

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**MARCH 26, 2018**

**AGENDA PACKAGE**

**Piney-Z Community Development District**

**Inframark, Infrastructure Management Services**

210 North University Drive, Suite 702 • Coral Springs, Florida 33071  
Telephone: (954) 603-0033 • Fax: (954) 345-1292

March 19, 2018

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, March 26, 2018 the Board of Supervisors of the Piney-Z Community Development District will hold a meeting at 5:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments & Supervisor Response(s)**
- 4. Approval of the Minutes of the April 24, 2017 Workshop and January 22, 2018 Meeting**
- 5. Acceptance of the Financial Statements and Approval of the Check Register and Invoices**
  - A. September, October, November and December**
  - B. January and February**
- 6. CDD Manager's Report**
  - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds)**
  - B. Pool Renovation**
  - C. Pool Staffing Plan**
  - D. FY 2019 Budget**
- 7. District Manager's Report**
  - A. Consideration of Resolution 2018-3 - General Election**
- 8. District Attorney's Report**
  - A. Update on 27 foot Sliver of Land**
- 9. Old Business**
  - A. Inframark Contract**
  - B. Consideration of Supervisor Lee's Request for Back Pay**
- 10. Discussion Topics**
  - A. Supervisor Meeting Participation By Phone / Vote or Resolution**
  - B. Supervisor Rate of Pay Per Meeting / Vote or Resolution**
  - C. Letter - RE: 2019**
  - D. Accounting Firms**
  - E. FASD Fee**
- 11. Supervisor Requests**
  - A. Process for Attorney Communication [Supervisor Pincus]**
- 12. Adjournment**

Piney-Z CDD  
March 19, 2018

Any additional supporting materials we have received for the items listed above are enclosed. Others may be distributed under separate cover. The balance of the agenda is routine in nature. If you have any questions, please give me a call at (813) 991-1116, extension 105.

Sincerely,

Bob Nanni/ms  
District Manager

cc: Christopher Lyon Melinda Parker Bob Reid

## **Fourth Order of Business**

## **MINUTES OF WORKSHOP PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**

A workshop of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, April 24, 2017 at 3:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present:

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

*The following is a summary of the discussions at April 24, 2017 Piney-Z Community Development District Board of Supervisors Workshop.*

### **FIRST ORDER OF BUSINESS**

#### **Roll Call**

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

### **SECOND ORDER OF BUSINESS**

#### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **THIRD ORDER OF BUSINESS**

#### **Audience Comments**

There being none, the next item followed.

### **FOURTH ORDER OF BUSINESS**

#### **FY 2018 Budget**

- Discussion followed on the STS contract.
- FY 2018 Budget discussion.
  - Postage - reduced usage of FedEx - documents are scanned.
  - Floors - last done in 2003.
  - Ms. Parker's changes to keep the budget flat have been incorporated in the budget included in the agenda package.
  - Reduced by \$6,938 - \$1,388 in Payroll, \$5,050 in Reserves, and \$500 in new AC unit for fitness center.

- FY 2017 carryover was addressed with it being noted FY 2017 is not closed out until the end of October.
  - Expenditures - The management services amount was not changed.
  - Personnel issues - Ms. Hudson noted Ms. Parker is deserving of a raise with 2% being low. She should not take a hit to balance the budget.
  - Personnel - Ms. Cashin noted they gave staff State holidays but neither Mr. Evans nor Ms. Parker have sick days or vacation days. Her thought is five sick and five vacation days - ten days per year.
  - Personnel - Mr. Kirby noted in lieu of raises they could talk about bonuses.
- Discussion followed on STS.
- Records destruction was addressed with Mr. Lee noting he feels the records should be shipped to the District for destruction after they have had a chance to review them.
- Mr. Kirby suggested the use of interns for college credit to handle some of the administrative work.
- Discussion followed on the transcription of meetings versus the recording.
- Discussion followed on the website.
- Mr. Evans addressed tiling and resurfacing the pool and other issues including 22 individual leaks having to do with the tile.
  - Ms. Parker noted there is \$25,000 in FY 2018 for the pool shell with the \$8,500 from last year it is \$33,500. What would like to do sometime between October 1 and April 1 is redo the pool.
  - It will be in the \$50,000 to \$60,000 range and Ms. Parker proposes going into reserves for the balance to do so.
  - The trained lifeguards for the season were addressed.
- Discussion followed on a high water mark for assessment levels with it being noted if they increase assessments \$1 mailed notices are required.
- Discussion returned to the FY 2018 budget and keeping assessments flat.

April 24, 2017  
Workshop

Agenda Page 7  
Piney-Z CDD

**FIFTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further, the workshop was adjourned at 5:25 p.m.

# 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 Monday, January 22, 2018 at 5:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Gerry Cashin	Chairperson (via phone)
Cheryl Hudson	Vice Chairperson
Michael Lee	Assistant Secretary
Art Kirby	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Bob Nanni	District Manager / Secretary
M. Christopher Lyon	District Legal Counsel
Melinda Parker	CDD Manager
Rick Evans	Buildings & Grounds Manager
Residents	

*The following is a summary of the discussions and actions taken at the January 22, 2018 Piney-Z Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Hudson called the meeting to order at 5:33 p.m. and Mr. Nanni called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments & Supervisor  
Response(s)**

There being none, the next item followed.

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

**Cheryl Hudson - Aye**

**Ann Pincus - Aye**

**Michael Lee – Aye**

**Art Kirby - Aye**

**FOURTH ORDER OF BUSINESS**

**Open Board Discussion**

There being no action on this item, the next item followed.

**FIFTH ORDER OF BUSINESS**

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

On MOTION by Ms. Pincus seconded by Mr. Kirby, the November 20, 2017 minutes were approved with votes as follows:

**Ann Pincus - Aye**

**Michael Lee – Aye**

**Art Kirby - Aye**

**Gerry Cashin - Aye**

**Cheryl Hudson - Aye**

**SIXTH ORDER OF BUSINESS**

**Acceptance of the October,  
November and December  
Financial Statements and  
Approval of the Check Registers  
and Invoices**

Ms. Pincus MOVED to accept the October, November and December financial statements, and approve the check registers and invoices and Ms. Cashin seconded the motion.

- Ms. Parker noted she recommends the Board reject all three months financials. She has shared her concerns with [Inframark] as they are replete with errors of which she outlined.
  - Mr. Nanni requested the list of errors be emailed to him so he can address with accounting.
- Discussion followed on accounting and a new person being assigned the District.

- Ms. Parker noted Mr. Nanni has gone to bat for the District on this; he has made the District's concerns known.
- Mr. Kirby addressed the check cut to Bobcat Trail CDD and inquired why they would be paying another CDD. It was among the voided checks.
- Ms. Cashin addressed Page 1 of the December financials with regard to the funds in the checking account and inquired why it would not be in the Money Market account. Is a motion needed to move the funds?
- Mr. Kirby inquired if Ms. Parker has a ledger that they can use to make a side-by-side reconciliation.
  - Ms. Parker noted she reviews the expenditures report; she does not have the materials to check the balance statement issues.

The motion failed with votes as follows:

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

- The Board is now voting NOT to accept the financial statements, check registers and invoices as presented.

On MOTION by Mr. Kirby seconded by Ms. Pincus, to NOT accept the October, November and December financial statements, and approve the check registers and invoices, and send back to accounting for review and correction was approved with votes as follows:

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

- Ms. Parker requested expenditures be submitted to her 12 days in advance of a meeting for review and financial statements to be presented to her every month.
  - Discussion followed on monthly financials by the 15<sup>th</sup> of each month.

- The corrections and answers on the October, November and December financials are to be made and distributed within seven days; no later than January 29<sup>th</sup>.

**SEVENTH ORDER OF BUSINESS**

**CDD Manager's Report**

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

- Ms. Parker noted she has nothing to add to her report except to report the re-audit of all the inventories.

**C. Rental Wear & Tear/+\$6,908.57**

- Ms. Parker addressed the leasing cost by the number of events noting the overage is the wear and tear on the facility. The funds are placed in a reserve. For the calendar year just ended there was a 24% increase over the previous calendar year. There is \$6,908.57 in wear and tear to move to Amenity Reserves.
- Mr. Lee inquired if they are expensing time required against this number.
  - Ms. Parker noted they are.

On MOTION by Mr. Lee seconded by Mr. Kirby, to move the rental wear and tear funds of \$6,908.57 into General Amenity Reserves was approved with votes as follows:

**Ann Pincus - Aye**

**Michael Lee – Aye**

**Art Kirby - Aye**

**Gerry Cashin – Aye**

**Cheryl Hudson- Aye**

**B. Records Retention Update**

- Ms. Parker reported she has been working with Ms. Sandra Demarco to find and identify the location of all District records. A spreadsheet was distributed and reviewed.

Mr. Lee MOVED to require the Board receive notice within seven days of any actions regarding record retention.

- Ms. Cashin asked for a friendly amendment to include any filing and/or notices to the City of Tallahassee or the State of Florida on the District's behalf with the item to be placed in the next agenda book.

Mr. Lee accepted the friendly amendment and Ms. Cashin seconded the motion.

*The record will reflect the Board took a five minute recess.*

The motion as amended - to require the District receive notice within seven days of any actions regarding records retention, filings, reports and/or notices to the City of Tallahassee or the State of Florida on the District's behalf and the items to be placed in the next agenda book was approved with votes as follows:  
**Ann Pincus - Aye**  
**Michael Lee – Aye**  
**Art Kirby - Aye**  
**Gerry Cashin – Aye**  
**Cheryl Hudson- Aye**

- Mr. Reiner Kirsten addressed his prior requests to the Board regarding the subject of the extension of the CDD beyond 2019. He went to City Hall and met with representatives from the Legal Department and the City Manager to get an impression of what is going on in City Hall. He filed a public records request with the City asking for all the details. He has sent a request for clarification of the statement of Governor Scott that the CDD is accountable to its taxpayers, to both the City and the Governor. Once he receives his responses both the CDD and taxpayers will have the same information confirmed. The second subject is the CDD discussion regarding the UPS space. He addressed the City's action regarding the matter and reminded the CDD the golf cart has no license plate and is forbidden by HOA law. He further noted any accidents created by this vehicle will become the liability of the CDD if they allow it.
- Ms. Parker addressed the UPS situation.

**D. Pool Renovation Report (Mr. Evans)**

- Mr. Evans reported on the pool renovations noting everything is going very well.
  - The contractor has asked that he be provided an additional three to four days to address the previously unknown deficiencies regarding the tile and returns.
  - While prepping the pool around the 40 returns some started to break. Although they had not planned on replacing them all will be replaced at no cost to the District.

On MOTION by Mr. Kirby seconded by Ms. Pincus, extending the contract period for Ecologic Pools by seven calendar days was approved with votes as follows:

**Ann Pincus - Aye**

**Michael Lee – Aye**

**Art Kirby - Aye**

**Gerry Cashin – Aye**

**Cheryl Hudson- Aye**

**E. Pool Staffing**

- Ms. Parker reviewed the handout titled: Pool Attendant Talking Points
  - Recommending transitioning from lifeguards to pool attendants.
  - The transition would allow for not tying pool hours to lifeguard availability.
  - Not a money-saving idea.
- Ms. Debbie White inquired if it affects the Sovereign Immunity in any way with respect to obligations since it is a public pool?
  - Mr. Lyon noted it does not. There is plenty of case law which states having lifeguards creates liability and then not having lifeguards creates liability. It has no effect on Sovereign Immunity either way; it is just a policy decision.
  - Ms. Parker noted that Inframark has contacted the insurance carrier to inquire if premiums would increase without lifeguards and the answer was no.

Mr. Lee MOVED to move into the 2018 pool season with no lifeguards and Ms. Pincus seconded the motion.

The motion was approved with votes as follows:

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

## **EIGHTH ORDER OF BUSINESS**

### **District Manager's Report**

#### **A. Inframark Infrastructure Management Services - Customer Letter**

- Mr. Nanni reviewed the customer letter regarding the Management Services name change to Inframark, Infrastructure Management Services.

#### **B. Consideration of Supervisor Lee's Request for Back Workshop Pay (FY 2011 - FY 2014)**

- Mr. Lyon addressed Chapter 190 noting it states Supervisors are statutorily entitled to receive up to \$200 per meeting capped at \$4,800 per year. Perhaps the question should be asked in the negative as to whether a supervisor wants to decline payment. He addressed back compensation noting he his best advice is the statute of limitations on back pay in F. S. Chapter 95 is two years. His recommendation would be that they limit the discussion to any claim for back payment to the last two years which is what the statute of limitations dictates.
  - The Board should set, going forward, the compensation per meeting capped at \$200 per meeting and \$4,800 per year.
- Ms. Cashin noted that until mid-2015 none of the supervisors were paid for workshops.
- Mr. Lyon opined that starting a meeting early does not constitute a separate meeting.
- The only other issue that may come up is this issue may require a budget amendment. F. S. Chapter 189 dictates a budget amendment is not necessary as long as the fund balance in the particular category remains the same you can move things within the fund.

- Mr. Nanni noted salaries are in the general fund line items and they can be moved around within the general fund.
- Discussion continued with it being noted it can be referenced back to the accountant to determine his recommendation.

Mr. Kirby MOVED to table and agenda for March 26, 2018.

- Discussion followed on the timeframe to be reviewed for compensation with it being noted that they will look at November 21, 2015 to present.
- Mr. Lyon suggested for the March 26<sup>th</sup> agenda the Board to establish a payment per meeting.

Ms. Cashin seconded the motion.  
The motion was approved with votes as follows:  
**Ann Pincus - Aye**  
**Michael Lee – Aye**  
**Art Kirby - Aye**  
**Gerry Cashin – Aye**  
**Cheryl Hudson- Aye**

#### **NINTH ORDER OF BUSINESS**

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

##### **A. Recording of Workshop Minutes**

- Mr. Lyon noted in April 2017 the Board voted to stop recording minutes of workshops.
  - There was one workshop on April 27, 2017 which requires transcription and Board approval.

On MOTION by Mr. Lee seconded by Mr. Kirby, to record workshop minutes, was approved with votes as follows:  
**Ann Pincus - Aye**  
**Michael Lee – Aye**  
**Art Kirby - Aye**  
**Gerry Cashin – Aye**  
**Cheryl Hudson- Aye**



- Mr. Kirby inquired if there is an update on the finalization of the 27' sliver of land?
  - Mr. Lyon noted three of the four necessary documents have been executed and recorded. The HOA has not yet executed.
- Mr. Lyon inquired if Mr. Waters of the Leon County Property Appraiser's Office has given any indication he is willing to consolidate all to one parcel absent the HOA deed?
  - Ms. Parker noted I have not asked the question.
  - Mr. Lyon noted they should inform him that they have everything else and at this point the HOA has not executed it. It is arguable that they have an interest in it because it is a random notation in an obscure plat that says the HOA has a dedication over all common areas and the only area that has not been fleshed out is this 27' strip of land.

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

#### **Old Business**

- Discussion followed on FASD.
- Mr. Lee addressed Bean Accounting who provided a rough estimate of \$500 to \$700 per month to do all of the accounting. He requested this item be placed on the next agenda.

#### **A. Inframark Contract**

- Ms. Cashin addressed the information provided by Mr. Koncar noting there are several things she is concerned about. She feels they should table the discussion until they have the opportunity to review the information and any proposal received.

On MOTION by Mr. Kirby seconded by Mr. Lee, to table the Inframark contract to March 26, 2018, was approved with votes as follows:

**Ann Pincus - Aye**

**Michael Lee – Aye**

**Art Kirby - Aye**

**Gerry Cashin – Aye**

**Cheryl Hudson- Aye**

- Ms. Cashin feels any accounting / accountant discussions should be tabled until they know the direction they are taking.
- Mr. Lee addressed working on other options parallel to the discussion with Inframark.
- Discussion followed on staff or Board members seeking information on services for the District.
- Cost of accounting services to be addressed at the May meeting.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Pincus seconded by Ms. Hudson, with all in favor, the meeting was adjourned at 8:35 p.m.
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Bob Nanni  
Secretary

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Geraldine Cashin  
Chairperson

## **Fifth Order of Business**

**5A**

**THIS DOCUMENT  
WILL BE  
PROVIDED  
UNDER  
SEPARATE  
COVER**

**5B.**

**THIS DOCUMENT  
WILL BE  
PROVIDED  
UNDER  
SEPARATE  
COVER**

## **Sixth Order of Business**



**6A.**

**Piney-Z Community Development District  
Property Manager's Report  
March 15, 2018  
For Meeting of March 26, 2018**

**LODGE/GARAGE**

- lodge roof blown off – in a good way...
- range hood inspected
- noisy exhaust fan shrouds in lodge baths tightened
- secured loose AC vent in board room
- replaced faulty light switch by front door
- added hand sanitizer to bathrooms for the flu/cold season
- replaced curtain rod damaged in kitchen during rental

**FITNESS CENTER**

- added hand sanitizer to bathroom for the flu-cold season
- ordered fresh pedi pad for AED
- multiple pieces of equipment required repair – treadmill belt, treadmill motor, two pavilion screens and the Cybex

**PAVILION**

- replaced security light on corner nearest Piney Village Loop
- soft washed walls
- replaced missing toilet paper holder in men's room

**POOL**

- replaced three pump and one chlorinator lid gaskets
- the Diamond Brite was applied on March 13 and 14 by a crew, including four locals, of 13. Once the floor had been swept of debris the pool was acid washed and, as this is written, is still in the process of being re-filled.
- ordered fresh pedi pad for AED
- completed planning for conversion from life guards to pool attendants

**PLAYGROUND**

- repaired green composite picnic table

**PARK AND GROUNDS**

- pathway lightbulbs matched
- ant beds treated – repeatedly

- inspected property at night to determine light outages
- re-started all irrigation for the season
- planted snapdragons and ornamental kale in front of lodge

## GENERAL

- the DVR for the camera system was replaced due to mal-functioning of the video output
- completed FY 2019 budget draft #1
- approved revised expenditures for September, October, November and December, 2017. As this is written still awaiting financials for January and February, as well as answers to questions raised regarding amenities reserves.
- Seats 1, 3 and 5 on the Board of Supervisors are up for election in 2018. Interested parties may qualify by fee (\$25, due the week of June 18, 2018) or by petition (due by May 21, 2018). For further information please call the **Leon County Supervisor of Elections at 850-606-8683.**

• <i>Updates since publication</i>	<i>TBD</i>
• <i>Paid rental reservations booked in January</i>	<i>2</i>
<i>Rental fees banked in January</i>	<i>\$280</i>
<i>Paid rental reservations booked in February</i>	<i>4</i>
<i>Rental fees banked in February</i>	<i>\$1,200</i>
 <i>Rental reservations booked in <b>calendar</b> 2018:</i>	 <i>6</i>
<i>Rental fees banked in <b>calendar</b> 2018:</i>	<i>\$1,480</i>

**6B.**

## **DEMOLITION AND PREP**

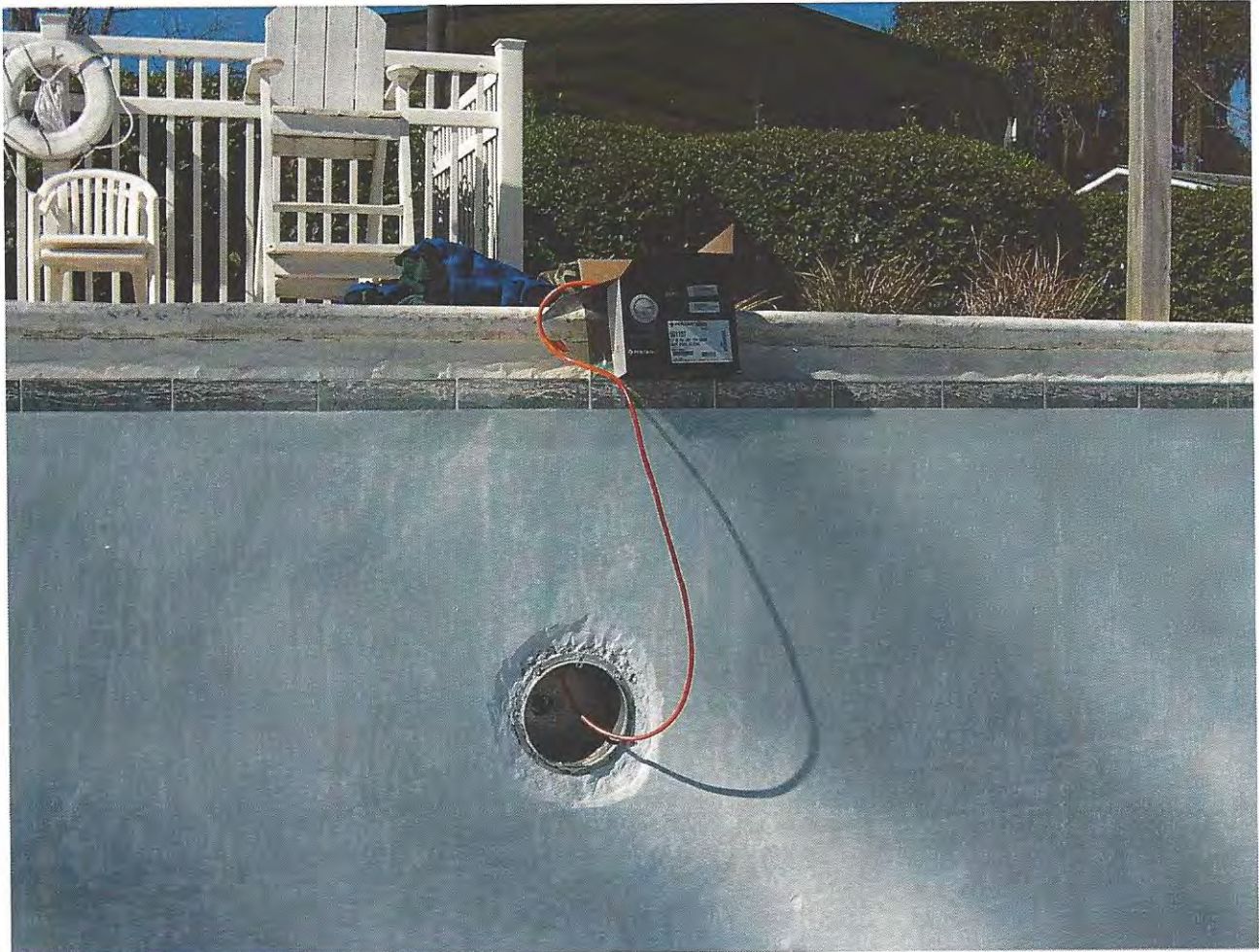
























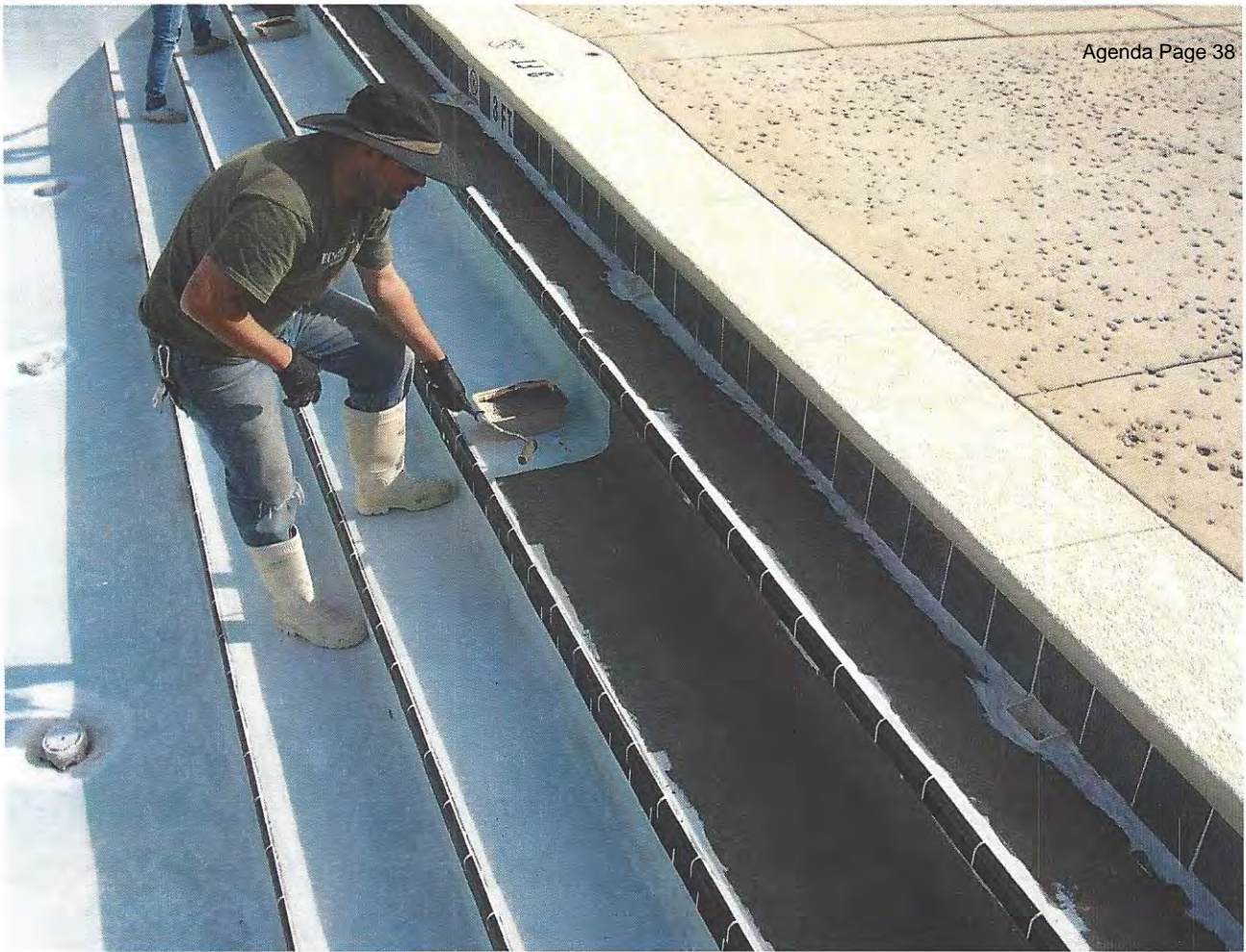


## **APPLICATION OF THE BOND COAT**













# **APPLICATION OF THE DIAMOND BRITE**













**6C.**

**8:30 PM**

**POOL ATTENDANT DISCUSSION**  
**Staff Recommendations**  
**3-14-18**

<b>Season Open:</b>	<b>10:00 AM    Saturday, April 28, 2018</b>
<b>Season Close:</b>	<b>8:30 PM      Sunday, October 14, 2018</b>
<b>Total Days Open:</b>	<b>170</b>
<b>Total Hours Open:</b>	<b>2,097.50 (<i>including Adults Only Swim</i>)</b>
<b>All Swim:</b>	<b>10:00 AM – 8:30 PM, Daily, Commencing Saturday, April 28, 2018</b>
<b>Adults Only:</b>	<b>7:00 AM – 10:00 AM, Weekdays Only, Commencing Tuesday, May 29, 2018</b>
<b>Lead Attendant:</b>	<b>Begins work Monday, April 23, 2018</b>
<b>Other Attendants:</b>	<b>Begin work @ Season Open + 4 hours training</b>
<b>Attire:</b>	<b>Green PZCDD Shirts Over _____</b>



# **POOL ATTENDANT RESPONSIBILITIES**

## **Piney-Z Community Development**

### **District**

### **March 2018**

#### **GENERAL QUALIFICATIONS**

- ability to maintain a clean, pleasant, well-organized and safe environment
- trained in CPR and in operation of the AED de-fibrillator
- ability to tolerate continual exposure to outside and wet conditions
- ability to lift 35 pounds
- ability to communicate well with residents and guests
- ability to enforce all rules of the CDD
- willingness to perform additional tasks during downtimes at pool
- high school diploma or GED required
- ability to swim

#### **OPEN**

- take phone to pool
- take lift chair battery to pool
- check to ensure restrooms are stocked and clean, and that all toilets are flushed
- unlock rear and front gates; flip sign to OPEN

- wipe down tables and chairs with Windex; ensure all are straightened
- skim pool for leaves and debris
- blow off deck
- roll up umbrellas
- uncover lift chair, install battery and ensure chair is operative
- check chemical levels
- ensure sign-in book is out and ready for use
- pick up trash as necessary
- empty trash bags once they are half full, or when they smell
- inspect pool for algae; clean if necessary
- greet residents and guests as they arrive

## **CLOSE**

- roll down umbrellas
- remove any toys from pool
- skim pool for debris
- put cover back on lift chair
- straighten all tables and chairs; lean chairs against tables
- check trash cans; empty if necessary
- remove battery and cover the lift chair
- put away sign-in book; place completed sheets in drop box
- put dolphin in pool, as required
- flip gate signs to CLOSED
- check restrooms to ensure all toilets are flushed and trash picked up
- return lift chair battery and phone to garage; put both on chargers

**6D.**



In addition to a few side adventures our first 33 months have included:

- **Lodge renovation, including re-roofing, painting of the iron work, completion of the gutter system, replacement of cornices and blinds, replacement of missing window screens, remediation of all electrical issues (in the lodge as well as site-wide) and donation to the Salvation Army of all excess furniture to allow for larger rental parties**
- **Fitness Center upgrades, including the addition of a Helix lateral trainer, a water rower, a Cybex universal, a recumbent bike, an abs bench, two new ellipticals and two professional exercise mats**
- **Pool upgrades, including an open air cover for the pumps and filters, an overhaul of the on-deck furniture (which now all matches) and umbrellas (which now also match), an upgrade in, and ultimate doubling of, pool safety equipment and, most recently, the total renovation of the shell, including replastering, upgrade to LED lighting, new tile and painting of the coping**
- **We plan for 2019 to be about the Park and Grounds section of the budget. While we have already replaced the pavilion ceiling fans, replaced the rear steps between the playground and the balance of the property and converted to LED, where possible, all lights, we have budgeted next year to replace the pavilion gutters and, hopefully, to paint it. We also plan to address the worsening asphalt issues around the property, to update the planting beds and to begin in earnest to resolve the “wrong**

**plant, wrong place” landscape which results in extraordinary annual costs just to keep it under control, to say nothing of making it more appealing. Combined with plans to begin removing lots of old growth (read “dead” in many instances), we envision a year dedicated to upgrading the general grounds prior to moving on to the playground**

	A	B	C	D	E	F	G	H	I	J	K
1	<b>PINEY-Z COMMUNITY DEVELOPMENT DISTRICT</b>										
2	<b>Tallahassee, Florida</b>										
3	<b>FY 2019 Proposed Operations Budget/CDD Staff</b>										
4	<b>3/15/2018</b>										
5											
6					<b>ACTUAL</b>	<b>BUDGET</b>	<b>DRAFT #1</b>				
7					<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>NOTES</b>			
8											
9	<b>FIELD</b>										
10	Contract, Lawn Care				10,031	12,312	14,452	mowing, weeding, pinestraw			
11	Tree Trimming, Removal				2,500	3,000	3,000	tree trimming, removal			
12	Miscellaneous, Contingency				5,377	3,000	4,000	mulch, landscaping, chemicals			
13											
14	<b>TOTAL FIELD</b>				17,908	18,312	21,452				
15											
16											
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[illegible]



	A	B	C	D	E	F	G	H	I	J	K
66	<b>PINEY-Z COMMUNITY DEVELOPMENT DISTRICT</b>										
67	<b>Tallahassee, Florida</b>										
68	<b>FY 2019 Proposed Operations Budget/CDD Staff</b>										
69	<b>3/15/2018</b>										
70											
71					<b>ACTUAL</b>	<b>BUDGET</b>	<b>DRAFT 1</b>				
72					<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>NOTES</b>			
73											
74	<b>PARKS AND REC, PAGE 2</b>										
75	R&M, Flooring				1,236	0	1,360	clean and re-wax			
76	R&M, Plumbing				11	300	250				
77	R&M, Roof Blowing				75	300	300	quarterly, including gutters			
78	Miscellaneous, Training				887	0	0				
79	Miscellaneous, Contingency				1,785	3,000	3,000				
80	Miscellaneous, Information Tech				1,075	450	886	domain, back-up, Office 365, I-Drive, website			
81	Miscellaneous, Mileage Reimbursement				303	450	450	Buildings and Grounds only			
82	Supplies, Office				3,260	1,500	2,000				
83	Supplies, Cleaning and Paper				504	350	400				
84	Subscriptions, Memberships				0	0	1,000				
85	New Equipment				8,622	0	0				
86	Capital Outlay				NA	0	0				
87	Reserve, Strip/Sand/Stain Flooring				NA	3,375	0				
88	Reserve, Clean Lodge Roof				NA	150	0				
89											
90	<b>TOTAL, PARKS AND REC</b>				112,545	107,096	106,040				
91											
92											
93											
94											
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96											
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	A	B	C	D	E	F	G	H	I	J	K
132	<b>PINEY-Z COMMUNITY DEVELOPMENT DISTRICT</b>										
133	<b>Tallahassee, Florida</b>										
134	<b>FY 2019 Proposed Operations Budget/CDD Staff</b>										
135	<b>3/15/2018</b>										
136											
137					<b>ACTUAL</b>	<b>BUDGET</b>	<b>DRAFT 1</b>				
138					<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>NOTES</b>			
139											
140	<b>FITNESS CENTER</b>										
141	Payroll, Maintenance				934	2,102	2,165				
142	Payroll, Administrative				2,104	3,278	6,751				
143	FICA				289	412	682				
144	Contract, Janitorial				1,345	1,560	1,560	40% winter, 20% summer			
145	Contract, Fitness Equipment				1,200	1,200	1,200	monthly preventative			
146	Contract, Pest Control				NA	215	215	25% total pest and termite			
147	R&M, General				65	750	400				
148	R&M, Electrical				37	200	150				
149	R&M, Equipment				0	1,250	1,500				
150	Miscellaneous, Contingency				0	1,250	750				
151	Supplies, Cleaning and Paper				614	325	750				
152	New Equipment				9,064	1,112	0				
153	Capital Outlay				0	0	0				
154											
155	<b>TOTAL FITNESS CENTER</b>				15,652	13,654	16,123				
156											
157											
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161											
162											
163											
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	A	B	C	D	E	F	G	H	I	J	K
165	<b>PINEY-Z COMMUNITY DEVELOPMENT DISTRICT</b>										
166	<b>Tallahassee, Florida</b>										
167	<b>FY 2019 Proposed Operations Budget/CDD Staff</b>										
168	<b>3/15/2018</b>										
169											
170					<b>ACTUAL</b>	<b>BUDGET</b>	<b>DRAFT 1</b>				
171					<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>NOTES</b>			
172											
173	<b>PARK AND GROUNDS</b>										
174	Payroll, Maintenance				20,581	14,715	19,484				
175	Payroll, Administrative				3,607	6,556	6,752				
176	Payroll, Overtime				0	0	0				
177	FICA				2,150	1,627	2,007				
178	Contract, Janitorial				1,150	1,300	1,300	10% winter, 40% summer			
179	Contract, Pest Control				NA	214	214	25% total pest and termite			
180	Contract, Blow Roof/Clean Gutters				NA	300	325	bi-annually			
181	R&M, General				1,428	1,750	1,750				
182	R&M, Backflow Inspections				315	255	315	annually, including 3 back-flow + fire line			
183	R&M, Electrical				359	450	400				
184	R&M, Irrigation System				1,244	750	1,250				
185	Miscellaneous, Contingency				157	4,000	2,000				
186	Supplies, Cleaning and Paper				185	160	225				
187	New Equipment				1,683	0	3,000				
188	Capital Outlay				0	0	0				
189	Reserve, Pavilion Gutters Replacement				NA	3,750	4,250	FY 2019 goal			
190	Reserve, Parking Lot Re-paving				NA	9,000	27,464	FY 2019 goal			
191	Reserve, Playground Mulch to 12 Inches				NA	1,000	2,250	FY 2019 goal			
192	Reserve, Old Growth Removal				NA	NA	6,000	FY 2019 goal			
193											
194	<b>TOTAL PARK AND GROUNDS</b>				32,859	45,827	78,986				
195											
196											
197											



	A	B	C	D	E	F	G	H	I	J	K
198	<b>PINEY-Z COMMUNITY DEVELOPMENT DISTRICT</b>										
199	<b>Tallahassee, Florida</b>										
200	<b>FY 2019 Proposed Operations Budget/CDD Staff</b>										
201	<b>3/15/2018</b>										
202											
203					<b>ACTUAL</b>	<b>BUDGET</b>	<b>DRAFT 1</b>				
204					<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>NOTES</b>			
205											
206	<b>CDD Amenities</b>				8,654	0	0				
207											
208	<b>TOTAL RESERVES</b>				8,654	0	0				
209											
210											
211											
212											
213	<b>TOTAL OPERATIONS BUDGET</b>				<b>242,118</b>	<b>278,159</b>	<b>278,159</b>				
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## **Seventh Order of Business**

**7A**

### RESOLUTION 2018-3

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE LEON COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION.**

**WHEREAS**, the Piney-Z Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Tallahassee, Florida; and

**WHEREAS**, the Board of Supervisors of Piney-Z Community Development District (hereinafter the "Board") seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Leon County Supervisor of Elections (the "Supervisor") to conduct the District's General Elections.

**WHEREAS**, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

**Section 1.** The Board is currently made up of the following individuals: Delores Ann Pincus, Gerry Cashin, Cheryl Hudson Arthur Kirby, and Michael Lee.

**Section 2.** The term of office for each member of the Board is as follows:

<u>Seat #</u>	<u>Supervisor</u>	<u>Term</u>	<u>Expiration Date</u>
1	Delores Ann Pincus	4 Years	11/2018
2	Gerry Cashin	4 Years	11/2020
3	Cheryl Hudson	4 Years	11/2018
4	Arthur Kirby	4 Years	11/2020
5	Michael Lee	4 Years	11/2018

**Section 3.** Seat 1, currently held by Delores Ann Pincus, Seat 3, currently held by Cheryl Hudson, and Seat 5, currently held by Michael Lee are scheduled for the General Election in November 2018.

**Section 4.** Pursuant to section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the Board, not to exceed \$4,800 per year per member.

**Section 5.** The term of office for the individuals to be elected to the Board in the November 2018 General Election is four years.

**Section 6.** The new Board members shall assume office on the second Tuesday following their election.

**Section 7.** The District hereby instructs the Supervisor to continue conducting the District's elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

**PASSED AND ADOPTED THIS 26th DAY OF MARCH, 2018.**

**ATTEST:**

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

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Bob Nanni  
Secretary/Assistant Secretary

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Gerry Cashin  
Chairman/Vice Chairman

## **Ninth Order of Business**

**9B.**



**A review of payments to Supervisor Lee indicates that he has been paid in full for his service to this date.**

Employee No.	Posting Date	Check Number	Amount	Pay Cycle	P Pay Date	
41	10/22/2014	55759	400.00	20	10/22/2014	10/14/2014
41	11/19/2014	55793	200.00	22	11/19/2014	11/10/2014
41	1/20/2015	55860	200.00	2	1/20/2015	1/12/2015
41	2/13/2015	55898	200.00	3	2/13/2015	2/9/2015
41	3/13/2015	55927	200.00	5	3/13/2015	3/9/2015
41	4/17/2015	55974	200.00	7	4/17/2015	4/13/2015
41	5/21/2015	56031	200.00	10	5/21/2015	5/11/2015
						includes: workshops held on 11/10/15, 1/12/15, 2/9/15, 3/9/15, 4/13/15 - Special Meeting held on 5/26/15 -Workshop and Meeting Scheduled for 6/8/15 and held 6/14/15
<b>41</b>	<b>6/24/2015</b>	<b>56088</b>	<b>1,400.00</b>	<b>12</b>	<b>6/24/2015</b>	
41	7/17/2015	56114	400.00	14	7/17/2015	7/13/2015
41	8/17/2015	56152	400.00	15	8/17/2015	8/10/2015
41	9/30/2015	56215	400.00	18	9/30/2015	9/15/2015
41	10/23/2015	56246	400.00	20	10/23/2015	10/19/2015
41	11/20/2015	56269	400.00	22	11/20/2015	11/16/2015
41	1/15/2016	56306	400.00	1	1/15/2016	1/11/2016
41	2/12/2016	56331	400.00	3	2/12/2016	2/8/2016
41	3/25/2016	56368	400.00	6	3/25/2016	3/21/2016
41	4/22/2016	56392	400.00	8	4/22/2016	4/18/2016
41	6/16/2016	56445	400.00	11	6/16/2016	6/6/2016
41	6/30/2016	56461	400.00	12	6/30/2016	6/27/2016
41	7/22/2016	56492	400.00	14	7/22/2016	7/18/2016
41	8/18/2016	56511	400.00	16	8/18/2016	8/15/2016
41	9/23/2016	56543	200.00	18	9/23/2016	9/19/2016
41	10/21/2016	56582	400.00	20	10/21/2016	10/17/2016
41	12/5/2016	56628	200.00	23	12/5/2016	11/28/2016
41	1/27/2017	56673	400.00	2	1/27/2017	1/23/2017
41	2/24/2017	56702	200.00	4	2/24/2017	2/20/2017
41	3/24/2017	56731	200.00	6	3/24/2017	3/17/2017
41	4/27/2017	56753	400.00	8	4/27/2017	4/24/2017
41	6/22/2017	56816	200.00	12	6/22/2017	6/19/2017
41	9/29/2017	56895	200.00	18	9/29/2017	9/18/2017
41	11/24/2017	56945	200.00	22	11/24/2017	11/20/2017
41	1/26/2018	56973	200.00	2	1/26/2018	1/22/2018

## **Tenth Order of Business**

**10C.**

## What Is “2019”?

Much has been said – and written – about 2019 which, in the parlance of our Community Development District (CDD), refers to the year in which our bonds, both amenities and infrastructure, are to be paid in full. (At current funding levels, for lots on which there have been no bond pre-payments, bond retirement will result in a fee reduction of between 32 and 54 percent, depending on lot size.) It is also the year in which the *original* 1997 agreement establishing the district envisioned that the district would cease operation, owing to the assumption that development and dedication of the infrastructure would be complete, and that the bonds for that infrastructure would be paid in full.

Subsequent to the original agreement and development plan, the district acquired the approximately 4.5 acres on which are sited the lodge, fitness center, pavilion, picnic area and swimming pool, known collectively as the amenities. Once that action was taken – now 16 years ago -- the groundwork was laid to continue the district beyond 2019. (It is important to note that the *authority* to construct and operate was granted by the City of Tallahassee on June 9, 1999.) In 2014, after nine public community meetings, and with the support of a Piney-Z Plantation Homeowners Association resolution adopted in December 2013, the district successfully negotiated with the City of Tallahassee the right to continue operation beyond bond payoff. While there is discussion among some residents that the CDD board must take an affirmative step to ensure that the amenities continue to be managed by the district, the fact is that no vote is required of the board, and no state law exists mandating that the duly elected board turn over its statutory responsibilities to determine the future of the amenities to any other authority, board or association of residents. While the board tries always to act in the best interests of the community, it is important to know that its five members have been designated by the community at large to represent the land owners to the best of their abilities, and to determine, based on all available information, the best course of action for the future of the community and the amenities.

We want to assure the residents that we have every intention of continuing operation and management of the district’s assets well beyond 2019. To that end, you should know that Florida statutes (paraphrased below) stipulate that the district shall remain in existence unless:

- it is merged with another district, or
- all of the specific community systems, facilities and services that it is authorized to perform have been transferred to a general-purpose unit of local government, or,
- the district has no outstanding financial obligations and no operating or maintenance responsibilities, and petitions for dissolution

March 2018