad Valorem Assessment Rates.....	28

Piney-Z

Community Development District

Operating Budget

Fiscal Year 2018

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	FY 2015	FY 2016	BUDGET	THRU	APR-	PROJECTED	BUDGET
				FY 2017	MAR-2017	SEP-2017	FY 2017	FY 2018
REVENUES								
Interest - Investments	\$ 809	\$ 1,282	\$ 1,152	\$ 1,000	\$ 572	\$ 801	\$ 1,373	\$ 1,000
Special Assmnts- Tax Collector	394,414	354,503	394,706	394,709	384,540	10,166	394,706	394,707
Special Assmnts- Discounts	(14,772)	(13,322)	(14,723)	(15,788)	(15,621)	-	(15,621)	(15,788)
Settlements	3,122	33,924	33,925	33,924	62,654	-	62,654	8,481
Other Miscellaneous Revenues	307	1,170	4,420	130	664	-	664	130
Access Cards	510	430	1,331	105	60	45	105	105
Pavilion Rental	400	400	240	800	-	800	800	200
Lodge Rental	15,275	11,222	10,895	13,000	7,045	5,955	13,000	13,000
TOTAL REVENUES	400,065	389,609	431,946	427,880	439,914	17,767	457,681	401,835
EXPENDITURES								
<i>Administrative</i>								
P/R-Board of Supervisors	12,000	15,400	16,600	12,000	5,200	9,600	14,800	12,000
FICA Taxes	918	1,178	1,270	918	398	734	1,132	918
ProfServ-Legal Services	58,281	36,000	24,000	25,000	12,000	12,000	24,000	24,000
ProfServ-Mgmt Consulting Serv	54,275	54,275	54,275	54,275	27,138	27,137	54,275	54,275
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,000	3,000	3,150	3,150	3,150	-	3,150	3,150
Postage and Freight	1,121	1,263	447	500	136	-	136	150
Insurance - General Liability	8,568	9,576	9,851	12,053	7,238	4,825	12,063	10,615
Printing and Binding	2,546	4,795	1,119	500	148	208	356	200
Legal Advertising	3,225	1,709	1,054	1,500	193	1,307	1,500	1,200
Miscellaneous Services	636	374	363	150	113	37	150	150
Misc-Assessmnt Collection Cost	11,389	10,235	11,399	11,841	11,068	305	11,373	11,841
Misc-Contingency	784	600	-	550	-	-	-	115
Office Supplies	528	554	77	250	-	-	-	250
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	162,083	143,771	128,417	127,499	71,594	56,153	127,747	123,676

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL BUDGET FY 2018
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	
Field								
Contr-Landscape-Amenities Area	12,040	9,430	8,545	12,312	4,623	6,472	11,095	12,312
R&M-Trees and Trimming	-	-	1,385	3,000	-	3,000	3,000	3,000
Misc-Contingency	5,223	10,634	5,779	3,500	922	2,578	3,500	3,000
Total Field	17,263	20,064	15,709	18,812	5,545	12,050	17,595	18,312
Parks and Recreation - General								
Payroll-Maintenance	116,176	48,204	7,263	8,008	5,066	2,942	8,008	6,306
Payroll-Administrative	-	-	51,908	48,204	29,415	18,789	48,204	49,172
FICA Taxes	9,005	3,760	4,527	4,300	2,638	1,662	4,300	4,244
Pension Benefits	4,303	-	-	-	-	-	-	-
Life and Health Insurance	11,772	-	-	-	-	-	-	-
Workers' Compensation	4,257	4,928	2,616	2,878	2,279	1,519	3,798	2,842
ProfServ-Consultants	-	7,320	-	-	-	-	-	-
Contracts-Janitorial Services	-	-	3,250	2,834	1,446	1,388	2,834	2,340
Contracts-Security Services	5,885	4,903	3,557	4,202	931	390	1,321	1,524
Contracts-Fire Inspection	-	-	-	350	175	175	350	350
Contracts-Fire Insp Sprinkler System	-	-	-	300	-	300	300	300
Contracts-Website Hosting	-	-	-	-	-	-	-	240
Contract- Pest Control	-	-	-	-	-	-	-	429
Contract- Dumpster Rental	-	-	-	-	-	-	-	312
Contract- Copier Maintenance	-	-	-	-	-	-	-	240
Communication - Teleph - Field	2,291	1,031	-	100	100	-	100	100
Postage and Freight	812	104	-	500	-	500	500	50
Utility - General	16,661	13,269	15,116	15,218	7,227	7,991	15,218	16,000
Utility - Other	2,506	2,343	2,389	2,490	1,497	993	2,490	3,792
Electricity - Streetlighting	-	1,438	1,290	1,358	672	686	1,358	1,380
Utility - Irrigation	-	1,618	2,372	1,700	1,312	1,610	2,922	2,500
Utility - Refuse Removal	-	1,404	1,372	1,147	552	693	1,245	1,100

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL BUDGET FY 2018
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	
Rental Dumpster	-	-	-	312	156	156	312	-
R&M-General	24,091	12,815	7,276	7,250	1,469	5,781	7,250	3,500
R&M-Electrical	-	-	-	450	373	77	450	300
R&M-Pest Control	1,008	858	858	858	290	568	858	-
R&M-Roof	-	-	-	270	75	-	75	300
R&M-Emergency& Disaster Relief	-	-	-	-	3,750	-	3,750	-
R&M-Fire Equipment	-	-	-	200	-	200	200	200
R&M-Flooring	-	-	-	1,236	-	1,236	1,236	-
R&M-Plumbing	-	-	-	600	-	600	600	300
R&M-Copier	-	-	-	420	49	371	420	-
Misc-Training	-	-	887	-	-	-	-	-
Misc-Hurricane Expense	-	-	6,057	-	-	-	-	-
Misc-Contingency	6,448	10,068	49	3,750	600	3,150	3,750	3,000
Misc-Information Technology	-	3,523	365	750	840	240	1,080	450
Misc-Mileage Reimbursement	-	-	332	447	168	279	447	450
Office Supplies	6,501	5,087	2,849	1,800	922	878	1,800	1,500
Supplies-Cleaning & Paper	-	-	-	495	109	386	495	350
Subscriptions and Memberships	-	925	750	-	-	-	-	-
Impr. Sewer Connection	-	10,273	-	-	-	-	-	-
Capital Outlay	4,683	25,005	-	-	-	-	-	-
Non-Capitalized New Equipment	-	-	13,380	2,497	6,582	-	6,582	-
Reserves-Lodge	-	-	-	3,525	-	-	-	3,525
Total Parks and Recreation - General	216,399	158,876	128,463	118,449	68,693	53,560	122,253	107,096

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL BUDGET FY 2018
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	
Swimming Pool								
Payroll-Lifeguards	-	23,429	17,280	21,353	560	20,793	21,353	21,353
Payroll-Maintenance	-	-	5,519	6,006	2,992	3,014	6,006	18,919
Payroll-Administrative	-	-	6,803	9,641	872	5,528	6,400	6,556
Payroll - Overtime	-	319	569	-	-	-	-	-
FICA Taxes	-	1,817	2,308	2,831	338	2,244	2,582	3,582
ProfServ-Pool Maintenance	4,800	5,500	6,000	6,000	1,500	-	1,500	-
Communication - Teleph - Field	-	862	147	100	102	-	102	100
R&M-General	-	2,556	1,848	1,450	52	1,398	1,450	1,000
R&M-Electrical	-	-	-	300	68	232	300	150
R&M-Pools	13,512	4,954	2,322	8,100	225	7,875	8,100	5,000
Misc-Licenses & Permits	-	-	275	275	-	275	275	275
Misc-Hurricane Expense	-	-	150	-	-	-	-	-
Misc-Contingency	-	1,160	1,440	4,000	100	3,900	4,000	4,000
Op Supplies - Pool Chemicals	3,994	4,900	2,665	4,250	160	4,090	4,250	3,250
Non-Capitalized New Equipment	-	-	4,273	6,000	2,122	3,878	6,000	-
Reserve - Pool	-	-	-	8,500	-	-	-	25,000
Reserves-Pool Equipment	-	-	-	2,085	-	-	-	2,085
Reserves-Pool Filters	-	-	-	500	-	-	-	500
Reserves-Pool Pumps	-	-	-	1,800	-	-	-	1,500
Total Swimming Pool	22,306	45,497	51,599	83,191	9,091	53,227	62,318	93,270

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	FY 2015	FY 2016	BUDGET FY 2017	THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
<i>Fitness Center</i>								
Payroll-Maintenance	-	1,096	1,873	4,004	380	1,720	2,100	2,102
Payroll-Administrative	-	-	983	3,214	367	2,833	3,200	3,278
FICA Taxes	-	84	218	552	57	348	405	412
Contracts-Janitorial Services	-	-	-	1,404	711	693	1,404	1,560
Contracts-Fitness Equipment	-	-	1,300	1,200	600	600	1,200	1,200
Contracts-Pest Control	-	-	-	-	-	-	-	215
R&M-General	-	931	626	1,500	-	1,500	1,500	750
R&M-Electrical	-	-	-	300	8	292	300	200
R&M-Equipment	2,965	1,350	1,403	1,250	-	1,250	1,250	1,250
Misc-Contingency	-	-	-	1,500	-	1,500	1,500	1,250
Supplies-Cleaning & Paper	-	-	-	185	114	71	185	325
Capital Outlay	-	19,131	-	-	-	-	-	-
Non-Capitalized New Equipment	-	-	5,153	10,629	-	10,629	10,629	1,112
<i>Total Fitness Center</i>	2,965	22,592	11,556	25,738	2,237	21,436	23,673	13,654
<i>Park & Grounds</i>								
Payroll-Maintenance	-	5,794	15,761	22,022	11,330	10,692	22,022	14,715
Payroll-Administrative	-	-	2,085	3,213	626	2,587	3,213	6,556
Payroll - Overtime	-	-	569	-	-	-	-	-
FICA Taxes	-	443	1,409	1,930	915	1,016	1,930	1,627
Contracts-Janitorial Services	-	-	-	962	293	669	962	1,300
Contracts-Pest Control	-	-	-	-	-	-	-	214
Contranct-Roof	-	-	-	-	-	-	-	300
R&M-General	-	2,697	1,511	1,355	1,215	140	1,355	1,750
R&M-Electrical	-	-	-	250	240	10	250	450
R&M-Irrigation	-	-	2,000	300	1,244	-	1,244	750
R&M-Backflow Inspection	-	-	255	255	-	255	255	255
Misc-Hurricane Expense	-	-	604	-	10,304	-	10,304	-

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL BUDGET FY 2018
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	
Misc-Contingency	-	7,316	87	4,000	81	3,919	4,000	4,000
Supplies-Cleaning & Paper	-	-	-	150	38	112	150	160
Capital Outlay	-	430	1,996	-	-	-	-	-
Non-Capitalized New Equipment	-	-	3,100	3,600	-	3,600	3,600	-
Reserve - Gutters	-	-	-	500	-	-	-	3,750
Reserve-Mulch	-	-	-	-	-	-	-	1,000
Reserve - Parking Lot	-	-	-	7,000	-	-	-	9,000
Total Park & Grounds	-	16,680	29,377	45,537	26,286	23,000	49,285	45,827
Reserves								
Reserve - CDD Amenity	-	-	-	8,654	-	-	-	-
Total Reserves	-	-	-	8,654	-	-	-	-
TOTAL EXPENDITURES & RESERVES	421,016	407,480	365,121	427,880	183,446	219,426	402,872	401,835
Excess (deficiency) of revenues								
Over (under) expenditures	(20,951)	(17,871)	66,825	-	256,468	(201,659)	54,809	-
Net change in fund balance	(20,951)	(17,871)	66,825	-	256,468	(201,659)	54,809	-
FUND BALANCE, BEGINNING	183,112	162,161	144,290	211,115	211,115	-	211,115	265,924
FUND BALANCE, ENDING	\$ 162,161	\$ 144,290	\$ 211,115	\$ 211,115	\$ 467,583	\$ (201,659)	\$ 265,924	\$ 265,924

Community Development District

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2018	\$ 265,924
Net Change in Fund Balance - Fiscal Year 2018	-
Reserves - Fiscal Year 2018 Additions	46,360
Total Funds Available (Estimated) - 9/30/2018	312,284

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital		100,459 ⁽¹⁾
		-
Contribution CDD Amenity prior years	79,314	\$ -
Contribution CDD Amenity FY 2018	-	79,314
Reserves-Lodge Prior years	3,525	
Reserves-Lodge FY 2018	3,525	7,050
Reserve - Parking Lot prior years	7,000	-
Reserve - Parking Lot FY 2018	9,000	16,000
Reserve - Pool prior years	8,500	
Reserve - Pool FY2018	25,000	33,500
Reserves-Pool Equipment prior years	2,085	
Reserves-Pool Equipment FY 2018	2,085	4,170
Reserves-Pool Filters prior years	500	
Reserves-Pool Filters FY2018	500	1,000
Reserves-Pool Pumps prior years	1,800	
Reserves-Pool Pumps FY2018	1,500	3,300
Reserve - Gutters prior years	500	
Reserve - Gutters FY 2018	3,750	4,250

Community Development District

Reserve - Mulch FY 2018	1,000	<u>1,000</u>	
Reserves - Other			
FY 2019 Settlement (2)	8,481		
		\$	158,064
	Subtotal		<u>258,523</u>
Total Allocation of Available Funds			<u>258,523</u>
Total Unassigned (undesignated) Cash			
		\$	<u><u>53,761</u></u>

Notes

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

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

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

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)

FY 2017 portion of the Piney-Z Land settlement.

Miscellaneous Revenues (369900-3000)

Leon County Supervisor of Elections use of the lodge for voting.

Access Cards (369941-3000)

Revenue from access cards purchases.

Pavilion Rental (369942-3000)

Revenue from renting the pavilion to residents, and non-residents for private functions.

Lodge Rental (369943-3000)

Revenue from renting the lodge to residents, and non-residents for private functions.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

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 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 2018

Expenditures – Administrative (continued)**Printing & Binding (547001-51301)**

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)

Landscaping and maintenance services (mowing, weeding, pinestraw and fertilizer) for the “amenities” area within the District.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

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

Tree trimming, tree removal, dead limb trimming, etc. for the “amenities” area within the District.

Misc. - Contingency (549900-53901)

Necessary services and repairs which fall outside those specified in the landscaping contract, including 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 (15%).

Payroll - Administrative (512009-57201)

Compensation of one full time CDD Manager (75%).

FICA Taxes (521001-57201)

Payroll tax for staff 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)

Twice weekly cleaning in the lodge.

Contracts - Security Services (534037-57201)

Annual monitoring 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 2018

Expenditures – Parks and Recreation - General (continued)**Contracts - Fire Inspection (534160-57201)**

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

Contracts - Fire Inspection Sprinkler System (534165-57201)

Inspection of the fire line as well as the sprinkler system in the garage.

Contracts - Website Hosting (5.....-57201)

Cost to maintain website.

Contracts - Pest Control (534125-57201)

Annual termite inspection; quarterly treatment of the lodge (including the fitness center) and the pavilion.

Contracts - Dumpster Rental (5.....-57201)

Cost to rent lodge dumpster from Marpan.

Contracts - Copier Maintenance (5.....-57201)

Cost to maintain copier.

Communication - Telephone-Field (541005-57201)

Purchase of TracFone for use by Buildings and Grounds Manager.

Postage and Freight (541006-57201)

Routine correspondence and annual mailer.

Utility - General (543001-57201)

City of Tallahassee charges for electricity, stormwater fees, fire service fees, water and sewer service for the District.

Utility - Other (543004-57201)

Comcast charges for telephone, internet and television service in the lodge (including the fitness center)

Electricity - Streetlighting (543013-57201)

City of Tallahassee charges for for electricity for the District's 10 decorative streetlights around the pool.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Parks and Recreation - General (continued)**Utility - Irrigation (543014-57201)**

City of Tallahassee charges for irrigation water.

Utility - Refuse Removal (543020-57201)

City of Tallahassee charges to empty dumpster at Piney-Z Lodge.

R&M - General (546001-57201)

Locks and keys, repair of kitchen cabinets, bathroom mirrors and countertops, doors, replacement of office and garage blinds, necessary tools, meeting signs, etc.

R&M – Electrical (546020-57201)

Batteries, bulbs, sensors, cords, outside vendors if required.

R&M - Roof (546164-57201)

Blowing off of the lodge roof.

R&M - Fire Equipment (546230-57201)

Repairs to exit lighting, etc.

R&M - Plumbing (546250-57201)

Flappers, strainers, toilet seats, outside vendors if required.

Misc. - Contingency (549900-57201)

Unanticipated operating expenses.

Misc. - Information Technology (549942-57201)

IT support and website maintenance/assistance.

Misc - Mileage Reimbursement (549951-57201)

Reimbursement of mileage expenses.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Parks and Recreation - General (continued)**Office Supplies (551002-57201)**

Costs associated with operation 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)

Supplies for cleaning, paper towels, toilet paper, etc.

Reserves - Lodge (568107-57201)

For intensive cleaning of roof in FY 2020 and sanding and staining of main floor in FY 2020.

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 (45%).

Payroll - Administrative (512009-57205)

Compensation of one full time CDD Manager (10%).

FICA Taxes (521001-57205)

Payroll tax for above.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Swimming Pool (continued)**Communication - Telephone-Field (541005-57205)**

TracFone for lifeguard station.

R&M - General (546001-57205)

Repair of deck furniture, umbrellas, front and rear gates, locks on gates, etc.

R&M - Electrical (546020-57205)

Batteries, bulbs, sensors, cords, outside vendors 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, safety equipment including rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, etc.

Reserves - Pool (568124-57205)

For pool shell repair (in FY 2019).

Reserves - Pool Equipment (568125-57205)

For Dolphin replacement (in FY 2018), chlorinator replacement (in FY 2020), safety equipment replacement (in FY 2018).

Reserves - Pool Filters (568127-57205)

For re-sanding of four filters (in FY 2018).

Reserves - Pool Pumps (568129-57205)

For replacement of three pumps (in FY 2019).

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

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 (5%).

Payroll - Administrative (512009-57214)

Compensation of one full time CDD Manager (5%).

FICA Taxes (521001-57214)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of the Fitness Center.

Contracts - Fitness Equipment

Monthly preventative maintenance contract with FitnessPro.

R&M - General (546001-57214)

Repair of carpet, mirrors, doors, fans, remotes.

R&M - Electrical (546020-57214)

Batteries, bulbs, sensors, cords, outside vendor if required.

R&M - Equipment (546022-57214)

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

Misc. - Contingency (549900-57214)

Unanticipated operating expenses.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Fitness Center (Continued)**Supplies - Cleaning and Paper (552083-57214)**

Supplies for cleaning, paper towels, toilet paper, etc.

Non Capitalized New Equipment (564120-57214)

Purchase of new fitness equipment and, if necessary, replacement of current HVAC unit.

Expenditures – Parks & Grounds

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

Payroll - Maintenance (512006-57240)

Compensation of one part time Buildings and Grounds Manager (35%).

Payroll - Administrative (512009-57240)

Compensation of one full time CDD Manager (10%).

FICA Taxes (521001-57240)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of pavilion restrooms.

Contracts- Pet Control (534125-57214)

Annual termite inspection; quarterly treatment of the pavilion.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Parks & Grounds (continued)**Contracts- Roof (534...-57240)**

Twice a year cleaning of pavilion roof.

R&M - General (546001-57240)

Repair of slides, swings, picnic tables, gazebos, etc.

R&M - Electrical (564020-57214)

Batteries, bulbs, sensors, cords, outside vendors if required.

R&M - Irrigation (546041-57214)

Repairs to the irrigation system.

R&M - Backflow Inspections (546459-57214)

Inspection of the backflows from the water/waste lines.

Misc. - Contingency (549900-57214)

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57214)

Supplies for cleaning, paper towels, toilet paper, etc.

Reserves - Gutters (568...-57214)

For replacement of Pavilion gutters (in FY 2019).

Reserves - Mulch (568...-57214)

Playground Mulch to 12 inches (in FY 2019).

Reserves - Parking Lots (568117-57214)

For repair of all asphalt lots in four years.

Piney-Z

Community Development District

Debt Service Budgets

Fiscal Year 2018

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAR-2017	PROJECTED APR- SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
REVENUES								
Interest - Investments	\$ 63	\$ 59	\$ 88	\$ 50	\$ 51	\$ 9	\$ 60	\$ 50
Special Assmnts- Tax Collector	81,881	79,355	55,903	55,899	54,463	1,440	55,903	55,899
Special Assmnts- Prepayment	861	-	-	-	-	-	-	-
Special Assmnts- Discounts	(3,067)	(2,982)	(2,085)	(2,236)	(2,212)	-	(2,212)	(2,236)
TOTAL REVENUES	79,738	76,432	53,906	53,713	52,302	1,449	53,751	53,713
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Trustee Fees	2,694	3,502	3,098	3,502	-	3,502	3,502	3,502
Misc-Assessmnt Collection Cost	2,364	2,291	1,615	1,677	1,568	43	1,611	1,677
Total Administrative	5,058	5,793	4,713	5,179	1,568	3,545	5,113	5,179
<i>Debt Service</i>								
Principal Debt Retirement	55,000	55,000	60,000	65,000	-	60,000	60,000	65,000
Principal Prepayments	-	5,000	-	-	5,000	5,000	10,000	-
Interest Expense	18,500	15,625	12,750	9,750	4,875	4,750	9,625	6,250
Total Debt Service	73,500	75,625	72,750	74,750	9,875	69,750	79,625	71,250
TOTAL EXPENDITURES	78,558	81,418	77,463	79,929	11,443	73,295	84,738	76,429
Excess (deficiency) of revenues								
Over (under) expenditures	1,180	(4,986)	(23,557)	(26,216)	40,859	(71,846)	(30,987)	(22,716)

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAR-2017	PROJECTED APR- SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(26,216)	-	-	-	(22,716)
TOTAL OTHER SOURCES (USES)	-	-	-	(26,216)	-	-	-	(22,716)
Net change in fund balance	1,180	(4,986)	(23,557)	(26,216)	40,859	(71,846)	(30,987)	(22,716)
FUND BALANCE, BEGINNING	98,678	99,858	94,872	71,315	71,315	-	71,315	40,328
FUND BALANCE, ENDING	\$ 99,858	\$ 94,872	\$ 71,315	\$ 45,099	\$ 112,174	\$ (71,846)	\$ 40,328	\$ 17,612

SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	SPECIAL CALL	INTEREST	TOTAL
11/01/17	\$125,000	5.00%			\$3,125	
05/01/18	\$125,000	5.00%	\$65,000		\$3,125	\$71,250
11/01/18	\$60,000	5.00%			\$1,500	
05/01/19	\$60,000	5.00%	\$60,000		\$1,500	\$63,000
Total			\$125,000	\$0	\$9,250	\$134,250

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAR-2017	PROJECTED APR- SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
REVENUES								
Interest - Investments	\$ 111	\$ 97	\$ 173	\$ 100	\$ 120	\$ 20	\$ 140	\$ 100
Special Assmnts- Tax Collector	227,306	214,130	214,130	214,130	208,615	5,515	214,130	214,130
Special Assmnts- Prepayment	54,490	-	-	-	-	-	-	-
Special Assmnts- Discounts	(8,513)	(8,047)	(7,987)	(8,565)	(8,474)	-	(8,474)	(8,565)
TOTAL REVENUES	273,394	206,180	206,316	205,665	200,261	5,535	205,796	205,665
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Trustee Fees	3,771	4,903	4,337	4,400	4,337	-	4,337	4,400
Misc-Assessmnt Collection Cost	6,564	6,182	6,184	6,424	6,004	165	6,169	6,424
Total Administrative	11,335	12,085	11,521	11,824	10,341	1,165	11,506	11,824
<i>Debt Service</i>								
Principal Debt Retirement	165,000	170,000	180,000	175,000	-	175,000	175,000	175,000
Principal Prepayments	-	55,000	-	-	-	-	-	-
Interest Expense	46,138	38,781	30,388	22,738	11,369	11,369	22,738	15,300
Total Debt Service	211,138	263,781	210,388	197,738	11,369	186,369	197,738	190,300
TOTAL EXPENDITURES	222,473	275,866	221,909	209,562	21,710	187,534	209,244	202,124
Excess (deficiency) of revenues								
Over (under) expenditures	50,921	(69,686)	(15,593)	(3,897)	178,551	(181,999)	(3,448)	3,541

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAR-2017	PROJECTED APR- SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(3,897)	-	-	-	3,541
TOTAL OTHER SOURCES (USES)	-	-	-	(3,897)	-	-	-	3,541
Net change in fund balance	50,921	(69,686)	(15,593)	(3,897)	178,551	(181,999)	(3,448)	3,541
FUND BALANCE, BEGINNING	161,997	212,918	143,232	127,639	127,639	-	127,639	124,191
FUND BALANCE, ENDING	\$ 212,918	\$ 143,232	\$ 127,639	\$ 123,742	\$ 306,190	\$ (181,999)	\$ 124,191	\$ 127,732

SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
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			\$360,000	\$23,163	\$383,163

Piney-Z

Community Development District

Debt Service Fund

Budget Narrative

Fiscal Year 2018

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 FY2018 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Piney-Z

Community Development District

Debt Service Fund

Budget Narrative

Fiscal Year 2018

Expenditures – Debt Service**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 2018

**Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2018 vs Fiscal Year 2017
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		
		FY2018	FY2017	Percent Change	FY2018	FY2017	Percent Change	FY2018	FY2017	Percent Change	FY2018	FY2017	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%
	755												