

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**APRIL 8, 2013**

**AGENDA PACKAGE**

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

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April 1, 2013

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District will be held Monday, **April 8, 2013 at 6:30 p.m.** at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for this meeting:

1. Roll Call
2. Pledge of Allegiance
3. Approval of the Minutes of the March 11, 2013 Meeting
4. Organizational Matters - Review of Candidate Submissions to Fill Vacant Seat #3
5. Attorney's Report - Draft Letter to RGA Architects, LLC
6. Review of Mr. Rogers' Employment Contract
7. Manager's Report
  - A. Special Requests and Projects
  - B. Discussion of Proposed Budget for FY 2014
8. Property Manager's Report (including Access and Revenue Reports)
  - A. Planning for Future Maintenance, Repair and Replacement Needs
  - B. Playmore Warranty
  - C. Canon Copier Service Plus Document
  - D. Estimate from John Hurst Outdoor Services for Dirt, Sod, Irrigation Project
  - E. Estimate from Hoover Development for ADA Path Configuration from Sidewalk to Gazebos
  - F. Estimate from Hoover Development for Gazebo Roof Replacements
  - G. Estimates from Ron Erichson Painting, Superior Painting and John Hurst Outdoor Services for Pressure Wash / Stain Projects
9. Supervisor Requests
  - A. Workshop Activities and Parameters (Supervisor Kessler)
  - B. Organizing Board Goals (Supervisor Kessler) and Priorities (Supervisor Didier)
  - C. Supervisor Roles (Supervisor Kessler)
  - D. Financial Updates, Next Year Budgeting Process & Discussion (Supervisor Didier)
  - E. Supervisor Roles and Staffing (Supervisor Didier)
  - F. Discussion of Agenda Format and Reports (Supervisor Didier)
  - G. Amenities Discussion (all Piney-Z Amenities, including Playground Update and Pool Lift Update) (Supervisor Didier)
  - H. Keyfob Renewal and Update Discussion (Supervisor Didier)
  - I. Meeting Schedule (possible Saturday workshop) (Supervisor Didier)
  - J. Employee Mileage Reimbursements (Supervisor Didier)
  - K. General Fund Expense Averages (Supervisor Kessler)

10. Audience Comments
11. Acceptance of the February 2013 Financial Statements and Approval of the Check Register and Invoices
12. Adjournment

Enclosed under the third order of business for your review are the minutes of the March 11, 2013.

Enclosed under the fourth order of business are emails received from parties expressing interest in filling the vacant seat.

Under the sixth order of business will be the review of Mr. Rogers' employment contract, a copy of which is enclosed for your review.

Under the Manager's Report will be a discussion of handling special requests and projects. Also enclosed is the working draft of a proposed budget for FY 2014.

The Property Manager's Report is included under tab 8 with supporting documents for his report.

Under the ninth order of business are several supervisor requests with documents provided by the Supervisors.

The February 2013 financial statements and check register are enclosed for your review.

Any additional supporting material for the items listed above will be distributed at the meeting. If you have any questions, please give me a call at (904) 940-6044.

Sincerely,

Janice Eggleton Davis/ms  
District Manager

cc:	Chasity O'Steen	Bob Reid	Lance Rogers
	Doug Sealy	Claudia Vaccaro	Michael Eckert

# MINUTES

**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 on Monday, March 11, 2013 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Michael Lee	Chairman (via phone)
Joe Didier	Vice Chairman
Jan Bridges	Assistant Secretary
Richard Kessler	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Chasity O'Steen	District Attorney
Elden McDirmit	McDirmit, Davis (via phone)
Lance Rogers	Property Manager
Residents	

*The following is a summary of the discussions and actions taken at March 11, 2013 Piney-Z Community Development District Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Didier called the meeting to order and Ms. Davis called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRTEENTH ORDER OF BUSINESS**

**Manager's Report - Acceptance of  
Fiscal Year 2012 Audit Report by  
McDirmit Davis**

- Ms. Davis and Mr. Elden McDirmit reviewed the Fiscal Year 2012 audit.

On MOTION by Mr. Didier seconded by Mr. Kessler, the audit for fiscal year ended September 30, 2012 was accepted with votes as follows:

**Jan Bridges - Aye**  
**Richard Kessler – Aye**  
**Joe Didier - Aye**  
**Michael Lee – Aye**

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the  
January 14, 2013 Regular Meeting,  
January 28, 2013 Continuation  
and February 11, 2013 Workshop**

- Edits were made which will be incorporated in the minutes.

On MOTION by Mr. Bridges seconded by Michael Lee, the January 14, 2013 regular meeting, January 28, 2013 continuation and February 11, 2013 workshop were approved as amended with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**Michael Lee – Aye**

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Acknowledgement of Service of Beth Ann Matuga**

- Mr. Didier made the presentation to Ms. Matuga.

**B. Discussion of Honoring Rosemary White**

- Resolution 2013-2

On MOTION by Mr. Lee seconded by Mr. Bridges, Resolution 2013-2 Commemorating and Honoring the Service of Board Supervisor Rosemary White; designating a playground within the Piney-Z Community Development District as the “Rosemary White Playground and Gazebo Park”; and authorizing a dedication ceremony and plaque in honor of Ms. White’s service to the District and to the Community was adopted with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**Michael Lee – Aye**

**C. Discussion of Process to Fill Vacant Seat #3**

- Candidate interest submissions should be received by noon, March 29, 2013 for inclusion in the agenda package for consideration at the April 8<sup>th</sup> meeting.

On MOTION by Mr. Bridges seconded by Mr. Lee, for the April 8, 2013 workshop to be noticed as a regular meeting and all interested parties provide a summary letter no later than the May 14, 2013 meeting was approved with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**Michael Lee – Aye**

- Ms. Davis will provide information regarding the vacancy and interest submissions to Ms. Vaccaro for the website.

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

#### **Attorney's Report - Discussion of RGA Agreement, Job Performance, Billing and Reporting**

On MOTION by Mr. Didier seconded by Mr. Lee, Ms. O'Steen was directed to draft a letter addressing the issues, circulate to the Board for review and inclusion in the agenda package for final review and discussion at the April 8, 2013 meeting was approved with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**Michael Lee – Aye**

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

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

#### **Discussion of Minutes Format (Supervisor Didier)**

On MOTION by Mr. Kessler seconded by Mr. Bridges, to institute a policy of abbreviated minutes to include topics, motions, votes and results, actionable items and those items a Board member feels should be included in the minutes as stated during the meeting was approved with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**Michael Lee – Aye**

- The new minute format will be effective with the March 11, 2013 meeting minutes and will include: number page 1, roll call votes, roles/titles on all minutes including those for staff.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Roles and Staffing  
(Supervisor Didier)**

- Mr. Didier provided handouts.
- Review of the Property Manager's contract to be placed on the May agenda.
- Supervisor Roles and Staffing to be placed on the next agenda.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Agenda Format and  
Reports (Supervisor Didier)**

To be placed on next agenda.

**NINTH ORDER OF BUSINESS**

**Amenities Discussion (all Piney-Z  
Amenities, including Playground  
Update and Pool Lift Update)  
(Supervisor Didier)**

To be placed on next agenda.

On MOTION by Mr. Bridges seconded by Mr. Lee, for a full inspection of the property, Lodge and pavilion not to exceed \$700 and a secondary inspection for wood destroying organisms on the Lodge and pavilion not to exceed \$200 was approved with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**Michael Lee – Aye**

**TENTH ORDER OF BUSINESS**

**Keyfob Renewal and Update  
Discussion (Supervisor Didier)**

To be placed on next agenda.

**ELEVENTH ORDER OF BUSINESS**

**Meeting Schedule (Supervisor  
Didier)**

To be placed on next agenda.

**TWELFTH ORDER OF BUSINESS**

**Employee Reimbursements                      Mileage  
(Supervisor Didier)**

To be placed on next agenda.

**THIRTEENTH ORDER OF BUSINESS**

**Manager's Report - Acceptance of  
Fiscal Year 2012 Audit Report by  
McDermitt Davis**

Previously addressed.

**FOURTEENTH ORDER OF BUSINESS**

**Property Manager's Report**

- A.      Log of Amenities Revenues**
- B.      Access Reports for December through January**
- C.      Planning for Future Maintenance, Repair and Replacement Needs**

To be placed on next agenda.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

- A.      Discussion of Minutes Format (Supervisor Kessler)**

Previously addressed .

- B.      Workshop Activities and Parameters (Supervisor Kessler)**

To be placed on next agenda.

- C.      Organizing Board Goals (Supervisor Kessler) and Priorities  
(Supervisor Didier)**

To be placed on next agenda.

- D.      Supervisor Roles (Supervisor Kessler)**

To be placed on next agenda.

- E.      Financial Updates, Next Year Budgeting Process & Discussion  
(Supervisor Didier)**

To be placed on next agenda.

**SIXTEENTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**SEVENTEENTH BUSINESS**

**Acceptance of the January 2013  
Financial Statements and  
Approval of the Check Register  
and Invoices**

On MOTION by Mr. Bridges seconded by Mr. Kessler, to accept the January 2013 Financial Statements and approve of the check register and invoices was approved with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**Michael Lee – Aye**

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Kessler seconded by Mr. Bridges, the meeting was adjourned with votes as follows:

**Jan Bridges - Aye**

**Richard Kessler – Aye**

**Joe Didier - Aye**

**Michael Lee – Aye**

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Janice Eggleton Davis  
Secretary

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Michael Lee  
Chairman

## **Fourth Order of Business**

**From:** Shehu Tagoe [shehutagoe@gmail.com]  
**Sent:** Tuesday, March 26, 2013 3:46 AM  
**To:** Davis, Janice  
**Subject:** CDD Board Vacancy  
To: Mr. District Manager Davis

Greetings Mr. Davis. I want to formally introduce myself and express my interest in the vacant CDD Board seat #3 position. Before I do so however, I would like to express my condolences to the family of Ms. Rosemary White. Although I did not know Ms White, I am sure she held the position with great prestige and diligence.

My name is Shehu S. Tagoe and I am a REALTOR® with Keller Williams Town & Country Realty. As a REALTOR®, I fully understand the duties and responsibilities required to provide great service to the public while dealing honestly, fairly and with the utmost integrity. I feel I will be an asset to the functions of the Board because of my professionalism, integrity, strong character and love of service. Although these characteristics are important, I understand and take pride in the idea of a team. It is important that Board members function with cohesion and emphasis on the collective whole as opposed to any singular idea. Presently and in my past ventures, I have cultivated the idea and importance of working well with others, while also demonstrating leadership qualities. In regards to Piney Z, I have attended several HOA meetings to observe the needs, wants and concerns of current homeowners as well as helped those who were entering and or leaving the community. My fondness for the community has grown over the last year, as it would be an honor to become an active participant in preserving and enriching the future of Piney Z.

If appointed, my goals would be first, to learn more in depth about the Community Development District and what my responsibilities would entail. I would also like to be a presence in the community by infusing a new energy and possible ideas to enhance the wonderful amenities and services already provided

Again, I humbly express my great interest in the vacant seat #3 position and look forward to any challenges that may come with this appointment. Thank you for taking the time to read my expression of interest.

Best regards,

--

***Shehu Tagoe***

REALTOR® Consultant



***Let Us Be The Eyes & Ears To Your Dreams!***

**Thompson Tagoe Realty Executives**

Keller Williams Town & Country Realty

1520 Killearn Center Blvd - Tallahassee, FL 32309

Direct: 850.980.3029

Fax: 850.201.4664

Email: [shehutagoe@kw.com](mailto:shehutagoe@kw.com)

**[CLICK HERE TO VIEW HOMES NOW](#)**





**From:** lance-piney-z@comcast.net  
**Sent:** Monday, March 04, 2013 6:00 PM  
**To:** Michael Lee; kessler@embarqmail.com; joe@pineyzcdd.com; JanB58@comcast.net  
**Cc:** Davis, Janice; Chasity O'Steen; Slaughter, Mona  
**Subject:** Fwd: CDD

**Follow Up Flag:** Follow up

**Flag Status:** Completed

NOTE to Board of Supervisors: As all Supervisors are included on this email, please do not "reply to all" in order to avoid unintentional violation of the Florida Sunshine Law.

Good Afternoon Board of Supervisors,

I'm forwarding the email below from Richard Mergy that was sent to me. I responded to his email and simply indicated that I would forward it to the CDD Board and District Staff.

As you will see he has indicated his interest in applying for the vacant CDD Seat and he would like information sent to him.

Mr. Mergy resides in Piney-Z at 4895 Heritage Park Blvd. 32311

Have a great evening,

Lance Rogers  
Property Manager  
Piney-Z Community Development District  
(850) 656-4007

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**From:** packer0927@aol.com  
**To:** lance-piney-z@comcast.net  
**Sent:** Saturday, March 2, 2013 4:02:45 PM  
**Subject:** CDD

I am interested in applying for vacant CDD seat . Please send me information. Thanks Richard Mergy

## **Fifth Order of Business**

[insert date]

Via U.S. Mail, Certified, Return Receipt Requested

William Henry  
RGA Architects, Inc.  
309 South Willow Avenue  
Tampa, Florida 33606

Re: Agreement Between Piney-Z Community Development District and RGA  
Architects, LLC for ADA Compliance Work – Phases 2 & 3  
Agreement Compensation and Work Deficiencies

Dear Mr. Henry:

This correspondence is provided on behalf of the Piney-Z Community Development District ("District"), and serves to provide notice of the District's understanding of the status of, and outstanding matters pertaining to, the above-referenced Agreement. As you know, the Scope of Work is contained within Section 2 of the Agreement, which provides:

**SECTION 2. SCOPE OF WORK.** Contractor hereby agrees that the Scope of Work, as more specifically described in **Exhibit B** hereto, entails an obligation to 1) design and document any and all work to be performed consistent with the ADA Assessment and that is necessary to bring the Facilities into compliance with the ADA and the 2010 ADA design standards in effect on March 16, 2012, 2) compile a detailed and itemized cost estimate for each item identified as part of such work, 3) manage subconsultants and other contractors hired by the District to perform such work, and 4) provide quality assurance of work performed by Contractor, subconsultants and other contractors ("Work"). The burden is on the Contractor to address all Facilities areas identified in the ADA Assessment and ensure that the Work is comprehensive to ensure complete ADA and 2010 ADA design standards compliance.

(Emphases in original).

Exhibit B to the Agreement, entitled Scope of Work, provides, in relevant part, that:

The Work to be provided by Contractor to the District under this Agreement includes the *obligation to perform and fully complete the following items:*

. . .

3. *Manage subconsultants and other contractors* hired by the District to perform the Work . . . .

. . .

It shall be the responsibility of Contractor's representative to *provide a monthly written report* to Mr. Rogers, District Legal Counsel and District Manager regarding the status of the Work. Such written report shall be submitted *along with the monthly invoice requesting payments for services rendered* hereunder.

4. *Provide quality assurance of Work provided, which means that Contractor is responsible for and will ensure that the Work is performed as described and is of satisfactory quality such that the Work is performed as described and is of satisfactory quality such that the Work is free from defects and meets a reasonable person standard with regard to completeness, appearance and finish, durability and safety.*

The burden is on the Contractor to address all Facilities areas identified in the ADA Assessment and ensure that the Work is comprehensive to ensure complete ADA and 2010 ADA design standards compliance.

(Emphases added). A copy of the Agreement is enclosed for ease of reference.

As provided in Section 4 of the Agreement, the total fee to complete the Work under the Agreement was \$7,000.00. This contract amount was later reduced in the amount of \$1,602.30, as documented in correspondence from you dated June 1, 2012, to address the additional costs associated with Change Order #2 to the Hoover Development Contract for the Lodge bathroom revisions. Therefore, the total compensation due to RGA for all work to be performed under the Agreement is \$5,397.70. A copy of your correspondence is enclosed for ease of reference.

As provided under #3 in Exhibit B to the Agreement, RGA is required to provide a monthly written report regarding the status of the Work to District representatives. While not provided monthly, RGA submitted a written report with each of its first four payment invoices. A copy of each final "Monthly Report" submitted by RGA and received by the District is enclosed for ease of reference. To-date, and notwithstanding repeated written and verbal requests from the District and a verbal representation by you in January that the report would be provided, RGA has failed to submit the written report for Invoice #211-25-1.6, dated April 30, 2012 and paid May 4, 2012 in the amount

of \$1,575.00. A copy of each invoice received from RGA and paid by the District to-date is enclosed for ease of reference.

As stated in Monthly Report – Invoice #211-25-1.1, dated October 5, 2011, for billing purposes RGA separated the four items listed in the Scope of Work under the Agreement into two phases: Pre-Construction and Construction. Per this RGA invoice, each task to be performed was listed in each invoice along with its percentage of the total contract amount. As expressly stated in Invoice #211-25-1.6, the last invoice submitted by RGA and paid by the District on May 4, 2012, RGA has completed 0.00% of the quality assurance services within the Scope of Work, which RGA has valued at \$1,050.00. Based upon this information, and assuming that RGA was entitled to all monies paid under Invoice #211-25-1.6, the maximum amount of compensation that would be due to RGA by the District under the Agreement for actual work performed would be \$4,347.70.

It is the District's position that it has fully performed and satisfied its obligations under the Agreement by paying RGA for all services that have been rendered. In fact, as demonstrated above, RGA has accepted payment in excess of the monies that it is entitled to receive for actual work performed. RGA has further failed to fully perform and satisfy all of its obligations under the Agreement. The following is a list of documentation and services to be provided by RGA to the District under the Agreement that are currently outstanding ("Deficiencies"):

- As required in #3 of Exhibit B to the Agreement, the "Monthly Report" to identify work performed and justify amounts billed and paid under Invoice #211-25-1.6, dated April 30, 2012 and paid May 4, 2012 in the amount of \$1,575.00;
- Quality assurance services under the Agreement as described in #4 of Exhibit B to the Agreement.

Provided that RGA remedies the above-referenced deficiencies, the District will consider this matter resolved and RGA's obligations under the Agreement satisfied and complete.

The courtesy of a response to this correspondence at your earliest convenience would be greatly appreciated. If I do not hear from you by \_\_\_\_\_, 2013, the District will consider whether to pursue any additional remedies to enforce the Agreement.

Sincerely,

Chasity H. O'Steen

CHO

Enclosures: Agreement Between Piney-Z Community Development District and RGA  
Architects, LLC for ADA Compliance Work – Phases 2 & 3  
William Henry correspondence, dated June 1, 2012, re Piney-Z ADA  
Assessment – Change of Contract Amount  
RGA Invoices Received and Paid by the District To-Date (5 total)  
RGA Written Reports (3 total)

DRAFT

## **Sixth Order of Business**

**EMPLOYMENT AGREEMENT**, entered into and effective as of October 1, 2007 between the Piney-Z Plantation Community Development District Board of Supervisors, herein after called the "District," and D. Lance Rogers, hereinafter called the "Employee."

## **1. Employment, Duties and Acceptance**

1.1 District hereby employs Employee for the Term (as defined in Section 2 hereof) to render exclusive and full-time services in an executive capacity to District and in connection therewith to devote his best efforts to the affairs of the District and to perform such duties as Employee shall reasonably be directed to perform by the District Manager and shall act under the District Manager's supervision, in consultation with the Chairman. Said duties will include, but not be limited to, the following activities relating to the District pool, pavilion and community center:

- Administration
- Office Management
- Financial Records Processing
- Hiring Part-Time Staff
- Supervision of Staff
- Payroll Processing
- Coordination with District Management/Accounting Firm
- Coordination with Piney-Z CDD Board
- Coordination of Event Reservation System
- Supply and Vendor Selection
- Oversight of Landscaping Contract
- Coordination with the Aquatics Firm (care and upkeep of pool)
- Coordination of Facilities and Equipment Maintenance
- Coordination with Security Companies
- On call in case of emergency

1.2 Employee hereby accepts such employment and agrees to render such services. Employee agrees to render such services at District's offices located in the Piney-Z Plantation Community Development District area, but Employee will travel on temporary trips to such other place or places as may be required from time to time to perform his duties hereunder. During the Term hereof, Employee will not render any services for others, or for Employee's own account, in the business of the District and will not render any services to any supplier or significant customer of District.

## **2. Term of Employment**

2.1 The term of Employee's employment pursuant to this Agreement (the "Term") shall begin on the date hereof, and shall end on the date the Employee leaves the employ of the District, subject to the provisions of Article 4

of this Agreement providing for earlier termination of Employee's employment in certain circumstances.

### **3. Compensation**

3.1 As compensation for all services to be rendered pursuant to this Agreement to or at the request of District, District agrees to pay Employee a salary at the rate of \$ 53,000 per annum (inclusive of salary and retirement only). Healthcare costs will be budgeted annually and approved by the Board and paid to the employee on a monthly basis as a bonus. The amount paid to the Employee for Fiscal Year 2007 and 2008 will not exceed \$333.33 per month. All other costs related to the Employee such as workers' compensation, unemployment costs, FICA and any other required costs are to be paid by the District. The District herein agrees to consider annual increases to the salary, retirement and healthcare costs as part of its annual budget process. The salary set forth hereinabove shall be payable in accordance with the regular payroll practices of the District for executives. All payments hereunder shall be subject to the provisions of Article 4 hereof. The District shall annually consider the Employee for a bonus as part of the annual budget process.

3.2 District shall pay or reimburse Employee for all necessary and reasonable expenses incurred or paid by Employee in connection with the performance of services under this Agreement upon presentation of expense statements or vouchers or such other supporting information as it from time to time requests evidencing the nature of such expense, and, if appropriate, the payment thereof by Employee, and otherwise in accordance with District procedures from time to time in effect. Such expenses shall be subject to the requirements of s. 112.061, Florida Statutes.

3.3 **Sick and Annual Leave.** The Employee has accumulated unused sick leave of 50 hours as of the date of this Agreement and as such the District recognizes the accumulation of the 50 hours of sick leave. The Employee will earn ½ day per month of sick leave and 1 day per month annual leave. The leave balances can be carried over from year to year with a maximum amount of accrued annual leave to be 150 hours and sick leave 250 hours.

3.4 **Holiday Leave.** Employee will be given all State of Florida holidays as listed below. If the Employee has to work on a holiday, he will be allowed to take time off on a day of his choice to make up for the hours he worked during a holiday.

Holidays include: New Year's Day, Martin Luther King Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, and Christmas Day.

#### 4. Termination

4.1 **Death.** In the event of Employee's death during the Term, this Agreement shall automatically terminate, except that (a) Employee's estate shall be entitled to receive the compensation provided for hereunder to the last day of the month in which Employee's death occurs; and (b) such termination shall not affect any amounts payable as insurance or other death benefits under any plans or arrangements then in force or effect with respect to Employee.

4.2 **Specified Cause.** District may at any time during the Term, by notice, terminate the employment of Employee for malfeasance, misfeasance, or nonfeasance in connection with the performance of Employee's duties, the cause to be specified in the notice of termination. Without limiting the generality of the foregoing, the following acts during the Term shall constitute grounds for termination of employment hereunder:

4.2.1 Any willful and intentional act having the effect of injuring the reputation, business, business relationships of District or its affiliates;

4.2.2 Conviction of or entering a plea of *no lo contendere* to a charge of a felony or a misdemeanor involving moral turpitude;

4.2.3 Material breach of covenants contained in this Agreement;  
and

4.2.4 Repeated or continuous failure, neglect, or refusal to perform Employee's duties hereunder. Under the termination provisions for Specified Cause the employee will be entitled to receive payment of all accumulated annual leave.

4.3 **Without Cause Termination.** The Board may elect to terminate the Employment Contract Without Cause. In this case the Employee will be entitled to payment of all accumulated annual leave, and up to 150 hours accumulated sick leave and 60 days severance pay.

4.4 **Employee's Election to Leave Employment.** The employee may elect to leave employment at any time but shall offer to the District 60 days notice in advance. The District, when notice is given, may agree to a lesser notice period.

#### 5. Ownership of Results of Services

5.1 District shall own, and Employee hereby transfers and assigns to it, all rights of every kind and character throughout the work, in perpetuity, in and to any material and/or ideas written, suggested, or submitted by Employee hereunder and all other results and proceeds of Employee's services hereunder,

whether the same consists of literary, dramatic, mechanical or any other form of works, themes, ideas, creations, products, or compositions. Employee agrees to execute and deliver to District such assignments or other instruments as District may require from time to time to evidence its ownership of the results and proceeds of Employee's services.

## **6. Notices**

6.1 All notices, requests, consents and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or sent by prepaid telegram, or mailed first-class, postage prepaid, as follows:

If to Employee: D. Lance Rogers  
950 Piney-A Plantation Road  
Tallahassee, FL 32311

If to District: Piney-Z Plantation CDD  
c/o Severn Trent Management Services  
210 N. University Drive, Suite 702  
Coral Springs, FL 33071

With copies to: Severn Trent Services  
ATTN: District Manager  
475 W. Town Place, Suite 100  
St. Augustine, FL 32092

or as such other addresses as either party may specify by written notice to the other as provided in this Section 7.1.

## **7. General**

7.1 This Agreement sets forth the entire agreement and understanding of the parties hereto, and supersedes all prior agreements, arrangements, and understandings. Nothing herein contained shall be construed so as to require the commission of any act contrary to law and wherever there is any conflict between any provision of this Agreement and any present or future statute, law, ordinance or regulation, the latter shall prevail, but in such event the provision of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements. Without limiting the generality of the foregoing, in the event that any compensation or other monies payable hereunder shall be in excess of the amount permitted by any such statute, law, ordinance, or regulation, payment of the maximum amount allowed thereby shall constitute full compliance by District with the payment requirements of this Agreement.

7.2 No representation, promise, or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise, or inducement not so set forth. The section headings contained herein are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

7.3 The provisions of this Agreement shall inure to the benefit of the parties hereto, their heirs, legal representatives, successors, and assigns. This Agreement, and Employee's rights and obligations hereunder, may not be assigned by Employee. District may assign its rights, together with its obligations, hereunder in connection with any sale, transfer or other disposition of all or substantially all of its business and assets. District may also assign this Agreement to any affiliate of District; provided, however, that no such assignment shall (unless Employee shall so agree in writing) release District of liability directly to Employee for the due performance of all of the terms, covenants, and conditions of this Agreement to be complied with and performed by District. The term "affiliate," as used in this agreement, shall mean any corporation, firm, partnership, or other entity controlling, controlled by or under common control with District. The term "control" (including "controlling", "controlled by", and "under common control with"), as used in the preceding sentence, shall be deemed to mean the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such corporation, firm, partnership, or other entity, whether through ownership of voting securities or by contract or otherwise.

7.4 This Agreement may be amended, modified, superseded, cancelled, renewed or extended, and the terms or covenants hereof may be waived, only by a written instrument executed by both of the parties hereto, or in the case of a waiver, by the party waiving compliance. The failure of either party at any time or times to require performance of any provisions hereof shall in no manner affect the right at a later time to enforce the same. No waiver by either party of the breach of any term or covenant contained in this Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be, or construed as, a further or continuing waiver of any such breach, or a waiver of the breach of any other term or covenant contained in this Agreement.

7.5 This Agreement shall be governed by and construed according to the laws of the State of Florida applicable to agreements to be wholly performed therein and, should there be litigation, venue shall be in Leon County, Florida.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first above written.

Piney-Z Plantation CDD

D. Lance Rogers

By: Thomas C Cooper

Sign: D. Lance Rogers

Title: Chair

Date: 11-12-07

Date: 11/12/07

## **Seventh Order of Business**

**7B.**

PINEY-Z  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2014**

Version 1 - Proposed Budget:  
(Printed on 4/2/13 10 am)



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Piney-Z  
Community Development District

**Operating Budget**

Fiscal Year 2014

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU FEB-2013	PROJECTED MAR - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
<b>REVENUES</b>								
Interest - Investments	\$ 516	\$ 1,535	\$ 1,255	\$ 1,080	\$ 281	\$ 393	\$ 551	\$ 550
Net Incr (Decr) In FMV-Invest	1,236	-	-	-	-	-	-	-
Interest - Tax Collector	19	54	42	-	31	-	31	-
Special Assmnts- Tax Collector	299,251	376,975	358,554	358,552	343,861	14,693	358,554	358,552
Special Assmnts- HOA	67,489	-	-	-	-	-	-	-
Special Assmnts- Discounts	(13,383)	(14,122)	(13,589)	(14,342)	(13,584)	(147)	(13,731)	(14,342)
Other Miscellaneous Revenues	-	4,868	-	-	-	-	-	-
Access Cards	-	50	-	-	-	-	-	-
Amenities Revenue	12,365	11,055	11,420	12,000	5,855	6,145	12,000	12,000
<b>TOTAL REVENUES</b>	<b>367,493</b>	<b>380,415</b>	<b>357,682</b>	<b>357,290</b>	<b>336,444</b>	<b>21,084</b>	<b>357,405</b>	<b>356,760</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
P/R-Board of Supervisors	6,800	4,800	5,200	6,000	1,200	4,800	6,000	6,000
FICA Taxes	520	367	398	459	92	367	459	459
ProfServ-Engineering	-	795	-	500	-	-	-	500
ProfServ-Legal Services	69,747	21,600	33,127	30,000	13,890	21,110	35,000	35,000
ProfServ-Mgmt Consulting Serv	47,839	47,839	47,839	49,275	20,531	28,744	49,275	49,275
ProfServ-Special Assessment	6,046	4,546	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	7,800	3,200	3,300	3,400	3,400	-	3,400	3,500
Communication - Telephone	228	173	10	240	2	238	240	2,400
Postage and Freight	1,912	800	863	2,000	261	1,739	2,000	2,000
Insurance - General Liability	7,685	7,055	8,074	10,655	3,611	4,525	8,136	10,954
Printing and Binding	2,620	2,205	1,925	2,500	414	2,086	2,500	2,500
Legal Advertising	1,810	1,033	1,512	1,500	378	1,122	1,500	1,500
Miscellaneous Services	121	589	2,156	500	437	663	1,100	1,200
Misc-Assessmnt Collection Cost	10,601	10,886	10,349	10,757	9,914	441	10,355	10,757
Misc-Contingency	1,150	1,550	-	2,000	-	-	-	2,000

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU FEB-2013	PROJECTED MAR - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
Office Supplies	364	276	390	500	94	406	500	500
Annual District Filing Fee	175	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>165,418</b>	<b>107,889</b>	<b>119,955</b>	<b>125,098</b>	<b>59,036</b>	<b>66,241</b>	<b>125,277</b>	<b>133,357</b>
<b>Field</b>								
Contr-Landscape-Amenities Area	12,040	12,040	12,040	12,040	5,017	7,023	12,040	12,040
R&M-Other Landscape	994	456	-	-	-	-	-	-
Misc-Contingency	-	-	2,433	8,204	4,100	4,104	8,204	8,500
<b>Total Field</b>	<b>13,034</b>	<b>12,496</b>	<b>14,473</b>	<b>20,244</b>	<b>9,117</b>	<b>11,127</b>	<b>20,244</b>	<b>20,540</b>
<b>Fieldcrest</b>								
Contracts-Landscape-Fieldcrest	36,400	-	-	-	-	-	-	-
<b>Total Fieldcrest</b>	<b>36,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Home Owner Association</b>								
Contr-Landsc-HOA Common Area	28,950	-	-	-	-	-	-	-
Utility - General	3,000	-	-	-	-	-	-	-
R&M-General	3,000	-	-	-	-	-	-	-
Misc-Community Services HOA	27,815	-	-	-	-	-	-	-
<b>Total Home Owner Association</b>	<b>62,765</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parks and Recreation - General</b>								
Payroll-Salaries	100,108	110,243	108,129	118,000	29,372	80,628	110,000	118,000
FICA Taxes	8,164	8,975	8,324	9,027	2,316	6,168	8,484	9,027
Pension Benefits	2,250	2,250	2,250	2,250	2,250	-	2,250	2,250
Life and Health Insurance	6,078	7,612	8,219	8,700	3,580	5,012	8,592	9,450
Workers' Compensation	4,771	4,276	3,704	3,791	2,124	2,123	4,247	4,884
ProfServ-Pool Maintenance	4,800	4,800	4,800	4,800	2,000	2,800	4,800	4,800
Contracts-Security Services	2,579	2,516	4,530	2,224	1,252	1,252	2,504	2,504
Communication - Teleph - Field	5,829	5,851	2,542	1,620	1,119	1,330	2,449	2,280
Postage and Freight	491	348	404	900	60	840	900	900

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU FEB-2013	PROJECTED MAR - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
Utility - General	26,175	24,774	24,333	28,000	11,041	16,959	28,000	28,000
Utility - Other	1,812	2,276	2,347	3,000	936	2,064	3,000	3,000
R&M-General	10,214	15,749	15,389	14,100	8,916	5,184	14,100	14,100
R&M-Equipment	1,554	1,030	2,123	2,300	496	1,804	2,300	2,300
R&M-Pest Control	863	430	390	790	130	660	790	790
R&M-Pools	884	6,538	3,973	4,000	-	4,000	4,000	5,500
Misc-Contingency	-	-	600	6,000	-	6,000	6,000	6,000
Office Supplies	1,941	6,720	5,140	3,000	1,296	1,704	3,000	3,000
Op Supplies - General	4,360	618	-	-	-	-	-	-
Op Supplies - Pool Chemicals	3,402	3,790	3,515	5,000	14	4,986	5,000	5,000
Capital Outlay	19,178	9,861	32,360	16,600	18,066	6,000	24,066	25,000
<b>Total Parks and Recreation - General</b>	<b>205,453</b>	<b>218,657</b>	<b>233,072</b>	<b>234,102</b>	<b>84,968</b>	<b>149,514</b>	<b>234,482</b>	<b>246,785</b>
<b>Reserves</b>								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	10,000
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>483,070</b>	<b>339,042</b>	<b>367,500</b>	<b>389,444</b>	<b>153,121</b>	<b>226,882</b>	<b>380,003</b>	<b>410,682</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(115,577)	41,373	(9,818)	(32,154)	183,323	(205,798)	(22,598)	(53,922)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(32,154)	-	-	-	(53,922)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(32,154)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(53,922)</b>
Net change in fund balance	(115,577)	41,373	(9,818)	(32,154)	183,323	(205,798)	(22,598)	(53,922)
<b>FUND BALANCE, BEGINNING</b>	<b>286,728</b>	<b>171,151</b>	<b>212,524</b>	<b>202,706</b>	<b>202,706</b>	<b>-</b>	<b>202,706</b>	<b>180,108</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 171,151</b>	<b>\$ 212,524</b>	<b>\$ 202,706</b>	<b>\$ 170,552</b>	<b>\$ 386,029</b>	<b>\$ (205,798)</b>	<b>\$ 180,108</b>	<b>\$ 126,186</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2014	\$ 180,108
Net Change in Fund Balance - Fiscal Year 2014	(53,922)
Reserves - Fiscal Year 2014 Additions	10,000
<b>Total Funds Available (Estimated) - 9/30/2014</b>	<b>136,186</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Nonspendable Fund Balance***

Prepaid Items	881
Subtotal	881

***Restricted Fund Balance***

Debt Service - Series 2002 in lieu of a Reserve account	18,500
Subtotal	18,500

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	86,805 <sup>(1)</sup>
Reserves - CDD Amenities	30,000
Subtotal	116,805

<b>Total Allocation of Available Funds</b>	<b>136,186</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b>\$ (0)</b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2014

**REVENUES**

**Interest – Investments**

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

**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 operating expenditures during the Fiscal Year.

**Special Assessments – Discounts**

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

**Amenities Revenue**

The District charges a facility use fee to residents and individuals for the use of the District's Amenities. This budget also includes the swim lessons revenue.

**EXPENDITURES**

*Expenditures - Administrative*

**Payroll – Board of Supervisors & FICA Taxes**

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

**Professional Services – Engineering**

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

**Budget Narrative**  
Fiscal Year 2014

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

**Professional Services – Legal Services**

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**

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 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 and the charge for records storage. The proposed budget anticipates transcription services for six (6) workshops.

**Professional Services – Special Assessment**

Administrative costs to prepare the District's Special Assessment Roll.

**Auditing Services**

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 prior year trends.

**Communication – Telephone**

Telephone and fax machine expenses.

**Postage & Freight**

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

**Insurance – General Liability**

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 \$5,028 and the Property Insurance premium is \$4,497. The budget is based on this year's premium plus 15% anticipated cost increase.

**Budget Narrative**  
Fiscal Year 2014

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

**Printing & Binding**

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

**Legal Advertising**

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

**Miscellaneous Services**

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

**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 FY2014 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

**Misc. – Contingency**

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

**Office Supplies**

Miscellaneous office supplies.

**Annual District Filing Fees**

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

**Budget Narrative**  
Fiscal Year 2014

***Expenditures - Field***

**Contracts – Landscape – Amenities Area**

Represents the cost of landscaping and maintaining the amenities area within the District. The District currently has a contract with John Hurst Outdoor Services to provide these services. The current annual contract amount is \$12,040.

**Misc. – Contingency**

Needed services and repairs provided by the Landscaper or other vendors that fall outside of the services specified in the Landscaping Contract. Examples are tree removal, dead limb trimming, extra plantings, sod, wood mulch applications, irrigation repairs, asphalt repair in parking lot, gazebo repairs, replace, repair or add an outdoor item such as trash can holder, picnic table, benches, park style grill, etc.

***Expenditures - Parks and Recreation - General***

**Payroll – Salaries**

Represents the cost of one (1) full time Property Manager's Annual Salary, three (3) part-time year-around staff who perform maintenance, custodial, and office aid duties, and seasonal head lifeguards and all other lifeguards during the swimming pool season. Lifeguard duties are performed during assigned hours between mid-April and mid-October.

**FICA Taxes**

Represents the cost for payroll tax for full-time Property Manager, and part-time year-around staff who perform maintenance, custodial, and office aid duties, and the seasonal head lifeguards and all other lifeguards.

**Pension Benefits**

Represents the contribution to the retirement account for full-time Property Manager paid directly to Raymond James and Associates.

**Budget Narrative**  
Fiscal Year 2014

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

**Life and Health Insurance**

Represents the cost for health insurance for full-time Property Manager.

**Workers' Compensation**

The District's policy is currently with Florida Municipal Insurance Trust.

**Professional Services – Pool Maintenance**

Represents the cost associated with services provided by Alan Cox Aquatics for \$400 per month. One (1) weekly visit to clean the pool year around, training and placement of lifeguards at the pool, provide fee-generating aquatics programming such as children's swim lessons, coordinating with Property Manager the selection of programming and supervision of lifeguards; coordinating with Property Manager and Head Guards with the lifeguard staff meetings, scheduling of their work hours, guarding and maintaining pool during swim season; performing minor maintenance repairs to the pool.

**Contracts-Security Services**

Represents monthly monitoring of the Lodge, Office, Fitness Center, Garage, Key Fob Readers. One fob reader at Fitness Center entrance, two fob readers on gates at pool. The District currently has a contract with Sonitrol.

**Communication – Telephone-Field**

Represents cost of a stipend associated with three designated staff needing cell phone service to perform their duties. The three staff receiving the stipend maintain their own cell phone account in their name. Also included is the budget for the telephone at the pool.

**Postage and Freight**

Represents postage and shipping associated with the operation of the CDD office, including FedEx and UPS needs, and postage for mailings.

**Utility – General**

Represents the cost associated with utility usage and refuse removal at Piney-Z Lodge.

**Budget Narrative**  
Fiscal Year 2014

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

**Utility – Other**

The service includes Comcast Bundle (Telephone, Internet, and Television) Classified as Business Account (non-residential).

**R&M – General**

Represents the following services:

<u>Service</u>	<u>Annual Amount</u>
A/C Annual Servicing	\$ 420
A/C Parts / Repairs	1,000
Carpet / Rug Cleaning	350
Plumbing Repairs	1,500
Fire Protection Supplies/Inspections/Extinguisher	500
Painting	500
Electric Replace/Repairs/Enhance	3,000
Misc. Carpentry Needs	730
Dumpster Rental	350
General Operating Supplies / Miscellaneous (Cleaning supplies, tools, restroom supplies, signs, keys, fuel and repairs for equipment)	5,750
<b>TOTAL</b>	<b>\$ 14,100</b>

**Budget Narrative**  
Fiscal Year 2014

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

**R&M – Equipment**

This represents monthly servicing / preventative maintenance of equipment in the Fitness Center plus any necessary repairs, parts and labor on exercise equipment. All equipment is commercial grade and currently includes: Four Treadmills, Two Elliptical Machines, One Exercise Bike, One Stepper Machine, multi-Station Apollo Weight Station Machine, Benches.

**R&M – Pest Control**

This represents servicing of Lodge, Fitness Center, Garage and grounds every other month. Also, includes 2-3 special treatments of ants, yellow jackets, etc. as they occur.

**R&M – Pools**

Represents the cost associated with repairing the pool and pool equipment. Examples: Repair or replace pumps, Chlorinator, pipes, problems with deck, tiles, on-deck showers, replace / add deck furniture.

**Misc. – Contingency**

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

**Office Supplies**

Represents costs associated with all office operations at the CDD Property Manager's Office. Includes copier and computer paper, computer ink, computer software and anti-virus renewal, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for Board Members, file cabinet, permits, etc.

**Operating Supplies- Pool Chemicals**

Represents cost of pool chemicals, all required supplies such as chemical test kits, safety equipment such as rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, bleach, etc.

**Budget Narrative**  
Fiscal Year 2014

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

**Capital Outlay**

Represents various capital outlay needs planned for or unexpected. Examples: Replace aging or add new exercise equipment (\$4,500-\$6,500 per machine), replace appliances, unexpected roofing or flooring problems, other significant repairs, and addition of equipment at the use areas benefiting the resident users of the amenities.

***Expenditures – Reserves***

**Reserves – CDD Amenities**

For future repairs and maintenance of the CDD amenities.

Piney-Z  
Community Development District

**Debt Service Budgets**

Fiscal Year 2014

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU FEB-2013	PROJECTED MAR - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
<b>REVENUES</b>								
Interest - Investments	\$ 4	\$ 356	\$ 58	\$ 50	\$ 22	\$ 31	\$ 53	\$ 50
Special Assmnts- Tax Collector	145,738	78,801	82,527	79,194	75,950	3,245	79,195	81,881
Special Assmnts- Prepayment	8,031	-	-	-	-	-	-	-
Special Assmnts- Discounts	(5,319)	(2,952)	(3,128)	(3,168)	(3,000)	(32)	(3,032)	(3,275)
<b>TOTAL REVENUES</b>	<b>148,454</b>	<b>76,205</b>	<b>79,457</b>	<b>76,076</b>	<b>72,972</b>	<b>3,243</b>	<b>76,215</b>	<b>78,656</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Trustee	2,694	2,694	2,694	2,700	-	2,700	2,700	2,700
Misc-Bank Charges	31	-	-	-	-	-	-	-
Misc-Assessmnt Collection Cost	4,213	2,275	2,382	2,376	2,190	97	2,287	2,456
<b>Total Administrative</b>	<b>6,938</b>	<b>4,969</b>	<b>5,076</b>	<b>5,076</b>	<b>2,190</b>	<b>2,797</b>	<b>4,987</b>	<b>5,156</b>
<i>Debt Service</i>								
Principal Debt Retirement	40,000	45,000	50,000	50,000	-	50,000	50,000	55,000
Principal Prepayments	5,000	10,000	-	-	-	-	-	-
Interest Expense	28,375	26,000	23,500	21,000	10,500	10,500	21,000	18,500
<b>Total Debt Service</b>	<b>73,375</b>	<b>81,000</b>	<b>73,500</b>	<b>71,000</b>	<b>10,500</b>	<b>60,500</b>	<b>71,000</b>	<b>73,500</b>
<b>TOTAL EXPENDITURES</b>	<b>80,313</b>	<b>85,969</b>	<b>78,576</b>	<b>76,076</b>	<b>12,690</b>	<b>63,297</b>	<b>75,987</b>	<b>78,656</b>
Excess (deficiency) of revenues Over (under) expenditures	68,141	(9,764)	881	-	60,282	(60,054)	228	-
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	68,141	(9,764)	881	-	60,282	(60,054)	228	-
<b>FUND BALANCE, BEGINNING</b>	<b>39,111</b>	<b>107,252</b>	<b>97,488</b>	<b>98,369</b>	<b>98,369</b>	<b>-</b>	<b>98,369</b>	<b>98,597</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 107,252</b>	<b>\$ 97,488</b>	<b>\$ 98,369</b>	<b>\$ 98,369</b>	<b>\$ 158,651</b>	<b>\$ (60,054)</b>	<b>\$ 98,597</b>	<b>\$ 98,597</b>

## SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE	PRINCIPAL	SPECIAL CALL	INTEREST	TOTAL
11/01/13	370,000	5.00%			9,250.00	
05/01/14	370,000	5.00%	55,000		9,250.00	73,500
11/01/14	315,000	5.00%			7,875.00	
05/01/15	315,000	5.00%	55,000		7,875.00	70,750
11/01/15	260,000	5.00%			6,500.00	
05/01/16	260,000	5.00%	60,000		6,500.00	73,000
11/01/16	200,000	5.00%			5,000.00	
05/01/17	200,000	5.00%	65,000		5,000.00	75,000
11/01/17	135,000	5.00%			3,375.00	
05/01/18	135,000	5.00%	65,000		3,375.00	71,750
11/01/18	70,000	5.00%			1,750.00	
05/01/19	70,000	5.00%	70,000		1,750.00	73,500
			\$ 370,000	\$ -	\$ 67,500	\$ 508,500

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2014 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU FEB-2013	PROJECTED MAR - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
<b>REVENUES</b>								
Interest - Investments	\$ 11	\$ 349	\$ 111	\$ 100	\$ 42	\$ 59	\$ 101	\$ 100
Special Assmnts- Tax Collector	228,503	227,306	227,306	227,306	217,991	9,315	227,306	227,306
Special Assmnts- Prepayment	8,129	-	-	-	-	-	-	-
Special Assmnts- Discounts	(8,339)	(8,515)	(8,615)	(9,092)	(8,612)	(93)	(8,705)	(9,092)
<b>TOTAL REVENUES</b>	<b>228,304</b>	<b>219,140</b>	<b>218,802</b>	<b>218,314</b>	<b>209,421</b>	<b>9,281</b>	<b>218,702</b>	<b>218,314</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Arbitrage Rebate	1,200	-	(600)	-	-	-	-	-
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Trustee	3,763	3,763	3,763	3,800	3,763	-	3,763	3,800
Misc-Assessmnt Collection Cost	6,605	6,564	6,561	6,819	6,285	279	6,564	6,819
<b>Total Administrative</b>	<b>12,568</b>	<b>11,327</b>	<b>10,724</b>	<b>11,619</b>	<b>10,048</b>	<b>1,279</b>	<b>11,327</b>	<b>11,619</b>
<i>Debt Service</i>								
Principal Debt Retirement	145,000	140,000	155,000	160,000	-	160,000	160,000	165,000
Principal Prepayments	-	10,000	-	-	-	-	-	-
Interest Expense	69,013	63,388	57,950	52,138	26,069	26,069	52,138	46,138
<b>Total Debt Service</b>	<b>214,013</b>	<b>213,388</b>	<b>212,950</b>	<b>212,138</b>	<b>26,069</b>	<b>186,069</b>	<b>212,138</b>	<b>211,138</b>
<b>TOTAL EXPENDITURES</b>	<b>226,581</b>	<b>224,715</b>	<b>223,674</b>	<b>223,757</b>	<b>36,117</b>	<b>187,348</b>	<b>223,465</b>	<b>222,757</b>
Excess (deficiency) of revenues								
Over (under) expenditures	1,723	(5,575)	(4,872)	(5,443)	173,304	(178,068)	(4,763)	(4,443)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(5,443)	-	-	-	(4,443)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(5,443)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,443)</b>
Net change in fund balance	1,723	(5,575)	(4,872)	(5,443)	173,304	(178,068)	(4,763)	(4,443)
<b>FUND BALANCE, BEGINNING</b>	<b>175,277</b>	<b>177,000</b>	<b>171,425</b>	<b>166,553</b>	<b>166,553</b>	<b>-</b>	<b>166,553</b>	<b>161,790</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 177,000</b>	<b>\$ 171,425</b>	<b>\$ 166,553</b>	<b>\$ 161,110</b>	<b>\$ 339,857</b>	<b>\$ (178,068)</b>	<b>\$ 161,790</b>	<b>\$ 157,347</b>

## SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE (1)	PRINCIPAL	SPECIAL CALL	INTEREST	TOTAL
11/01/13	1,105,000	3.75%/4.25%			23,068.75	
05/01/14	1,105,000	3.75%/4.25%	165,000		23,068.75	211,137.50
11/01/14	940,000	4.25%			19,975.00	
05/01/15	940,000	4.25%	170,000		19,975.00	209,950.00
11/01/15	770,000	4.25%			16,362.50	
05/01/16	770,000	4.25%	180,000		16,362.50	212,725.00
11/01/16	590,000	4.25%			12,537.50	
05/01/17	590,000	4.25%	190,000		12,537.50	215,075.00
11/01/17	400,000	4.25%			8,500.00	
05/01/18	400,000	4.25%	195,000		8,500.00	212,000.00
11/01/18	205,000	4.25%			4,356.25	
05/01/19	205,000	4.25%	205,000		4,356.25	213,712.50
			\$ 1,105,000	\$ -	\$ 169,600.00	\$ 1,486,738

(1 ) Note: Bond payments of \$165,000 due May 1, 2014 at 3.75% interest and \$940,000 due May 1, 2014 at 4.25% interest.

**Budget Narrative**  
Fiscal Year 2014

<b>REVENUES</b>
-----------------

**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.

<b>EXPENDITURES</b>
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<i>Expenditures - Administrative</i>
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**Professional Services – Trustee**

The District issued the 2008 Series Special Assessment 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.

**Budget Narrative**  
Fiscal Year 2014

<i>Expenditures – Administrative (continued)</i>
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**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 FY2014 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

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

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

**Interest Expense**

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

Piney-Z  
Community Development District

**Supporting Budget Schedules**  
Fiscal Year 2014

**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2014 vs Fiscal Year 2013**

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2014	FY2013	Percent Change	FY2014	FY2013	Percent Change	FY2014	FY2013	Percent Change	FY2014	FY2013	Percent Change
36	28	\$426.85	\$426.85	0.00%	\$196.00	\$196.00	0.00%	\$70.04	\$67.75	3.38%	\$692.89	\$690.60	0.33%
40	104	\$426.85	\$426.85	0.00%	\$217.78	\$217.78	0.00%	\$77.83	\$75.27	3.40%	\$722.46	\$719.90	0.36%
50	291	\$426.85	\$426.85	0.00%	\$298.85	\$298.85	0.00%	\$97.28	\$94.09	3.39%	\$822.98	\$819.79	0.39%
60	62	\$426.85	\$426.85	0.00%	\$298.85	\$298.85	0.00%	\$116.73	\$112.90	3.39%	\$842.43	\$838.60	0.46%
75	183	\$426.85	\$426.85	0.00%	\$408.34	\$408.34	0.00%	\$145.91	\$141.12	3.39%	\$981.10	\$976.31	0.49%
90	67	\$426.85	\$426.85	0.00%	\$490.00	\$490.00	0.00%	\$180.74	\$174.81	3.39%	\$1,097.59	\$1,091.66	0.54%
65 *	8	\$426.85	\$426.85	0.00%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$731.75	\$731.75	0.00%
50 gar	12	\$426.85	\$426.85	0.00%	\$304.90	\$304.90	0.00%	\$13.28	\$12.84	3.43%	\$745.03	\$744.59	0.06%
20 TH *	85	\$426.85	\$426.85	0.00%	\$152.45	\$152.45	0.00%	\$0.00	\$0.00	n/a	\$579.30	\$579.30	0.00%
	840												

\* The debt associated with the Amenity Debt was paid in full for the eight 65' units, and 85 - 20' Townhomes.

## **Eighth Order of Business**

Piney-Z Community Development District  
Property Manager's Report  
Submitted by Lance Rogers  
Meeting Date: April 8, 2013

**Events / Facility Use**

As of this writing the events, activities and meetings that took place at the CDD Amenities between March 11 and April 8, 2013 are as follows:

Three Resident Sponsored Events  
HOA Community Bunko Game Night  
HOA Board Only Meeting

**Access Report for Fitness Center / February 2013 is Below**

Fitness Center Key Fob Entries:

Month / Year: February 2013

Fob Entries: **513**

Households Represented: **82**

**Property Manager's Log of Payments Received from Rental of Amenities Since the Last Meeting**

Fiscal Year to Date Total as reported in last meeting on March 11, 2013: \$5,355.00

**Date Sent**

<b>Piney-Z Renter Host / Name on Check</b>	<b>Check Number Type of Fee</b>	<b>Date of Event</b>	<b>Fee Paid</b>
03/06/13 Bianca S Varnado (Resident Host: Bobbie White)	01-2026 (Base Fee)	04/13/13	\$150.00
03/06/13 Victor B. Wiley	1014 (Base Fee)	07/12/13	\$150.00
03/06/13 Tony Alex	106 (Base Fee)	05/05/13	\$150.00
03/26/13 Bianca S Varnado (Resident Host: Bobbie White)	01-0205 (Rental Fee)	04/13/13	\$100.00
03/26/13 J.P. or Vasantha Subramani (Resident Host: Jyothi Murthy)	4121 (Base Fee)	05/26/13	<u>\$150.00</u>
			Total \$700.00

Fiscal Year to Date Total: \$6,055.00

**Pool Chair Lift Update**

As reported in an email to the Board of Supervisors on March 22, 2013:

*"Workers from Swain Pools and Spas assembled and installed the Pool Chair Lift on the pool deck Friday, March 22. It was installed by Noon. The battery was not fully charged but we tested it out a few minutes and it was functioning correctly. The cover that was ordered for the Chair Lift has been placed over the Chair Lift and it was secured before the weekend."*

I also reported in the email *"I intend to charge the battery this week and test it more. Through our usual procedures, concerning pool equipment use and care, we (Alan Cox and myself) will be training the head lifeguards and lifeguard team about the Chair and*

*proper usage and care. We will be ready with a fully functional Chair Lift for the pool season that starts on Saturdays and Sundays beginning April 20."*

As of this report there are no problems with the installation and the Chair Lift and I authorized the payment to the vendor for the contracted sum.

### Swimming Pool / Aquatics

The 2013 pool schedule has been posted on the web site for several weeks. The Head Lifeguards, Alan Cox and me have been communicating and meeting in preparation to open the pool. The usual maintenance we do, checking of equipment, and hiring, etc., are well underway.

### Playmore Recreational Products and Services

A thank you card from Playmore Recreational Products and Services management staff was received for choosing their company. It said "Thank you for choosing Playmore Recreational Products and Services. Play is such an important part of life for people of all ages. We're happy we could provide this play opportunity for your organization". Along with it they sent a Certificate for Playground Installation Warranty and Complimentary Playground Inspection Service. A copy of the certificate follows my report.

### Office Copier

Our current copier was purchased used but in excellent condition in May of 2008. It has served us well and we have received good service from Service Plus Office Machines. In October we received notification from John D. Davis, III, President, Service Plus Office Machines, Inc. stating the following:

Amendment EMS Contract  
Piney Z

"Due to the age of your existing machine, Sharp Ar-M237Serial: 45035326, we are amending your EMS to include the following paragraph to Section II:

*B. In the event parts are no longer available from the manufacturer and thus Service Plus is unable to repair the machine, either party may terminate this contract at any time.*

At Service Plus, we do everything in our power to keep your machine up and running, no matter the age of the machine, for as long as possible. However, there are situations beyond our control wherein the parts are no longer available and this amendment addresses that situation.

Since then we have kept the machine in use as the copier shared by the CDD and the HOA. It has been working although the feeder has had problems for a while and machine is outdated.

The arrangement the CDD has had in the past with the HOA and it is the current arrangement is as follows: The CDD purchases the Copier and paper, as well as accommodates the visits from Service Plus Office Machines to maintain the machine or make repairs. The HOA pays for the annual EMS maintenance. Both entities share use of the copier.

The HOA has requested that the CDD Board go ahead and approve the purchase a new (used, but in excellent condition copier). And that the arrangement between the CDD and HOA continue. From communication I have had with the HOA President on behalf of the HOA Board they would like for the CDD to now go ahead and make a decision to purchase the newer more modern copier that would give both organizations years of trouble free use and better features.

Following this report, for your consideration, is a copy of a Sales Agreement for an Off Lease Cannon iR-3035 Copier. Cost \$1,500 / Maintenance Agreement \$319.00, based on 10,000 copies per year. The features of the copier are provided on the sales agreement.

Would the Board like to go ahead and approve this purchase of the Copier for \$1,500?

### **Possible Fill Dirt / Sod Project Outside Footprint of Playground**

I met with John Hurst about this possible project.

Concerning the possibility of adding fill dirt and sod, plus possibly irrigation to a significant area outside the footprint of the playground:

In the Contract that the Piney-Z CDD has with John Hurst Outdoor Services (JHOS) it describes how the District utilizes JHOS for Irrigation and Other Outdoor Services. In keeping with past operational procedures, this type of work would be something JHOS is called upon to do and it is consistent with the contract that states JHOS must be willing to handle outdoor needs that arise that may not be specified in the routine duties specified in the Landscaping contract and JHOS handles the irrigation for the CDD property. JHOS when called upon to handle the other outdoor services or irrigation repairs is paid additional to perform that work.

Traditionally, Mr. Hurst has shopped for the most economical prices and performed the work for the District as a part of the agreement. I met with Mr. Hurst and he has submitted prices for fill dirt and sod. This type project falls into the type of service that JHOS has been called upon to do in the past. It should also be noted that this work would take place on land deeded to the HOA. The HOA has a contract with JHOS to service the HOA common areas. A determination likely needs to be made as to whether the lease agreement the CDD has with the HOA extends to land outside the footprint of the playground. If the land is part of the area leased by the CDD, the Board, as I understand it, could consider authorizing the work to be done. If not it would be up to the HOA to decide about any work in that area outside the footprint of the playground.

**Irrigation:** And since JHOS is contracted to handle our Irrigation testing and repairs I also met with Mr. Hurst about the possibility of adding Irrigation in the area outside of the footprint of the Playground. Mr. Hurst's estimate for fill dirt, sod and irrigation shows estimates for permanent irrigation versus above ground temporary irrigation for consideration by the appropriate Board(s) – CDD and / or HOA.

**Following this report is the estimate from Mr. Hurst for fill dirt, sod and irrigation installation for your review and consideration.**

**Other Questions:** It is my understanding that the Board is leasing basically the land that the playground sits on or the footprint of the playground. The work described above

would be on HOA land. Also, if irrigation is added to that area by adding irrigation zones that originate from CDD property it would be utilizing CDD water. If the Board chooses to install permanent irrigation, it may need to be discussed with the HOA? And what happens when the CDD expires in 2019 and having irrigation on HOA land in which the water and controls are on CDD property? There is a way to install temporary irrigation. Mr. Hurst explained that the irrigation could be installed above ground. The advantage is it could be removed at any time. The disadvantage is that it is visible and a trip hazard if someone is not paying attention. But the irrigation pipes would be clearly marked.

**Poison Ivy:** There is significant poison ivy growth in the area where many of the trees were removed. John Hurst is ready to eradicate it. He and I put ribbon around the area and signs. Again, a determination needs to be made as to which organization is responsible for landscaping needs and concerns outside of the actual footprint of the Playground.

### ADA Path Gazebo Area Work / Accessibility from the Parking Lot to the Gazebo Area

Following my report is an estimate from Hoover Development to reconfigure the path from the sidewalk to the gazebo area to meet ADA slope requirements if the Board would like to proceed with this project.

### Gazebo Roof Replacement

The roof on the two gazebos both need to be replaced at some point. An estimate from Hoover Development to re-roof both gazebos follows my report.

### Possible Pressure Washing and Stain / Sealing Project of Gazebo Park Area

As reported in past emails and my report submitted for the last meeting the pressure washing and stain/sealing of the wood components of the playground equipment, the benches, trash can holders, and landscaping timbers in the playground area had been completed by Ron Erichson, LLC Painting.

Following my report, for the Board's consideration, are estimates to continue with pressure washing and stain / sealing wood features of the Gazebo Park area. The estimates are from: Ron Erichson Painting, LLC, Superior Painting, John Hurst Outdoor Services.

The work would include pressure washing and stain / sealing the following:

Three benches, three trash can holders, three picnic tables, approximately 300 feet of landscaping timbers, two round gazebos, (does not include rafters or roofs), one square gazebo, and ramps.

### Rosemary White Play Ground and Gazebo Park

The sign company that we primarily use and have an account with is going to provide graphics for different style signs to be considered to be placed at the Park. I will have color graphics and estimates of the different styles by the meeting.

Property Manager's Log of  
Payments Received from Rental of Amenities  
CDD Board Meeting: March 11, 2013

Fiscal Year to Date Balance as reported in previous meeting on January 14, 2013: \$4,155.00

<u>Piney Z Renter Host / Name on Check</u>	<u>Check Number Type of Fee</u>	<u>Date of Event</u>	<u>Fee Paid</u>
Shelby & Detrick L. Chipman	2744 (Base Fee)	02/09/13	\$150.00
Evaristo & Sharon Solis	3133 (Base/Rental Fee)	02/13/13	\$400.00
Shelby & Detrick L. Chipman	2745 (Rental Fee)	02/09/13	\$100.00
Stacey K. Chislom Resident Host: Melody Hadley	3147 (Base Fee)	05/18/13	\$150.00
Amruth Kodela	619 (Base/Rental Fees)	03/16/13	\$250.00
G. or V. Barnes (Vanessa Barnes)	4275 (Base Fee)	3/23/13	<u>\$150.00</u>
		Total	\$1,200.00

Fiscal Year to Date Total: \$5,355.00

Access Reports  
December 2012 and January 2013

Fitness Center Fob Entries:

Month / Year: December 2012

Fob Entries: 411

Households Represented: 81

Month / Year: January 2013

Fob Entries: 546

Households Represented: 94

Note: More than one family member can enter at the same time using the same key fob. And residents can bring up to two guests with them. So, the actual number of people using the Fitness Center would be higher.

**8A.**

## **Future Needs**

**For your information, and convenience I'm providing some of the past history of Inventory that was performed and the Five Year Plan, as well as facility issues.**

In the minutes of the January 12, 2009 meeting, (March 2009 Agenda Package) the work I completed documenting all of the District's items including taking photographs of virtually everything was praised for its thoroughness. It is on file with the District.

As part of the Five Year Facility – Maintenance, Repair and Replacement Plan the Board was presented research I collected and estimates for what would be considered more costly needs. The roof was discussed in the process and since. Estimates in 2009 were between \$16,000 - \$17,000. Some companies wanted \$200 - \$300 to do a full evaluation. The Board chose not to pursue those. Painting the lodge and pavilion was another example. Some companies offered to do very basic painting for under \$2,000. Another company gave a very itemized estimate close to \$10,000.

Other larger cost items that were presented, provided in the report, or discussed in meetings were:

1. Replacement of Fitness Equipment (can range from \$4,000 - \$7,000)
2. AC Units (\$6,000 – 8,000)
3. Swimming Pool needs (depended on how much renovation was desired, to fully renovate pool could be \$50,000)
4. Copier replacement depended on what type, how many bells and whistles, etc.

Other items were presented and discussed. These and other needs will come up in the future.

At the time (late 2008 and January 2009), it is my recollection, and from reviewing minutes that the Board was discussing what the Five Year Facility-Maintenance, Repair and Replacement Plan ultimately should be and some of the challenges. It was discovered through the process that there was wide ranging estimates. Some companies wanted to charge for such a report with a detailed estimate. Some vendors were not eager to provide that kind of document / estimate not knowing if and when they would get to do the work, so we ended up with general costs on items I mentioned previously.

The following were discussed, as possible goals of what the Five Year Plan could be:

1. To get an idea of all the properties the Piney-Z CDD has and how much it would cost to replace it.
2. Having a replacement cost on all big ticket items or potential costs.

3. To decide a percentage amount to save in reserve each year for future maintenance, repair and replacement.

Or, all of the above.

It was acknowledged that the inventory was complete and decisions needed to be made about how to proceed any further with the Five Year Plan. Companies that do Reserve Studies were presented to the Board as a way to accomplish the goals of the Five Year Plan.

The minutes from the January 9, 2009 meeting indicate that the idea of taking the Five Year Plan forward further was “no”. And the idea to contract a company to do a Reserve Study was to not pursue it. According to the minutes, when the matter of the Plan came to a consensus of “no” the Chairman at the time said “we do have a buffer of almost \$200,000, so we have ourselves covered to a point”.

Since then, I have brought things to the Board’s attention concerning repairs to be made. I have pointed out essential equipment needing replacement through the Capital Outlay Budget. I will, of course, continue to do that.

I brought up the idea of considering the Reserve Study again this year and the Board did not pursue the idea. I’m not necessarily recommending that again but it might be something to research more. At the end of this report I have listed information concerning three Companies that perform Capital Assets Reserve Studies that Janice Davis, District Manager provided me. I’m providing the information about the three companies at the end of this report in case you want to research them on your own.

Right now, the plan seems to be to rely on the buffer or monies in reserve that the Piney-Z District has for any major Five Year (and beyond) Facility – Maintenance, Repair & Replacement needs that arise. Another way has been through budgeting for some of these needs through Capital Outlay and other accounts.

To assist, as we face the future, I offer this information. I hope this information proves useful. I thought it might be beneficial to list things presented and discussed in the past. The following are larger cost projects beyond the usual day to day, week to week, month to month maintenance, repair, equipment replacement and supply costs. The annual budget covers much of this type expense, such as when some equipment wears out, minor plumbing needs, electrical repairs, supplies, maintenance, etc. The following is the information concerning more significant needs that could occur.

## **Planning Future Maintenance, Repair and Replacement Needs**

**General items that were discussed and presented in 2009 and/or more recently that the District may need to save funds for:** (Estimates for some were presented at the time).

Note: Some of these have been discussed since 2009 at various times

**Swimming Pool:** Without knowing specifically the extent of repairs, replacement and upgrades that may be needed or upgrades desired pool companies were reluctant to give a price. It was thought that to restore the pool to completely brand new status could cost \$50,000 or more. Possibly more if a new pump / filtration system was installed. To just re-plaster likely would be \$15,000 to \$25,000 at today's prices.

**Metal Structure over pool pumps:** This needs to be done this year, during the off season to protect the pumps and breaker box, etc. from elements, extreme heat and slow wear and tear. Project could be paid through Capital Outlay. Project cost is approximately \$1,200 - \$1,800 Requires building permit.

**Roof Replacement:** (Approx. \$14,000 to complete replacing roof)

**Playground:** In addition to the ADA modifications and decision to be made about re-surfacing, components of the playground are wearing out and may not last until 2019.

**Fitness Equipment:** (Certain machines will need replacing and it is likely the Apollo Weight System (cable weight stations) will need to be replaced.

**AC Unit(s) replaced:** One major unit was replaced. It is likely another may need to be replaced before 2019 as reported in the information previously as part of Five Year Plan research.

**Painting of the exterior of the Lodge and Pavilion**

**Better lighting inside Lodge** Completed

**Light Poles Added for better Security and Safety** Two completed

**Interior Painting and Wallpaper Replacement**

**Replacement of Lodge furniture as it wears out**

**Copier Replacement**

**Hardwood Floor-Extensive Treatment:** (different from the stripping and waxing that we do in-house)

**Hardwood Floor Repair:** (bowing, severe scratches)

**Re-tile Kitchen Floor:** (This was mentioned in 2009 and the work was done in May of 2011)

**Re-tile Lodge Floor:** at entrance to lodge

**Re-paving Parking Lot:** (patching will need to be done soon, likely this year, re-paving in years to come)

**Fencing:** repairs and additional

**Tree Removal:** when struck by lightning or storm damage

**Settling Issues Lodge:** (structural problems, cracks in mortar, bricks)

**Settling Issues Pool Deck:** (I'm told it is common. Our pool is experiencing this and one area has been repaired).

**Swimming Pool Furniture**

**Picnic Tables/Replace**  
**Outdoor Trash Cans**  
**Outdoor Park Grills Replace/ Additional**

**Saving for the Unpredictable Needs**

Another category of needs to save for is the unknown. Of course, it is difficult or impossible to predict and plan for everything that might happen. For example: The expenses caused by the American Disabilities Act (ADA) regulations.

Another one was it was impossible to predict that a pipe would break under a foot of concrete somewhere under the pavilion restrooms and storage room. This resulted in major work and re-routing plumbing through the walls. Fortunately the majority of that expense was covered by insurance.

**Spending on Facility Enhancement or New Equipment Requested or Needed**

This is another category of monies that could be spent and includes items that residents have asked about over the years. I realize that several of these may not be considered, but to be fair I thought I should provide the fact that there have been requests or questions about them. Some have been mentioned in meetings. The following are some examples:

**Sound System:** Installed in the lodge with small, quality speakers around the room. It would include wireless microphones and a wall jack to connect a device that plays music.

**Television mounted on Lodge wall:** The TV could possibly be inside a wall mounted cabinet so doors could close over the screen and be lockable. Residents having events have requested this for a variety of events.

**Sidewalk paved:** from front pool gate to intersect with sidewalk in back of pool.

**Fitness Equipment:** Continue to provide new and modern exercise equipment and replace worn out machines.

**Cameras:** Add additional cameras at the pool and pavilion.

**Outdoor Beach Volleyball Court**

**Summer Snack Bar / Snack Shack**

**Basketball Court**

**Restrooms and Locker Room Facility for the pool:** There have been requests that the pool have its own restroom and changing facility. The complaints have been because of the distance to pavilion restrooms from the pool. Also, when parties have rented the pavilion, sometimes for serious functions such as a wedding, it is awkward when pool users must walk through their event to the restrooms.

## **Capital Assets Reserve Study Consultants**

The following is the names of three Capital Assets Reserve Study Consultants and websites provided to me. As mentioned previously I provide them for you in case you want to research what services they offer.

Dreux Issac & Associates – Florida (800) 866-9876  
<http://www.dia-corp.com/reservestudy.html>

Reserve Advisors – Florida (800) 980-9881  
<http://www.reserveadvisors.com/reserve-studies/>

Association Reserves, Inc. – Florida (800) 706-4560  
<http://www.reservestudy.com/>

**8B.**

# PLAYMORE

## Recreational Products & Services

### Playground Installation Warranty and Complimentary Playground Inspection Service

Project Name: Piney Z Plantation  
Owner: Piney Z Community Development District  
Location: 950 Pine Z Plantation Road – Tallahassee, FL 32311  
Playworld Sales Order Number(s): 1301544  
Effective Date: March 01, 2013

#### Playground Installation Warranty

In addition to all manufacturer's product warranties, Playmore Recreational Products and Services warranties all installation services for a period of 1 year from the date of completion of the project. All labor to correct defects in materials and workmanship will be provided at no cost.

#### Complimentary Playground Inspection Service

For the lifetime of the equipment on this project, Playmore Recreational Products and Services offers an annual complimentary inspection to be conducted with a representative of the owner. The representative from Playmore Recreational Products and Services will be a Certified Playground Safety Inspector (CPSI) and will assess the play area to identify any potential maintenance and/or warranty issues. To schedule the inspection per calendar year, please contact Customer Service at (888) 886-3757.

Authorized Signature: X: Vicki Voge

Date: X: 03/06/2013

**8C.**

# Service Plus OFFICE MACHINES

500 Capital Circle SE  
Tallahassee, FL 32301  
(850) 402-0646  
Fax (850) 385-4430



*"Setting the Standard for Service Excellence"*

## Sales Agreement for Off Lease Canon iR-3035

# Canon

- 35 Copies/Prints Per Minute
- 50 Sheet Bypass Tray
- 50 Sheet Automatic Document Feeder
- Canon Storage Cabinet
- 25 % to 400 % Reduction to Enlargement
- Duplex Unit for 2 sided copying/printing
- 1200X1200 DPI Prints on paper up to 12X18
- Network Printing
- No software needed for scanning, works with Windows seamlessly
- Network Install and unlimited training free
- B/W Scanning to email and shared folders



Purchase Price \$1500 or 3 payments of 575.00

Ems pricing ~~\$ 45~~ per month  
3000 copies per month

10,000 Per Year \$ 319.<sup>00</sup>

Includes everything but paper and preventative maintenance every 120 days.  
.0149 overage rate

3 year total satisfaction guarantee with ems agreement

Approved By \_\_\_\_\_

**8D.**

John Hurst Outdoor Services  
 LLC.  
 3694 corinth Dr.  
 Tallahassee, Fl. 32308  
 850-556-7459

# Estimate

DATE	ESTIMATE #
3/26/2013	165

BILL TO
Piney z Heritage Park blvd 850-656-4007

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
centipede sod	delivered sod 500ft per	11	165.00	1,815.00
delivery fee	deliver materials	1	125.00	125.00
FILL DIRT	FILL DIRT DELIVERED	1	265.00	265.00
LABOR	grade area, install grass rake mulch out, on ne, n, and west side of play ground	1	475.00	475.00
irrigation	install zone 2 zones to water new sodded areas. can also price it to be temporary zones pick or the other	1	900.00	900.00
irrigation	install 2 zones temporary as needed	1	485.00	485.00
Thank you for your business!		<b>Total</b>		
		4,065.00		

**8E.**



**Hoover Development LLC**  
**John Hoover**  
**Certified General Contractor**  
**CGC1519069**

**1425 Covey Ride St W**  
**Tallahassee, FL 32312**  
**850-509-5477 cell**  
**850-668-3812 fax**

**john@hooverdev.com**

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March 29, 2013

PROPOSAL

Hoover Development LLC ("Contractor") is pleased to submit this proposal to Piney Z Community Development District ("Owner") for reconfiguring the path from the sidewalk to the gazebo area to conform to ADA slope requirements.

Contractor has determined that the path has a 30" rise, therefore approximately 30 feet need to be flattened to a 12:1 slope, beginning from the sidewalk. Shrubbery on either side of the path may have to be removed. Since the path will be cut below the adjoining area, it will need to be sloped 45 degrees on each side. New mulch and sod will be replaced as needed.

Any removed shrubs can be re-planted as directed by the property manager.

This proposal includes all labor and materials.

Total cost:     \$1,285.00

Thank you.

**8F.**



**Hoover Development LLC  
John Hoover  
Certified General Contractor  
CGC1519069**

**1425 Covey Ride St W  
Tallahassee, FL 32312  
850-509-5477 cell  
850-668-3812 fax**

**john@hooverdev.com**

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March 29, 2013

PROPOSAL

Hoover Development LLC ("Contractor") is pleased to submit this proposal to Piney Z Community Development District ("Owner") for repair of gazebo roofs.

Contractor will remove cedar shakes from the roofs of the two gazebos and repair the broken rafters on the large gazebo. The rafters will be covered with 1/2" OSB decking, then roll roofing felt, and finally with architectural shingles.

All demolition material will be removed from the site and disposed of.

This proposal includes all labor and materials.

Total cost:     \$2,875.00

Thank you.

**8G.**

Ron Erichson Painting LLC  
1072 Winter Ln.  
Tallahassee, Fl. 32311

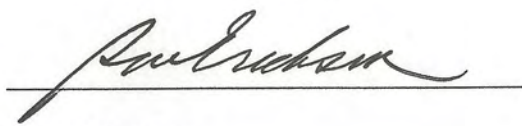
03/28/2013

Piney Z CDD

We hereby propose to pressure wash and remove mildew from equipment listed:  
Apply three coats Behr brand semi-transparent latex stain tint base 3077/ Cedar natural  
tone to match wood components at playground.

-Benches (3).....	\$ 159.00
-Garbage can holders (3).....	108.00
-Picnic tables (3).....	192.00
-4X4 timbers @ 300 linear ft.....	440.00
(excavate to reveal three sides for cleaning and staining.)	
-Round Gazebos (2).....	730.00
Includes entire structure except rafters or shingle roof (rafters may be included).	
Includes structure, rails, benches inside gazebo.	
-Square gazebo (1).....	690.00
Includes entire structure including rails and benches.	
Ramp arm rails.....	133.00
include ramp floor	

Total proposal of all pressure washing and staining as described above.  
\$2452.00 (Twenty four hundred fifty two dollars).



Ron Erichson  
for Ron Erichson Painting

2184 Lake Hall Raod  
Tallahassee, FL 32309

Phone: (850) 297-1882  
Fax: (850) 297-0084  
Email: office@superiorpainting.net



# Proposal

3/28/2013

Piney-Z Community Development  
District  
Lance Rogers  
950 Piney-Z Plantation Road  
Tallahassee, FL 32311

Customer Phone 656-4007

Customer Fax



The following is a proposal from Superior Painting of Tallahassee Inc. All materials will be supplied by Superior Painting unless noted otherwise. Any work not mentioned in this proposal may result in renegotiations. We thank you for this opportunity.

Description	Total
<p>Prior to staining we will:</p> <ul style="list-style-type: none"><li>-pressure wash the three benches, three garbage can holders/cages, three picnic tables, 4x4 timbers, two round gazebos, one square gazebo, ramp arm rails/floors of ramps</li><li>-use a bleach solution when we clean to assure a dirt and mildew free finish</li></ul> <p>We will apply three coats of Behr semi-transparent latex stain Tint Base 3077/Cedar Natural Tone to match wood components at the playground. (Three benches, three garbage can holders/cages, three picnic tables, 4x4 timbers, two round gazebos, one square gazebo, ramp arm rails/floors of ramps)</p> <p>Materials Labor</p>	<p>560.00 1,775.00</p>

- We have been voted as "The Best Painting Company" for five years in a row by the readers of The Tallahassee Magazine.
- We are a family owned and operated company.
- We are licensed and properly insured so you don't have to worry.
- We are a member of the Better Business Bureau with an A+ rating.
- Gerard La Mothe Jr is a member of Leadership Tallahassee class 28.
- References can be made available upon request.

Project Completion:	3-4 days
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**Total**

**\$2,335.00**

John Hurst Outdoor Services  
LLC.  
3694 corinth Dr.  
Tallahassee, Fl. 32308  
850-556-7459

## Estimate

DATE	ESTIMATE #
3/28/2013	166

BILL TO
Piney z Heritage Park blvd 850-656-4007

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
pressure wash	power wash areas 3 benches, 3 trash bins, 2 gazebos, 3 picnic tables all the timbers remaining	1	1,000.00	1,000.00
labor per	stain pressure washed areas, 3 trash bins, 3 benches, 2 gazebos, 3 picnic tables including stain	1	750.00	750.00
Total				1,750.00

## **Ninth Order of Business**

**9E.**

## EMPLOYEES

		<i>(rounded)</i>			
<u>STAFF NAME</u>	<u>HOURLY RATE</u>	<u>2012 W-2</u>	<u>% of TOTAL</u>	<u>ROLE</u>	<u>COMMENTS</u>
1 Jan Bridges	N/A	\$ 1,400	1%	Supervisor, Seat # 1	based on \$200 per mtg set forth by Florida Statues
2 Richard Kessler	N/A	\$ 1,200	1%	Supervisor, Seat # 2	based on \$200 per mtg set forth by Florida Statues
3 Beth Matuga	N/A	\$ 1,200	1%	Supervisor, Seat # 4	based on \$200 per mtg set forth by Florida Statues
4 Michael Lee	N/A	\$ 1,200	1%	Supervisor, Seat # 5	based on \$200 per mtg set forth by Florida Statues
5 D. Lance Rogers	\$ 31.69	\$ 65,920	47%	Property Manager	<i>includes 2012 Annual Adopted Budget for Life &amp; Health Insurance/medical benefits from CHP &amp; Pension Benefits/401K Retirement Plan (does not include workers' comp or other taxes) paid for by Piney-Z CDD</i>
6 Kyle Rogers	\$ 10.30	\$ 9,898	7%	Head Lifeguard, Custodial, Maintenance	
7 Sammy Collins	\$ 10.30	\$ 4,781	3%	Custodial, Light Maintenance, Office Aide	
8 Kayla Williams	\$ 9.00	\$ 9,776	7%	Custodial, Seasonal Lifeguard, Office Aid	
9 John Rozofsky	\$ 10.30	\$ 13,822	10%	Head Lifeguard, Maintenance, Custodial	
10 Daniel Rozofsky	\$ 9.00	\$ 6,782	5%	Lifeguard	Seasonal Only
11 Nicholas Deckert	\$ 8.25	\$ 1,906	1%	Lifeguard	Seasonal Only
12 Ryan Deckert	\$ 8.25	\$ 2,058	1%	Lifeguard	Seasonal Only
13 Nathaniel DiPaolo	\$ 8.50	\$ 3,200	2%	Lifeguard	Seasonal Only
14 Blake Pfeifer	\$ 9.00	\$ 423	0%	Lifeguard	Seasonal Only
15 Jared Stanley	\$ 8.25	\$ 668	0%	Lifeguard	Seasonal Only
16 Richard Stowers	\$ 8.25	\$ 1,510	1%	Lifeguard	Seasonal Only
FICA Taxes	N/A	\$ 8,798	6%	Government Taxes	Based on 2012 Annual Adopted Budget
Worker's Compensation	N/A	\$ 4,276	3%	Government Taxes	Based on 2012 Annual Adopted Budget
<b>PINEY-Z EMPLOYEES TOTAL:</b>		<b>\$ 138,819</b>		<i>includes 266.5 Hours of Employee Overtime</i>	

## THIRD-PARTY STAFF

<u>COMPANY NAME</u>	<u>HOURLY RATE</u>	<u>2012 1099</u>	<u>ROLE / AMENITY</u>	<u>COMMENTS</u>
Severn Trent Services	N/A	\$ 52,476	District Manager	not a complete total;
Sniffen & Spellman, P.A.	\$ 225	\$ 34,364	District Attorney	includes prior law firm invoices paid in 2012
Alan Cox Aquatics, Inc.	N/A	\$ 4,800		does not include revenue sharing; estimate based on \$400 a month only which includes several aspects (need to ADD revenue sharing for swim lessons)
John Hurst Outdoor Services	N/A	\$ 10,140		\$195 per visit, based on 52 visits per yr (labor only)
<b>THIRD-PARTY STAFF TOTAL:</b>		<b>\$ 101,780</b>		

**2012 PINEY-Z ANNUAL STAFFING COST: \$ 240,599**

*This does not include additional costs for third-party maintenance, auditors, or other vendors; and consultants used for ADA complaint matters in 2012.*

**9G.**

**Piney-Z Playground Resurfacing ReCap**

Updated: 3/11/13

Version: 1.1

**EXHIBIT 9 A**  
**PAGE 1 of 1****FINANCIAL OVERVIEW:****Playground Closed from Tuesday, January 15 - Friday, March 1, 2013 (closed for 46 days)**

#	VENDOR	DESCRIPTION	QUANTITY	ESTIMATED AMOUNT	BUDGET AMOUNT	INVOICE AMOUNT	SAVINGS	TOTAL # of DAYS	DATE PAID
1	Cricket's Tree Service Inc.	Remove trees & stumps, invasive trees, clean-up.	18	\$4,900	\$ 5,000	\$ 4,050	\$850	4 days	unavailable
2	Ron Erichson Painting, LLC	pressure wash, paint semi-transparent, 2 coats of heavy-duty transparent sealer on playground and border timbers	1	\$2,750	\$ 3,000	\$ 2,750	\$0	5 days	unavailable
3	Playmore Recreational Products	resurfacing playground - level & 100 cubic yards ADA mulch	1	\$10,759	\$ 10,759	\$ 10,759	\$0	2 days	unavailable
4	Playmore Recreational Products	spring riders	2	\$650-\$900/each	\$ 2,500	\$ 2,500	\$0	1+ days	unavailable
5	John Hurst Outdoor Services, LLC	3/1/13 additional clean up around playground area	1	N/A	\$ -	TBD			unavailable
6	Lance Rogers & John Rozofsky	Piney-Z Staff Help Clean up Around Playground Area	2	N/A	\$ -	\$ -			
<b>TOTAL COST TO DATE (JAN - MARCH 2013):</b>						<b>\$20,059</b>			

**SAVINGS KEY:**

Under Budget (Cost Savings)
On Budget
Over Budget
In Progress

**ADDITIONAL POTENTIAL COSTS (DRAFT - FOR DISCUSSION PURPOSES ONLY):**Does not include costs to remove extra timbers - *Can Current Piney-Z Staff perform these function(s)?***NEW** Does not include cost to replace broken timbers (2x6)**NEW** Does not include dirt or labor to fill in holes around playground**NEW** Does not include disposal of old cement rocker posts or old timbers removed**NEW** Does not include equipment or labor to re-install bike rack by playground**NEW** Does not include cost of sod or labor to install, if desired

Does not include equipment or labor to make path to playground ADA compliant (if required)

Might need limestone rocks/material depending on depth and sloper requirements for walkway

Does not include cost to replace large playground sign

Does not include costs to repair Gazebo's roofs

Does include costs to pressure wash/clean and stain and seal Gazebo's or walking path borders to increase life span

Does not include cost to pressure wash/clean stain or seal picnic tables in around playground to increase life span

Does not include cost of materials if mulch used in remainder of some path

**9J.**

## Piney-Z CDD Mileage Log and Reimbursement Form

Employee Name  
Employee Title  
Vehicle Description  
License Plate #

Lance Rogers  
Property Manager

Rate Per Mile  
For Period  
Total Mileage  
Total Reimbursement

\$ 0.555  
From 1/15/13 to 3/29/13  
16  
\$8.88

Date	Starting Location	Destination(s)	Purpose/Description	Odometer Start	Odometer End	Mileage Total	Reimbursement Total
1/15/2013	SAMPLE: Piney-Z Lodge	Home Depot	Supplies to Close Playground	36103	36119	16	\$ 8.88
3/29/2013						0	\$ -
						0	\$ -
						0	\$ -
						0	\$ -
						0	\$ -
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						0	\$ -
						0	\$ -
						0	\$ -
Totals						16	\$ 8.88

Employee Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_ Authorized By Signature \_\_\_\_\_ Date Approved \_\_\_\_\_

**9K.**

# General Fund Expense Averages

Description	Actual (1) FY 2009	Actual (1) FY 2010	Actual (1) FY 2011	Actual (2) FY 2012	Average
<b>Administrative</b>					
P/R Board of Supervisors	6,000	6,800	4,800	5,200	5,700
FICA Taxes	459	520	367	398	436
ProServ Engineering	-	-	795	-	199
ProServ Legal	5,139	69,747	21,600	33,127	32,403
ProServ Mgt Consulting	47,089	47,839	47,839	47,839	47,652
ProServ Special Assessment	4,546	6,046	4,546	4,637	4,944
Auditing Services	7,800	7,800	3,200	3,300	5,525
Telephone	111	228	173	10	131
Postage and Freight	1,581	1,912	800	863	1,289
Insurance General Liability	8,865	7,665	7,055	8,074	7,915
Printing and Binding	2,159	2,620	2,205	1,925	2,227
Legal Advertizing	997	1,810	1,033	1,512	1,338
Miscellaneous Services	869	121	589	2,156	934
Misc-Assessment Collection Cost	13,609	10,601	10,886	10,349	11,361
Misc-Contingency	1,026	1,150	1,550	-	932
Office Supplies	424	364	276	390	364
Annual District Filing Fee	175	175	175	175	175
<b>Field</b>					
Landscape Amenities	12,040	12,040	12,040	12,040	12,040
R&M Other Landscapt	5,399	994	456	-	1,712
Misc Contingency	-	-	-	2,433	608
<b>Parks and Recreation General</b>					
Payroll - Salaries	98,167	100,108	110,243	108,129	104,162
FICA Taxes	7,897	8,164	8,975	8,324	8,340
Pension Benefits	2,250	2,250	2,250	2,250	2,250
Life and Health Insurance	5,056	6,078	7,612	8,219	6,741
Worker's Compensation	5,943	4,771	4,276	3,704	4,674
ProServ - Pool Maintenance	4,800	4,800	4,800	4,800	4,800
Contracts Security Services	2,022	2,579	2,516	4,350	2,867
Communication Teleph Field	5,524	5,829	5,851	2,542	4,937
Postage and Freight		491	348	404	414
Utility General	34,408	26,175	24,744	24,333	27,415

Utility Other	1,911	1,812	2,276	2,347	<b>2,087</b>
R&M General	13,265	10,214	15,479	15,389	<b>13,587</b>
R&M Equipment	1,826	1,554	1,030	2,123	<b>1,633</b>
R&M Pest Control	774	863	430	390	<b>614</b>
R&M Pool	4,128	884	6,538	3,973	<b>3,881</b>
Misc Contingency	-	-	-	600	<b>150</b>
Office Supplies	2,761	1,941	6,720	4,491	<b>3,978</b>
Op Supplies General	2,141	4,360	618	3,515	<b>2,659</b>
Capital Outlay	7,778	19,178	9,861	32,360	<b>17,294</b>
	<b>318,939</b>	<b>380,483</b>	<b>334,952</b>	<b>366,671</b>	<b>344,791</b>

Note 1: 2009 - 2011 Actuals extracted from May 14 2012 Agenda package

Note 2: 2012 Actuals extracted from Nov 2012 Agenda package

Note 3: Unofficial tabulation created by Richard Kessler as of 0/31/13: Check for typos

# FINANCIALS

PINEY-Z  
Community Development District

*Financial Report*  
*February 28, 2013*

Prepared by



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Piney-Z  
Community Development District

**Financial Statements**

(Unaudited)

**February 28, 2013**

**Balance Sheet**  
February 28, 2013

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2002 DEBT SERVICE FUND</b>	<b>SERIES 2008 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 279,481	\$ -	\$ -	\$ 279,481
Accounts Receivable	87	-	-	87
Investments:				
Money Market Account	133,240	-	-	133,240
SBA Account	2,110	-	-	2,110
SBA Account - Restricted	1,260	-	-	1,260
Redemption Fund	-	645	-	645
Revenue Fund	-	158,006	343,619	501,625
Prepaid Items	881	-	-	881
<b>TOTAL ASSETS</b>	<b>\$ 417,059</b>	<b>\$ 158,651</b>	<b>\$ 343,619</b>	<b>\$ 919,329</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 31,030	\$ -	\$ 3,762	\$ 34,792
<b>TOTAL LIABILITIES</b>	<b>31,030</b>	<b>-</b>	<b>3,762</b>	<b>34,792</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	881	-	-	881
<b>Restricted for:</b>				
Debt Service	21,000	158,651	339,857	519,508
<b>Assigned to:</b>				
Operating Reserves	97,361	-	-	97,361
Reserves - CDD Amenity	20,000	-	-	20,000
<b>Unassigned:</b>	246,787	-	-	246,787
<b>TOTAL FUND BALANCES</b>	<b>\$ 386,029</b>	<b>\$ 158,651</b>	<b>\$ 339,857</b>	<b>\$ 884,537</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 417,059</b>	<b>\$ 158,651</b>	<b>\$ 343,619</b>	<b>\$ 919,329</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending February 28, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 1,080	\$ 450	\$ 281	\$ (169)
Interest - Tax Collector	-	-	31	31
Special Assmnts- Tax Collector	358,552	239,032	343,861	104,829
Special Assmnts- Discounts	(14,342)	(9,560)	(13,584)	(4,024)
Amenities Revenue	12,000	5,000	5,855	855
<b>TOTAL REVENUES</b>	<b>357,290</b>	<b>234,922</b>	<b>336,444</b>	<b>101,522</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	6,000	2,000	1,200	800
FICA Taxes	459	154	92	62
ProfServ-Engineering	500	208	-	208
ProfServ-Legal Services	30,000	12,500	13,890	(1,390)
ProfServ-Mgmt Consulting Serv	49,275	20,530	20,531	(1)
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,400	3,400	3,400	-
Communication - Telephone	240	100	2	98
Postage and Freight	2,000	835	261	574
Insurance - General Liability	10,655	5,328	3,611	1,717
Printing and Binding	2,500	1,040	414	626
Legal Advertising	1,500	750	378	372
Miscellaneous Services	500	210	437	(227)
Misc-Assessmnt Collection Cost	10,757	7,172	9,914	(2,742)
Misc-Contingency	2,000	835	-	835
Office Supplies	500	210	94	116
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>125,098</b>	<b>60,084</b>	<b>59,036</b>	<b>1,048</b>
<b>Field</b>				
Contr-Landscape-Amenities Area	12,040	5,017	5,017	-
Misc-Contingency	8,204	3,420	4,100	(680)
<b>Total Field</b>	<b>20,244</b>	<b>8,437</b>	<b>9,117</b>	<b>(680)</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending February 28, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Parks and Recreation - General</b>				
Payroll-Salaries	118,000	36,000	29,372	6,628
FICA Taxes	9,027	2,755	2,316	439
Pension Benefits	2,250	2,250	2,250	-
Life and Health Insurance	8,700	3,625	3,580	45
Workers' Compensation	3,791	1,896	2,124	(228)
ProfServ-Pool Maintenance	4,800	2,000	2,000	-
Contracts-Security Services	2,224	1,112	1,252	(140)
Communication - Teleph - Field	1,620	675	1,119	(444)
Postage and Freight	900	375	60	315
Utility - General	28,000	11,665	11,041	624
Utliity - Other	3,000	1,250	936	314
R&M-General	14,100	5,875	8,916	(3,041)
R&M-Equipment	2,300	960	496	464
R&M-Pest Control	790	264	130	134
R&M-Pools	4,000	1,665	-	1,665
Misc-Contingency	6,000	2,500	-	2,500
Office Supplies	3,000	1,250	1,296	(46)
Op Supplies - Pool Chemicals	5,000	2,085	14	2,071
Capital Outlay	16,600	6,915	18,066	(11,151)
<b>Total Parks and Recreation - General</b>	<b>234,102</b>	<b>85,117</b>	<b>84,968</b>	<b>149</b>
<b>Reserves</b>				
Reserve - CDD Amenity	10,000	-	-	-
<b>Total Reserves</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>389,444</b>	<b>153,638</b>	<b>153,121</b>	<b>517</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(32,154)	81,284	183,323	102,039
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(32,154)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(32,154)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (32,154)	\$ 81,284	\$ 183,323	\$ 102,039
<b>FUND BALANCE, BEGINNING (OCT 1, 2012)</b>	<b>202,706</b>	<b>202,706</b>	<b>202,706</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 170,552</b>	<b>\$ 283,990</b>	<b>\$ 386,029</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending February 28, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 20	\$ 22	\$ 2
Special Assmnts- Tax Collector	79,194	52,796	75,950	23,154
Special Assmnts- Discounts	(3,168)	(2,112)	(3,000)	(888)
<b>TOTAL REVENUES</b>	<b>76,076</b>	<b>50,704</b>	<b>72,972</b>	<b>22,268</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Trustee	2,700	-	-	-
Misc-Assessmnt Collection Cost	2,376	1,584	2,190	(606)
<b>Total Administration</b>	<b>5,076</b>	<b>1,584</b>	<b>2,190</b>	<b>(606)</b>
<b>Debt Service</b>				
Principal Debt Retirement	50,000	-	-	-
Interest Expense	21,000	10,500	10,500	-
<b>Total Debt Service</b>	<b>71,000</b>	<b>10,500</b>	<b>10,500</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>76,076</b>	<b>12,084</b>	<b>12,690</b>	<b>(606)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	38,620	60,282	21,662
Net change in fund balance	\$ -	\$ 38,620	\$ 60,282	\$ 21,662
<b>FUND BALANCE, BEGINNING (OCT 1, 2012)</b>	<b>98,369</b>	<b>98,369</b>	<b>98,369</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,369</b>	<b>\$ 136,989</b>	<b>\$ 158,651</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending February 28, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 100	\$ 44	\$ 42	\$ (2)
Special Assmnts- Tax Collector	227,306	151,536	217,991	66,455
Special Assmnts- Discounts	(9,092)	(6,060)	(8,612)	(2,552)
<b>TOTAL REVENUES</b>	<b>218,314</b>	<b>145,520</b>	<b>209,421</b>	<b>63,901</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Trustee	3,800	3,800	3,763	37
Misc-Assessmnt Collection Cost	6,819	4,547	6,285	(1,738)
<b>Total Administration</b>	<b>11,619</b>	<b>9,347</b>	<b>10,048</b>	<b>(701)</b>
<b>Debt Service</b>				
Principal Debt Retirement	160,000	-	-	-
Interest Expense	52,138	26,069	26,069	-
<b>Total Debt Service</b>	<b>212,138</b>	<b>26,069</b>	<b>26,069</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>223,757</b>	<b>35,416</b>	<b>36,117</b>	<b>(701)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(5,443)	110,104	173,304	63,200
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(5,443)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(5,443)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (5,443)	\$ 110,104	\$ 173,304	\$ 63,200
<b>FUND BALANCE, BEGINNING (OCT 1, 2012)</b>	<b>166,553</b>	<b>166,553</b>	<b>166,553</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 161,110</b>	<b>\$ 276,657</b>	<b>\$ 339,857</b>	

Community Development District

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## Notes to the Financial Statements

**General Fund**▶ **Assets**

- **Cash and Investments** - See Cash and Investment Report on page 10 for further details. The General Fund checking account has a restricted amount of \$21,000 to satisfy the Debt Service reserve requirement.
- **Accounts Receivable** - Refunding cost of the pension benefit double payment. The balance will be refunded by Severn Trent.
- **Prepaid Items** - Paid various expenses for March 2013.

▶ **Liabilities**

- **Accounts Payable** - Invoices paid in March 2013.

**Debt Service Funds**▶ **Assets**

- **Investments** - See Cash and Investment Report on page 10 for further details.

▶ **Liabilities**

- **Accounts Payable** - Invoices paid in March 2013.

**Notes to the Financial Statements**

**Financial Overview / Highlights**

- ▶ The total YTD collected Non-Ad Valorem assessments are at 96% and are the same as last year at this time.
- ▶ The total General Fund expenditures are at 99.7% of the YTD budget (prorated). Significant variances are explained below.
  - The Administrative expenditures are at 98% of the YTD budget (prorated).
  - The Parks and Recreation expenditures are at 99.8% of the YTD budget (prorated).

**Variance Analysis**

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ - Legal Services	\$12,500	\$13,890	111%	Sniffen & Spellman, P.A. for general counsel fees are through February 2013.
Insurance - General Liability	\$5,328	\$3,611	68%	Florida Municipal Insurance- Annual premium amounts are \$5,028 for General Liability and \$4,497 for Property Insurance. Paid 2nd installment (50% of total premium). This balance includes a premium refund from FY10-11 of \$1,152.
Miscellaneous Services	\$210	\$437	208%	Bank service charges as of February 2013. Bank charges have increased due to the FDIC insurance.
Misc-Assessment Collection Cost	\$7,172	\$9,914	138%	The YTD variance is due to the timing of the collection compared to allocation of the budget. Tax Collector calculates their costs on the net amount received. The budget is calculated on the gross amount.
<b><u>Field</u></b>				
Misc-Contingency	\$3,420	\$4,100	120%	Tree removal and clean up playground.
<b><u>Parks and Recreation - General</u></b>				
Payroll-Salaries	\$36,000	\$29,372	82%	Salary as of 2/23/13.
Workers' Compensation	\$1,896	\$2,124	112%	Florida Municipal Insurance - Annual amount is \$4,247. Paid 2nd installment (50% of total premium).
Contracts-Security Services	\$1,112	\$1,252	113%	Quarterly monitoring security services from Sonitrol as of 3/31/13.

**Notes to the Financial Statements**

<u>Account Name</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<b>Expenditures</b>				
<b><u>Parks and Recreation - General (continued)</u></b>				
Communication - Teleph-Field	\$675	\$1,119	166%	Verizon service and cell phone stipends to employees.
R&M-General	\$5,875	\$8,916	152%	Unfavorable variance is due to repairs to various lighting items. This balance includes a replacement of a low slope roof and cleaning and staining the playground equipment.
Capital Outlay	\$6,915	\$18,066	261%	Purchase of a lift chair and new playground equipment.

**Other Miscellaneous Notes**

- ▶ On behalf of the Series 2002 Debt Service Fund, a reserve of \$21,000 was established in the General Fund checking account (5% of outstanding bond balance). This reserve is in lieu of having a Reserve Fund with US Bank.

PINEY-Z  
Community Development District

**Supporting Schedules**

**February 28, 2013**

**Non-Ad Valorem Special Assessments - Leon County Tax Collector**  
**(Monthly Assessment Collection Distributions)**  
**For the Fiscal Year Ending September 30, 2013**

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount Received	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2013 (1)				\$ 665,055	\$ 358,554	\$ 79,195	\$ 227,306
Allocation %				100%	54%	12%	34%
11/08/12	\$ 3,854	\$ 209	\$ 119	\$ 4,182	\$ 2,255	\$ 498	\$ 1,429
11/30/12	61,679	2,649	1,908	66,236	35,710	7,887	22,639
12/11/12	137,734	5,916	4,260	147,910	79,744	17,613	50,554
12/28/12	368,533	15,830	11,398	395,761	213,369	47,127	135,265
01/14/13	10,937	349	338	11,624	6,267	1,384	3,973
02/14/13	11,481	242	365	12,088	6,517	1,439	4,131
<b>TOTAL</b>	<b>\$ 594,218</b>	<b>\$ 25,196</b>	<b>\$ 18,388</b>	<b>\$ 637,802</b>	<b>\$ 343,861</b>	<b>\$ 75,950</b>	<b>\$ 217,991</b>
% COLLECTED				96%	96%	96%	96%
<b>TOTAL OUTSTANDING</b>				<b>\$ 27,253</b>	<b>\$ 14,693</b>	<b>\$ 3,245</b>	<b>\$ 9,315</b>

Note (1) - Difference with assessments levied is due to rounding

Community Development District

Cash and Investment Report

February 28, 2013

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>					
Operating Checking Account	Wachovia Bank	Government Advantage Interest	n/a	0.10%	\$258,481
- Restricted for DS Reserve requirement (1)	Wachovia Bank	Government Advantage Interest	n/a	0.10%	\$21,000
				<b>Subtotal</b>	<u>\$279,481</u>
Public Funds Money Market Account	Florida Shores Bank SW	Money Market Account	n/a	0.50%	\$133,240
Operating Account - FUND A	SBA	Investment Pool	n/a	0.23%	\$2,110
Operating Account - FUND B (Restricted)	SBA	Investment Pool	n/a	0.00%	\$1,260
				<b>Subtotal</b>	<u>\$3,370</u>
<b>DEBT SERVICE FUNDS</b>					
Series 2002 Redemption Account	US Bank	Government Obligation Fund	n/a	0.00%	\$645
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.15%	\$158,006
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.15%	\$343,619
				<b>Total</b>	<u><u>\$918,360</u></u>

Note (1) Reserve requirement 5% of remaining bond balance \$420,000

**Piney-Z CDD**  
**Bank Reconciliation**

**Bank Account No.** 6166  
**Statement No.** 02-13  
**Statement Date** 02/28/13

<b>G/L Balance (\$)</b>	279,480.79	<b>Statement Balance</b>	284,971.36
<b>G/L Balance</b>	279,480.79	<b>Outstanding Deposits</b>	400.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	285,371.36
<b>Subtotal</b>	279,480.79	<b>Outstanding Checks</b>	5,890.57
<b>Negative Adjustments</b>	0.00	<b>Total Differences</b>	0.00
<b>Ending G/L Balance</b>	279,480.79	<b>Ending Balance</b>	279,480.79
<b>Difference</b>	0.00		

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
<b>Outstanding Checks</b>						
01/16/13	Payment	54659	KAYLA M. WILLIAMS	119.63	0.00	1
01/30/13	Payment	54676	KAYLA M. WILLIAMS	16.62	0.00	
02/11/13	Payment	54684	ALAN COX AQUATICS, INC.	400.00	0.00	4
02/13/13	Payment	54683	KAYLA M. WILLIAMS	115.93	0.00	1
02/18/13	Payment	54698	CRICKET'S TREE SERVICE, INC.	4,050.00	0.00	4,0
02/18/13	Payment	54699	D. LANCE ROGERS	8.00	0.00	
02/18/13	Payment	54700	FEDEX	21.78	0.00	
02/18/13	Payment	54701	FRASER ELECTRIC INC.	403.30	0.00	4
02/18/13	Payment	54702	MY OFFICE PRODUCTS	476.05	0.00	4
02/27/13	Payment	54694	KYLE M. ROGERS	216.27	0.00	2
02/27/13	Payment	54695	JOHN P. ROZOFISKY	38.05	0.00	
02/27/13	Payment	54696	KAYLA M. WILLIAMS	24.94	0.00	
Total Outstanding Checks . . . . .				5,890.57		

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 2/1/13 to 2/28/13  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	54684	02/11/13	ALAN COX AQUATICS, INC.	020113	Pool Service February 2013	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	54685	02/11/13	CITY OF TALLAHASSEE	01301385610	Water Service 12/29/12-1/28/13	Utility - General	543001-57201	\$615.13
001	54686	02/11/13	FEDEX	2-152-13207	Services 1/14/13	Postage and Freight	541006-51301	\$9.68
001	54686	02/11/13	FEDEX	2-159-40893	Services 1/18/13	Postage and Freight	541006-51301	\$8.86
001	54687	02/11/13	JOHN HURST OUTDOOR SERVICES	2038	Mowing February 2013	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	54688	02/11/13	MY OFFICE PRODUCTS	OE-1727154-1	Cleaning Supplies	R&M-General	546001-57201	\$523.68
001	54688	02/11/13	MY OFFICE PRODUCTS	OE-1727154-2	Cleaning Supplies	R&M-General	546001-57201	\$16.47
001	54689	02/11/13	PICKINWEE CORP	6553	Signs Tape Bungee Cords	R&M-General	546001-57201	\$109.76
001	54689	02/11/13	PICKINWEE CORP	6577	Respirator	R&M-General	546001-57201	\$8.99
001	54689	02/11/13	PICKINWEE CORP	6618	Cleaning Supplies	R&M-General	546001-57201	\$51.15
001	54690	02/11/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2065258	January 2013 Management Fees	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,106.25
001	54690	02/11/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2065258	January 2013 Management Fees	Postage and Freight	541006-51301	\$7.20
001	54690	02/11/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2065258	January 2013 Management Fees	Printing and Binding	547001-51301	\$2.60
001	54690	02/11/13	SEVERN TRENT ENVIRONMENTAL SER	STES 2065258	January 2013 Management Fees	Office Supplies	551002-57201	\$79.50
001	54691	02/11/13	SNIFFEN & SPELLMAN, P. A.	10124	Legan Services January 2013	ProfServ-Legal Services	531023-51401	\$5,839.01
001	54692	02/11/13	CITY OF TALLAHASSEE	01301385610A	Electric Service 1/12-2/11/13	Utility - General	543001-57201	\$1,535.86
001	54697	02/18/13	CITY OF TALLAHASSEE	85610021113	Electric Service 1/12-2/11/13	Utility - General	543001-57201	\$101.08
001	54698	02/18/13	CRICKET'S TREE SERVICE, INC.	1123138	Tree Removal and Clean Up Playground	Misc-Contingency	549001-53901	\$4,050.00
001	54699	02/18/13	D. LANCE ROGERS	021113	Refund Cashiers Check Fees	Miscellaneous Services	549001-51301	\$8.00
001	54700	02/18/13	FEDEX	2-166-38218	Services 1/28/13	Postage and Freight	541006-51301	\$9.68
001	54700	02/18/13	FEDEX	2-173-90884	Services 1/31/13	Postage and Freight	541006-51301	\$12.10
001	54701	02/18/13	FRASER ELECTRIC INC.	17043	Outlet Added/TV Installed	R&M-General	546001-57201	\$403.30
001	54702	02/18/13	MY OFFICE PRODUCTS	OE-1745456-1	Cleaning Supplies	Office Supplies	551002-57201	\$143.85
001	54702	02/18/13	MY OFFICE PRODUCTS	OE-1745190-1	Paper Products	Office Supplies	551002-57201	\$332.20
001	54680	02/13/13	D. LANCE ROGERS	PAYROLL	February 13, 2013 Payroll Posting			\$1,642.02
001	54681	02/13/13	KYLE M. ROGERS	PAYROLL	February 13, 2013 Payroll Posting			\$360.47
001	54682	02/13/13	JOHN P. ROZOFISKY	PAYROLL	February 13, 2013 Payroll Posting			\$131.92
001	54683	02/13/13	KAYLA M. WILLIAMS	PAYROLL	February 13, 2013 Payroll Posting			\$115.93
001	54693	02/27/13	D. LANCE ROGERS	PAYROLL	February 27, 2013 Payroll Posting			\$1,611.71
001	54694	02/27/13	KYLE M. ROGERS	PAYROLL	February 27, 2013 Payroll Posting			\$216.27
001	54695	02/27/13	JOHN P. ROZOFISKY	PAYROLL	February 27, 2013 Payroll Posting			\$38.05
001	54696	02/27/13	KAYLA M. WILLIAMS	PAYROLL	February 27, 2013 Payroll Posting			\$24.94
Fund Total								\$23,519.00

Piney-Z  
Community Development District

Check Register by Fund  
For the Period from 2/1/13 to 2/28/13  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
<u>SERIES 2002 DEBT SERVICE FUND - 202</u>								
202	54703	02/18/13	US BANK NATIONAL ASSOC	021413	Transfer Assessment Collections 2012-13	Due From Other Funds	131000	\$1,367.16
							<b>Fund Total</b>	<b>\$1,367.16</b>
<u>SERIES 2008 DEBT SERVICE FUND - 203</u>								
203	54704	02/18/13	US BANK NATIONAL ASSOC	021413A	Transfer Assessment Collections 2012-13	Due From Other Funds	131000	\$3,924.03
							<b>Fund Total</b>	<b>\$3,924.03</b>
							<b>Total Checks Paid</b>	<b>\$28,810.19</b>