

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

AUGUST 12, 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

August 5, 2013

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, **August 12, 2013** the Board of Supervisors of the Piney-Z Community Development District will hold a **workshop at 3:00 p.m.** and a **regular meeting at 6:30 p.m.** at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agendas for the meetings:

Workshop:

1. Roll Call
2. Supervisor Roles (Supervisor Kessler)
3. Workshop Activities and Parameters (Supervisor Kessler)
4. Organizing Board Goals (Supervisor Kessler) and Priorities (Supervisor Didier)
5. Discussion of Workshop Dates (Supervisor Didier)
6. Adjournment

Regular Meeting

1. Roll Call
2. Pledge of Allegiance
3. Approval of the Minutes of the July 15, 2013 Audit Committee Meeting and Regular Meeting
4. Manager's Report
 - A. Proposed Meeting Schedule for Fiscal Year 2014
 - B. Property Manager Health Insurance
5. Attorney's Report -Amenities Key Fob Agreement
6. Public Hearing to Consider the Adoption of the Budget for Fiscal Year 2014 and Levy of Non-Ad Valorem Maintenance Assessments
 - A. Consideration of Resolution 2013-6 - Annual Appropriation and Adoption of the Budget
 - B. Consideration of Resolution 2013-7 - Levy of Non-Ad Valorem Maintenance Assessments
7. Property Manager's Report (including Access and Revenue Reports)
 - A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)
8. Supervisor Requests
9. Audience Comments
10. Adjournment

Enclosed under the third order of business for your review are the minutes of the July 15, 2013 Audit Committee and regular meetings.

Piney-Z CDD
August 5, 2013
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Enclosed under the Manager's Report is the proposed meeting schedule for the next fiscal year.

The sixth order of business is the public hearings to consider the adoption of the budget for Fiscal Year 2014 and the levy of non-ad valorem maintenance assessments. Enclosed is a copy of the approved tentative budget. Also enclosed for your consideration are Resolution 2013-6 evidencing the annual appropriation and adoption of the budget, and Resolution 2013-7 levying the District's non-ad valorem assessments. The blanks of the budget resolution will be filled in to include any amendments the Board may make.

The Property Manager's Report is included under tab 7 with supporting documents for his report.

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:	Maureen Daughton	Bob Reid	Lance Rogers
	Doug Sealy	Claudia Vaccaro	Michael Eckert

MINUTES

**MINUTES OF AUDIT COMMITTEE MEETING
PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Audit Committee of the Piney-Z Community Development District was held on Monday, July 15, 2013 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present were:
Richard Kessler
Janice Eggleton Davis
Maureen Daughton
Residents

FIRST ORDER OF BUSINESS

Roll Call

Ms. Davis called the meeting to order.

SECOND ORDER OF BUSINESS

**Establishment of RFP Evaluation
Criteria**

- Ms. Davis outlined the Audit Committee process and the weighting of the evaluation criteria.
- Discussion followed on the Evaluation Criteria with Mr. Kessler suggesting the weighting be:
 - Ability of Personnel 20
 - Proposer's Experience 30
 - Understanding Scope 10
 - Ability to Furnish Required Services 10
 - Price 30
- Discussion followed on the audit engagement letter and the ability to include language in the engagement letter to be able to extend beyond three years.
- Discussion continued on the evaluation criteria.

On MOTION by Mr. Kessler seconded by Ms. Davis with all in favor, the RFP evaluation criteria was approved as outlined.

THIRD ORDER OF BUSINESS

**Authorization to Proceed with
RFP**

- Discussion followed on the RFP.
 - Proposals to be received on or before August 23rd.
 - Add a requirement of the auditor being available for telephone conference with the Board upon issuance of the audit.

On MOTION by Mr. Kessler seconded by Ms. Davis with all in favor, staff was authorized to proceed with the RFP and advertise the same as amended.

FOURTH ORDER OF BUSINESS

Adjournment

There being no further business, the Audit Committee meeting was adjourned.

Janice Eggleton Davis
Secretary

Richard Kessler
Assistant Secretary

MINUTES

**MINUTES OF MEETING
PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, July 15, 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
Joe Didier	Vice Chairman
Jan Bridges	Assistant Secretary
Richard Kessler	Assistant Secretary
Cheryl Hudson	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Maureen Daughton	District Counsel
Lance Rogers	Property Manager
Alan Cox	Alan Cox Aquatics
Residents	

The following is a summary of the discussions and actions taken at July 15, 2013 Piney-Z Community Development District Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Approval of Minutes of the June 10, 2013 Meeting

On MOTION by Mr. Kessler seconded by Mr. Didier, the June 10, 2013 minutes were approved as presented with votes as follows:

Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

FOURTH ORDER OF BUSINESS

Attorney's Report

- Ms. Maureen Daughton reported on residents concern of what happens to the CDD upon dissolution.
 - Ms. Daughton spoke with Ms. Linda Hudson, Deputy City Attorney, City of Tallahassee, who believes this discussion is premature at this point since the dissolution is projected to be several years from now. The composition of the City Commission and this Board could change.
 - Ms. Linda Hudson has suggested a meeting with the community where the process only will be discussed.
- Discussion followed on the CDD Board planning for dissolution in 2019.
- Ms. Daughton noted if more than one Board member plans to attend a community meeting where this topic would be discussed, the meeting will need to be noticed to avoid Sunshine Law violations.

FIFTH ORDER OF BUSINESS

Manager's Report

A. Proposed Budget for FY 2014

- Ms. Davis outlined proposed budget for FY 2014 noting the changes requested at the June 10, 2013 and updated actuals. Discussion followed.
- The mailed notices for the increase in assessments will be sent to each homeowner on July 22nd.
- Mr. Didier is to work with Mr. Rogers on a Summary of Items that may need to be included that may increase the budget.

B. Consideration of Resolution 2013-5 Designating Registered Agent and Office

- Ms. Davis outlined Resolution 2013-5 which will appoint Ms. Daughton as the registered agent and her office at Sniffen and Spellman as the registered office. Discussion followed.
- Discussion followed on attorney fees and controlling/managing those costs.

On MOTION by Mr. Kessler seconded by Mr. Didier, Resolution 2013-5 a resolution of the Board of Supervisor of the Piney-Z Community Development District authorizing and approving change of designated registered agent and registered office was adopted with votes as follows:

Jan Bridges - Aye

Richard Kessler – Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

- Discussion followed on the Board receiving notice of agenda items.

SIXTH ORDER OF BUSINESS

Property Manager's Report (including Access and Revenue Reports)

A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)

- Mr. Rogers and Mr. Didier addressed a conversation they had at Mr. Rogers' office regarding a personnel issue.
 - Mr. Lee suggested they continue working on improving their communication.
 - Ms. Daughton noted personnel issues need to be handled by the Property Manager, so as not to risk having to address them in a public meeting.
- Mr. Rogers addressed the Access and Revenue Reports.

B. Amenities Key Fob Agreement

- Mr. Rogers addressed the key fobs suggesting they start over with the system - deactivating the system after notifying residents they will be doing so, set up times staff will be available for updating information and reactivating the system. The best time to do this would be in November.
- Discussion followed on the key fob agreement.
 - Discussion followed on removing references to the HOA from the key fob agreement and emails provided to the CDD becoming a public record.
 - Board members to send comments and/or concerns to District

Counsel and Mr. Rogers prior to the next meeting.

A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)

- Mr. Alan Cox reported the pool is in good working order.
 - Mr. Bridges commended Mr. Cox for his oversight of the pool, from staffing to maintenance.
- Fitness center:

The record will reflect the Board took a brief recess.

- Mr. Rogers outlined an incident at the Fitness Center on June 19th resulting in a broken mirror.
- When the mirror was removed water damage was found on the walls behind all the mirrors.
- Mr. Lee addressed the need for the repairs and the fact that they currently do not know the extent of the repairs until the drywall is fully removed.

Mr. Bridges MOVED to authorize the Chairman to accept a bid for repair of the fitness center wall at a not-to-exceed amount of \$5,400 plus 20% and Ms. Hudson seconded the motion.

- Discussion followed on repairing only the damaged wall at this time and planning for additional repairs at a future date.
- Discussion followed on whether the mirrors should be reinstalled with the consensus being not to reinstall.

On VOICE vote the motion was approved with votes as follows:

Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

SEVENTH ORDER OF BUSINESS

Supervisor Requests

- A. Supervisor Roles (Supervisor Kessler)**
- B. Workshop Activities and Parameters (Supervisor Kessler)**
- C. Organizing Board Goals (Supervisor Kessler) and Priorities (Supervisor Didier)**
- D. Discussion of Workshop Dates (Supervisor Didier)**
 - Discussion followed on setting a workshop for these topics.
 - Discussion followed on monthly regular meetings and quarterly workshops.

On MOTION by Mr. Lee seconded by Mr. Bridges, setting a workshop for August 12, 2013 from 3:00 to 5:00 p.m. to address agenda items 7A through 7D was approved with votes as follows:

Jan Bridges - Aye
Richard Kessler – Aye
Cheryl Hudson - Aye
Joe Didier - Aye
Michael Lee - Aye

- E. Maintenance Log for Each CDD Amenity (Supervisor Didier)**
 - Mr. Didier addressed maintenance logs for each of the amenities.
Discussion followed.

Mr. Bridges MOVED to do a maintenance log test run on the fitness center for three months.

- Discussion continued on the maintenance logs.

On MOTION by Mr. Didier seconded by Mr. Lee, keeping maintenance logs for the pool, fitness center and playground failed with votes as follows:

Jan Bridges - Nay
Richard Kessler – Nay
Cheryl Hudson - Nay
Joe Didier - Aye
Michael Lee - Aye

EIGHTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

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

- Mr. Didier inquired how the items with unfavorable variances are handled.
 - Ms. Davis noted a budget amendment is done in November if the District runs over the total expenditures.
- Ms. Davis addressed the P/R Board of Supervisors noting if the intent is to have regular meetings every month they will need to change the budget line item.

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

Jan Bridges - Aye

Richard Kessler – Aye

Cheryl Hudson - Aye

Joe Didier - Aye

Michael Lee - Aye

TENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

Janice Eggleton Davis
Secretary

Michael Lee
Chairman

Fourth Order of Business

4A.

DRAFT
Notice of Meetings
Piney-Z Community Development District

As required by Chapter 189 Florida Statutes, notice is being given that the Board of Supervisors of the Piney-Z Community Development District will hold its meetings for Fiscal Year 2014 at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida at 6:30 p.m. on the second Monday of every other month as follows except as noted:

October 14, 2013 (WORKSHOP)
November 12, 2013 (Second Tuesday)
December 9, 2013 (WORKSHOP)
January 13, 2014
February 10, 2014 (WORKSHOP)
March 10, 2014
April 14, 2014 (BUDGET WORKSHOP)
May 12, 2014
June 9, 2014 (WORKSHOP)
July 14, 2014
August 11, 2014 (WORKSHOP)
September 9, 2014

There may be occasions when one or more Supervisors will participate by telephone. Meetings may be continued to a date, time and place certain, which will be announced at the meeting.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Management Company, Severn Trent Services at (954) 753-5841. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office at least two (2) days prior to the date of any hearing or meeting.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

The Piney-Z Homeowners Association will hold meetings at which two or more Supervisors of the Piney-Z Community Development District Board may be in attendance, at the Piney-Z Lodge, 950 Piney-Z Plantation Road, Tallahassee, FL at 6:30 p.m. on:

October 8, 2013
December 10, 2013
February 11, 2014
April 8, 2014
June 10, 2014
July 22, 2014

Janice Eggleton Davis
District Manager

Sixth Order of Business

PINEY-Z
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2014

Version 5 - Modified Tentative Budget:
(Printed 7/30/13)



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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 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU JUN-2013	PROJECTED JUL - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
REVENUES								
Interest - Investments	\$ 516	\$ 1,535	\$ 1,255	\$ 1,080	\$ 504	\$ 346	\$ 850	\$ 550
Net Incr (Decr) In FMV-Invest	1,236	-	-	-	-	-	-	-
Interest - Tax Collector	19	54	42	-	32	-	32	-
Special Assmnts- Tax Collector	299,251	376,975	358,554	358,552	358,554	-	358,554	394,411
Special Assmnts- HOA	67,489	-	-	-	-	-	-	-
Special Assmnts- Discounts	(13,383)	(14,122)	(13,589)	(14,342)	(13,412)	-	(13,412)	(15,776)
Other Miscellaneous Revenues	-	4,868	-	-	-	-	-	-
Access Cards	-	50	-	-	-	-	-	-
Amenities Revenue	12,365	11,055	11,420	12,000	9,600	2,400	12,000	12,000
TOTAL REVENUES	367,493	380,415	357,682	357,290	355,278	2,746	358,024	391,185
EXPENDITURES								
<i>Administrative</i>								
P/R-Board of Supervisors	6,800	4,800	5,200	6,000	3,800	4,600	8,400	6,000
FICA Taxes	520	367	398	459	291	352	643	459
ProfServ-Engineering	-	795	-	500	-	-	-	500
ProfServ-Legal Services	69,747	21,600	33,127	30,000	18,291	16,709	35,000	35,000
ProfServ-Mgmt Consulting Serv	47,839	47,839	47,839	49,275	36,956	12,319	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	622	1,378	2,000	2,000
Insurance - General Liability	7,685	7,055	8,074	10,655	8,136	-	8,136	10,954
Printing and Binding	2,620	2,205	1,925	2,500	1,069	1,431	2,500	2,500
Legal Advertising	1,810	1,033	1,512	1,500	651	1,800	2,451	1,500
Miscellaneous Services	121	589	2,156	500	701	499	1,200	1,200
Misc-Assessmnt Collection Cost	10,601	10,886	10,349	10,757	10,360	-	10,360	11,832
Misc-Contingency	1,150	1,550	-	2,000	1,175	-	1,175	2,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2014 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU JUN-2013	PROJECTED JUL - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
Office Supplies	364	276	390	500	311	189	500	500
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	165,418	107,889	119,955	125,098	90,577	39,515	130,092	134,432
Field								
Contr-Landscape-Amenities Area	12,040	12,040	12,040	12,040	9,030	3,010	12,040	12,040
R&M-Other Landscape	994	456	-	-	-	-	-	-
Misc-Contingency	-	-	2,433	8,204	4,972	3,232	8,204	8,500
Total Field	13,034	12,496	14,473	20,244	14,002	6,242	20,244	20,540
Fieldcrest								
Contracts-Landscape-Fieldcrest	36,400	-	-	-	-	-	-	-
Total Fieldcrest	36,400	-	-	-	-	-	-	-
Home Owner Association								
Contr-Landsc-HOA Common Area	28,950	-	-	-	-	-	-	-
Utility - General	3,000	-	-	-	-	-	-	-
R&M-General	3,000	-	-	-	-	-	-	-
Misc-Community Services HOA	27,815	-	-	-	-	-	-	-
Total Home Owner Association	62,765	-	-	-	-	-	-	-
Parks and Recreation - General								
Payroll-Salaries	100,108	110,243	108,129	118,000	64,962	45,038	110,000	118,000
FICA Taxes	8,164	8,975	8,324	9,027	5,059	3,445	8,504	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	6,444	2,148	8,592	9,450
Workers' Compensation	4,771	4,276	3,704	3,791	4,247	-	4,247	4,884
ProfServ-Pool Maintenance	4,800	4,800	4,800	4,800	3,600	1,200	4,800	4,800
Contracts-Security Services	2,579	2,516	4,530	2,224	2,168	645	2,813	2,504
Communication - Teleph - Field	5,829	5,851	2,542	1,620	1,609	359	1,968	2,280
Postage and Freight	491	348	404	900	312	312	624	900

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2014 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU JUN-2013	PROJECTED JUL - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
Utility - General	26,175	24,774	24,333	28,000	19,107	8,893	28,000	28,000
Utility - Other	1,812	2,276	2,347	3,000	1,667	570	2,237	3,000
R&M-General	10,214	15,749	15,389	14,100	15,687	4,500	20,187	14,100
R&M-Equipment	1,554	1,030	2,123	2,300	1,136	500	1,636	2,300
R&M-Pest Control	863	430	390	790	2,803	7,945	10,748	790
R&M-Pools	884	6,538	3,973	4,000	7,269	500	7,769	5,500
Misc-Contingency	-	-	600	6,000	981	5,400	6,381	6,000
Office Supplies	1,941	6,720	5,140	3,000	4,262	1,000	5,262	3,000
Op Supplies - General	4,360	618	-	-	-	-	-	-
Op Supplies - Pool Chemicals	3,402	3,790	3,515	5,000	1,629	3,371	5,000	5,000
Capital Outlay	19,178	9,861	32,360	16,600	23,799	-	23,799	25,000
Total Parks and Recreation - General	205,453	218,657	233,072	234,102	168,991	85,826	254,817	246,785
Reserves								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	43,350
Total Reserves	-	-	-	10,000	-	-	-	43,350
TOTAL EXPENDITURES & RESERVES	483,070	339,042	367,500	389,444	273,570	131,583	405,153	445,107
Excess (deficiency) of revenues								
Over (under) expenditures	(115,577)	41,373	(9,818)	(32,154)	81,708	(128,837)	(47,129)	(53,922)
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(32,154)	-	-	-	(53,922)
TOTAL OTHER SOURCES (USES)	-	-	-	(32,154)	-	-	-	(53,922)
Net change in fund balance	(115,577)	41,373	(9,818)	(32,154)	81,708	(128,837)	(47,129)	(53,922)
FUND BALANCE, BEGINNING	286,728	171,151	212,524	202,706	202,706	-	202,706	155,577
FUND BALANCE, ENDING	\$ 171,151	\$ 212,524	\$ 202,706	\$ 170,552	\$ 284,414	\$ (128,837)	\$ 155,577	\$ 101,655

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2014	\$ 155,577
Net Change in Fund Balance - Fiscal Year 2014	(53,922)
Reserves - Fiscal Year 2014 Additions	43,350
Total Funds Available (Estimated) - 9/30/2014	145,005

ALLOCATION OF AVAILABLE FUNDS***Restricted Fund Balance***

Debt Service - Series 2002 in lieu of a Reserve account	18,500
Subtotal	<u>18,500</u>

Assigned Fund Balance

Operating Reserve - One Quarter Operating Capital	63,155 ⁽¹⁾
Reserves - CDD Amenities	63,350
Subtotal	<u>126,505</u>

Total Allocation of Available Funds	145,005
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Total Unassigned (undesignated) Cash	<u>\$ (0)</u>
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Notes

(1) Represents approximately 2 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 deposit of public monies under Chapters 218 and 280, Florida Statutes. The budget is based upon the estimated average balance of funds available during the Fiscal Year.

Special Assessments – Tax Collector

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 only anticipates transcription services for six (6) workshops.

Professional Services – Special Assessment

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

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
TOTAL	\$ 14,100

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 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU JUN-2013	PROJECTED JUL - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
REVENUES								
Interest - Investments	\$ 4	\$ 356	\$ 58	\$ 50	\$ 46	\$ 10	\$ 56	\$ 50
Special Assmnts- Tax Collector	145,738	78,801	82,527	79,194	79,195	-	79,195	81,881
Special Assmnts- Prepayment	8,031	-	-	-	-	-	-	-
Special Assmnts- Discounts	(5,319)	(2,952)	(3,128)	(3,168)	(2,962)	-	(2,962)	(3,275)
TOTAL REVENUES	148,454	76,205	79,457	76,076	76,279	10	76,289	78,656
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Trustee	2,694	2,694	2,694	2,700	2,694	-	2,694	2,700
Misc-Bank Charges	31	-	-	-	-	-	-	-
Misc-Assessmnt Collection Cost	4,213	2,275	2,382	2,376	2,288	-	2,288	2,456
Total Administrative	6,938	4,969	5,076	5,076	4,982	-	4,982	5,156
<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	21,000	-	21,000	18,500
Total Debt Service	73,375	81,000	73,500	71,000	71,000	-	71,000	73,500
TOTAL EXPENDITURES	80,313	85,969	78,576	76,076	75,982	-	75,982	78,656
Excess (deficiency) of revenues Over (under) expenditures	68,141	(9,764)	881	-	297	10	307	-
Net change in fund balance	68,141	(9,764)	881	-	297	10	307	-
FUND BALANCE, BEGINNING	39,111	107,252	97,488	98,369	98,369	-	98,369	98,676
FUND BALANCE, ENDING	\$ 107,252	\$ 97,488	\$ 98,369	\$ 98,369	\$ 98,666	\$ 10	\$ 98,676	\$ 98,676

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 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	ADOPTED BUDGET FY 2013	ACTUAL THRU JUN-2013	PROJECTED JUL - SEP-2013	TOTAL PROJECTED FY 2013	ANNUAL BUDGET FY 2014
REVENUES								
Interest - Investments	\$ 11	\$ 349	\$ 111	\$ 100	\$ 89	\$ 17	\$ 106	\$ 100
Special Assmnts- Tax Collector	228,503	227,306	227,306	227,306	227,306	-	227,306	227,306
Special Assmnts- Prepayment	8,129	-	-	-	-	-	-	-
Special Assmnts- Discounts	(8,339)	(8,515)	(8,615)	(9,092)	(8,503)	-	(8,503)	(9,092)
TOTAL REVENUES	228,304	219,140	218,802	218,314	218,892	17	218,909	218,314
EXPENDITURES								
<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	6,567	-	6,567	6,819
Total Administrative	12,568	11,327	10,724	11,619	11,330	-	11,330	11,619
<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	52,138	-	52,138	46,138
Total Debt Service	214,013	213,388	212,950	212,138	212,138	-	212,138	211,138
TOTAL EXPENDITURES	226,581	224,715	223,674	223,757	223,468	-	223,468	222,757
Excess (deficiency) of revenues								
Over (under) expenditures	1,723	(5,575)	(4,872)	(5,443)	(4,576)	17	(4,559)	(4,443)
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(5,443)	-	-	-	(4,443)
TOTAL OTHER SOURCES (USES)	-	-	-	(5,443)	-	-	-	(4,443)
Net change in fund balance	1,723	(5,575)	(4,872)	(5,443)	(4,576)	17	(4,559)	(4,443)
FUND BALANCE, BEGINNING	175,277	177,000	171,425	166,553	166,553	-	166,553	161,994
FUND BALANCE, ENDING	\$ 177,000	\$ 171,425	\$ 166,553	\$ 161,110	\$ 161,977	\$ 17	\$ 161,994	\$ 157,551

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 rate and \$940,000 due May 1, 2014 at 4.25% interest rate.

Budget Narrative
Fiscal Year 2014

REVENUES

Interest-Investments

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

Special Assessments – Tax Collector

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

Special Assessment – Discounts

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

EXPENDITURES

<i>Expenditures - Administrative</i>

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>

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	\$469.54	\$426.85	10.00%	\$196.00	\$196.00	0.00%	\$70.04	\$67.75	3.38%	\$735.58	\$690.60	6.51%
40	104	\$469.54	\$426.85	10.00%	\$217.78	\$217.78	0.00%	\$77.83	\$75.27	3.40%	\$765.15	\$719.90	6.29%
50	291	\$469.54	\$426.85	10.00%	\$298.85	\$298.85	0.00%	\$97.28	\$94.09	3.39%	\$865.67	\$819.79	5.60%
60	62	\$469.54	\$426.85	10.00%	\$298.85	\$298.85	0.00%	\$116.73	\$112.90	3.39%	\$885.12	\$838.60	5.55%
75	183	\$469.54	\$426.85	10.00%	\$408.34	\$408.34	0.00%	\$145.91	\$141.12	3.39%	\$1,023.79	\$976.31	4.86%
90	67	\$469.54	\$426.85	10.00%	\$490.00	\$490.00	0.00%	\$180.74	\$174.81	3.39%	\$1,140.28	\$1,091.66	4.45%
65 *	8	\$469.54	\$426.85	10.00%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$774.44	\$731.75	5.83%
50 gar	12	\$469.54	\$426.85	10.00%	\$304.90	\$304.90	0.00%	\$13.28	\$12.84	3.43%	\$787.72	\$744.59	5.79%
20 TH *	85	\$469.54	\$426.85	10.00%	\$152.45	\$152.45	0.00%	\$0.00	\$0.00	n/a	\$621.99	\$579.30	7.37%
	840												

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

6A.

RESOLUTION 2013-6

THE ANNUAL APPROPRIATION RESOLUTION OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2013, submitted to the Board of Supervisors (the “Board”) a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the Piney-Z Community Development District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget (the “Proposed Budget”), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set August 12, 2013 as the date for a public hearing, and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1 of each year, the District Board adopt by resolution a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget that projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

Section 1. Budget

- a. That the Board of Supervisors has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Records Office, and hereby approves the Proposed Budget as amended, as shown in Section 2 below.
- b. That the Proposed Budget, attached hereto as Exhibit “A,” as amended by the Board after the public hearing, is hereby adopted in accordance with the

provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2013 and/or revised projections for Fiscal Year 2014.

- c. That the adopted budget, as amended, shall be maintained in the Office of the District Manager and the District's Records Office and identified as "The Budget for Piney-Z Community Development District for the Fiscal Year Ending September 30, 2014, as Adopted by the Board of Supervisors on August 12, 2013."

Section 2. Appropriations

There is hereby appropriated out of the revenues of the Piney-Z Community Development District, for the fiscal year beginning October 1, 2013, and ending September 30, 2014, the sum of \$_____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
2002 SERIES DEBT SERVICE FUND	\$_____
2008 SERIES DEBT SERVICE FUND	\$_____
TOTAL ALL FUNDS	\$_____

Section 3. Supplemental Appropriations

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided such transfers do not exceed \$10,000 or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred, previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 12th day of August, 2013.

ATTEST:

**BOARD OF SUPERVISORS OF
THE PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

Janice Eggleton Davis
Secretary

Michael Lee
Chairman

6B.

RESOLUTION 2013-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Piney-Z Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted Improvement Plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District (“Board”) hereby determines to undertake various operations and maintenance activities described in the District’s budget for Fiscal Year 2013-2014 (“Operations and Maintenance Budget”), attached hereto as Exhibit “A” and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s budget for Fiscal Year 2013-2014; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefited lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of Leon County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, the District has previously levied an assessment for debt service, which the District now desires to collect on the tax roll pursuant to the Uniform Method and which is also indicated on Exhibit “A”; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Piney-Z Community Development District (the “Assessment Roll”), attached to this Resolution as Exhibit “B” and incorporated herein as a material part of this Resolution by this reference, and to certify the Assessment Roll to the Leon County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the Leon County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for Leon County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT. The provision of the services, facilities, and operations as described in Exhibit “A” confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands is shown in Exhibit “A.”

SECTION 2. ASSESSMENT IMPOSITION. A special assessment for operation and maintenance as provided for in Chapter 190, Florida Statutes, is hereby imposed and levied on benefited lands within the District in accordance with Exhibit “A.”

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments shall be at the same time and in the same manner as Leon County taxes in accordance with the Uniform Method. The District shall also collect its previously levied debt service assessment pursuant to the Uniform Method as indicated on Exhibit “A.”

SECTION 4. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as Exhibit “B,” is hereby certified to the Leon County Tax Collector and the assessments shall be collected by Leon County Tax Collector in the same manner and time as Leon County taxes. The proceeds therefrom shall be paid to the Piney-Z Community Development District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep appraised of all updates made to the Leon County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District’s Assessment Roll in accordance with

any such updates, for such time as authorized by Florida law, to the Leon County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Piney-Z Community Development District.

PASSED AND ADOPTED this 12th day of August, 2013.

ATTEST:

**BOARD OF SUPERVISORS OF THE
PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

Janice Eggleton Davis
Secretary

Michael Lee
Chairman

Seventh Order of Business

Piney-Z Community Development District
Property Manager's Report
August 12, 2013

Events / Facility Use:

As of this writing the events, activities and meetings that took place at the CDD Amenities between July 15, (last regular meeting) and August 12 are as follows:
Three Resident Sponsored Events
Three HOA related meetings

Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)

General Comments Concerning Amenities Areas:

Fitness Center: Repairs began on the wall in the Fitness Center. After consulting with Chairman Lee, 10 Point Construction was chosen to make the repairs and renovations discussed in the July 15th meeting. The work will likely still be underway the day of the August 12th CDD Board Meeting. Regular maintenance and servicing of the equipment took place.

Lodge: The list of parties, functions and meetings that took place is listed above. I worked with some of the new staff organizing the garage. Pressure washing was done at the front porch of the Lodge and sidewalk. Regular maintenance took place.

Pavilion: Regular maintenance was performed at the Pavilion.

Playground: Regular maintenance was performed at the Pavilion and the area was checked for hazards regularly. John Hurst Outdoor Services treated weed, etc. growth on pathways.

Pool / Aquatics: The last session of swim lessons concluded the week before the August 12 Board meeting. The swimming pool hours will change on August 19.

Weekdays: 2pm until dusk / Saturdays and Sundays: 10am until Dusk / Monday Labor Day September 2nd: 10am until Dusk

Full Pool Season schedule can be viewed on the web site.

Grounds: Regular maintenance took place.

Access Report for Fitness Center and Pool

Fitness Center Key Fob Entries:

Month / Year: June 2013

Fob Entries: **585**

Households Represented: **106**

Swimming Pool Main Gate:

Month / Year: June 2013: Open 30 Days

Fob Entries: **1,343**

Households: **216**

June 2013 Swimming Pool Sign-In Sheets Entries:

1,614 Persons / 30 Days

The number could be higher since some residents are not diligent about signing in. During the 30 days the pool was open in June the pool was used at least 1,614 times when residents, property owners and their guests visited the pool.

Note: Of the 1,614 number of pool users some of these are repeat customers / users. Meaning the same names in the sign-in notebook may repeat several or many times per month since they come to the pool more than once per month.

Property Manager's Log of Payments Received from Rental of the Amenities since the last Meeting:

The fiscal year total as reported in the last meeting was: \$9,830.00

Date Sent	Piney-Z Renter / Host Name on Check	Check Number/ Type of Fee	Date of Event	Fee Paid
07/11/13	Jay Morrell	Cash / \$150.00	06/29/13	\$150.00
	(Cash: \$150.00 (For rental and more people) Two \$50's / Two \$20's/Two \$5's)			
"	James D. Mann (Resident: Sam Amantia)	1140 (Base Fee)	07/14/13	\$150.00
"	James D. Mann (Resident: Sam Amantia)	1139 (Rental Fee)	07/14/13	\$100.00
"	Grace Jacob Mhina (Residents: John and Lilian Kishe)	366 (Base / Rental Fees)	08/03/13	\$400.00
"	Daniel S. Harper	1044 (Base / Rental Fee)	08/17/13	\$250.00
"	Katie C. Muller	3165 (Base Fee)	08/24/13	\$150.00
07/26/13				
"	Debra Solomon	6060 (Extra Hour)	07/12/13	\$25.00
"	Robert S Bass	9430 (Extra Hours)	07/20/13	\$50.00
"	Madhuri Madala	366 (Base / Rental Fees)	08/02/13	\$400.00
"	Khadija R. Smith	2139 (Rental Fee)	08/16/13	<u>\$100.00</u>
			Total	\$1,775.00

Fiscal Year to Date Total Sent to CDD Accounting: \$11,605.00

Update on Maintenance Concerns for CDD Board Consideration

Repair to Termite Damage: Considered an immediate need. Two of the companies we have estimates for have submitted to me a revised estimate to repair the damage. Previously they had submitted an estimate to repair many projects. The estimates and description that follow my report are for only repairing the termite damage.

10 Point Construction, LLC \$7,800.00

Artistic Perfection Drywall & Stucco, Inc. \$8,176.17

Replacement of Storm Drain Piping for CDD Board Future Consideration:

As you may be aware a portion of the back lower parking lot behind the Lodge floods after heavy rains and mud, grime and debris begins to clog the drain. This has been mentioned in the past. I want to bring you this updated information since it continues to be a problem and has worsened. Sometimes the water reaches the Fitness Center door but does not flood the room. Periodically the storm drain has been pumped out over the years to remove mud, etc.

I asked Hagen Enterprises / Roto-Rooter to pump it out again and submit a quote and a report concerning the problem with keeping the water properly draining. The drain line was pumped out and they discovered where it empties out in the woods. They marked the drain pipe path with spray paint. They discovered that the old drain pipe has collapsed and needs replacing. Following my report is the quote and description from Hagen Enterprises / Roto-Rooter's to replace the storm drain pipe.

Heating and Air Condition Report:

Report from Barineau Heating and Air Conditioning System Check

The Barineau company handles the regular servicing of our systems. A servicing and systems check was performed on July 11, 2013. Following my report is a report from the Barineau company's service technician.



1532 Sweet Plum Circle
Tallahassee, FL 32312

Frog Realty
Michael Lee

Date	Estimate #
7/2/2013	20753

Terms	Project
	Piney Z Lodge

Description	Total
Repair termite damage to band boards, joists, girders and subfloor in crawlspace noted in WDO inspection.	7,800.00
	Total \$7,800.00

7/8/2013

file:///C:/Users/sjh/AppData/Local/Temp/Low6IIMQ109.htm

ARTISTIC PERFECTION DRYWALL & STUCCO, INC.

2700-1 Power Mill Ct. ☒ Tallahassee, FL 32301 ☒ USA
Phone 850-942-5933 ☒ Fax 850-942-5593 ☒ artisticperfectiondrywall.com

PROPOSAL / CONTRACT

CUSTOMER: Lance Rogers
JOB Piney Z Plantation Lodge House Repairs
ADDRESS:
PHONE:

DATE: 07-09-2013
REVISED
FROM
05-31-2013

PROVIDE ALL LABOR AND MATERIALS TO COMPLETE THE TERMITE DAMAGES AS LISTED ON YOUR INSPECTION AND AS WAS VISIBLE AT THE TIME WE LOOKED AT THE DAMAGES. DOES NOT INCLUDE ANY UNFORSEEN OR HIDDEN DAMAGE THAT MAY BE PRESENT WHEN DEMO IS STARTED AS FOLLOWS:

1.) FLOOR SYSTEM IN CRAWL SPACE PER WDO INSPECTION INCLUDES SUB FLOOR, JOIST, MAIN BEAMS AND OUTSIDE BANDS.

TOTAL \$8,176.17

Any balance thirty (30) days past due shall accrue interest on the unpaid principal debt at a rate equal to 1.5% per month (18% per annum) unless applicable law limits the interest that may be charged to an amount less than 1.5% per month. In that instance, interest shall accrue on the unpaid principal debt at the maximum rate allowed by law.

In the event the account is placed with a third party for collection, purchaser shall pay all costs associated with the collection, including reasonable attorney's fees for trial, appeal, and bankruptcy proceedings.



Artistic Perfection Drywall & Stucco, Inc.: _____ Date: 7/9/2013

Acceptance Signature: _____ Date: _____

PLEASE MAIL OR FAX ENTIRE SIGNED CONTRACT BACK AS SOON AS POSSIBLE FOR SCHEDULING.
PRICE IS SUBJECT TO CHANGE 60 DAYS FROM QUOTE DATE.

**Big or Little - No Job Too Small,
We Do It All**



Hagen Enterprises, Inc. D.B.A.
Roto-Rooter
P.O. Box 3133
Tallahassee, FL 32315-3133
850.386.5614 Tallahassee
229.226.0086 Thomasville
850.422.3569 Fax
License # CF-C020376

August 1, 2013

PROPOSAL SUBMITTED TO:

Name: Piney-Z Community Development District (CDD)
Attn: Lance Rogers
Address: 950 Piney-Z Plantation Rd
City: Tallahassee, FL 32311
Telephone: 850.656.4007
Email: lance-piney-z@comcast.net

WORK TO BE PERFORMED AT:

Same

WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF:

Replace approx. 200-250Ft of 6" storm drain piping

- | | |
|----------------------------|------------|
| - Replace with 6" PVC pipe | \$2,540.00 |
| - Replace with 8" PVC pipe | \$2,940.00 |

Do to existing conditions we recommend increasing the size of the drainage pipe to 8"

***Price does not include any tree/bush/shrub removal, concrete/asphalt demo/repair/replacement, landscaping, grass preservation or sodding of excavation area.**

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in the substantial workmanlike manner. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workmen's Compensation Insurance and Public Liability Insurance on the above work to be taken out by

Ryan A. Hagen

Submitted:

08/1/2013

Date:

Accepted: _____

Date: _____

*This proposed amount is due and payable upon the completion of the work described above. A service charge of 1 ½ % per month will be added after 30 days. Customer agrees to all charges including reasonable costs to collection and attorney's fee should this become necessary. Plumbing Contractor License # CFC-020376 Mechanical License # RM00449014 Utility Contractor License # CUC1224250 Class I Fire License # 6947440001206 Liquefied Petroleum License # 06628 Med Gas Installer I.D. # 06-0792-09

*This Proposal maybe withdrawn by us if not within 30 days.

Invoice

Barineau Heating And Air Conditioning, I
4829 Corlett Street
Tallahassee, FL 32303
(850)580-4029 Fax: (850)580-4032
CA C057652

07/11/13
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Piney Z Community Dev. Dist.
950 Piney Z Plantation Road
Tallahassee, FL 32311

Piney Z Community Dev. Dist.
950 Piney Z Plantation Road
Tallahassee, FL 32311

Call Slip Number	P.O. Number	Invoice Date	Invoice Number
51212		07/11/2013	S24244

Tech	Date	Amount
BRUCE	07/11/2013	0.00
BRUCE	07/11/2013	0.00

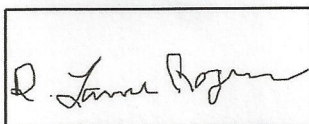
ADDITIONAL DETAILS:

Checked system in operation. Checked evaporator coils and cleaned where accessable. Checked drain pan for cracks and removed any debris. Added pan tablets. Vaccumed out drain line for proper drainage. Fan amps recorded and blower motor and wheel inspected. Inspected duct work at unit location for air leaks. Checked outdoor system. Recorded compressor and fan amps. Inspected all wires and controls. Removed spider webs and leaves from bottom of unit. Any plants or vines are cleared. Refridgerant pressures are tested and recorded. Filter inspected. Thermostat set to original setting.

All the goodman air handlers have rusty Evaporator Coils this will cause system failure in the future
The rust on Evaporator Coils will create a refrigerant leak over a period of time unfortunately there is no way to determine when this will occur

All the condensate drain lines were full of algae and calcium deposits cleaned and cleared all 4 condensate lines

All 4 Condensers were dirty cleaned with green clean
Goodman system in gym needs a new condensate pump i cleaned it as best as i could has a lot of algae up inside the pump not letting it shut off every time its drains recommend replacing



Authorized Signature

07/11/2013 01:32PM

Grand Total: 0.00