

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

MAY 21, 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

May 14, 2018

Board of Supervisors

Piney-Z Community Development District

Dear Board Members:

On Monday, May 21, 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 March 26, 2018 Meeting**
- 5. Acceptance of the March and April, 2018 Financial Statements and Approval of the Check Registers and Invoices**
- 6. CDD Manager's Report**
 - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds)**
- 7. District Manager's Report**
 - A. Report on Number of Registered Voters - 1,343**
 - B. Explanation of Financial Errors - Bobcat Trail CDD**
- 8. District Attorney's Report**
 - A. FASD Fee**
- 9. Discussion of Proposed Budget for FY 2019**
 - A. Consideration of Resolution 2018-4 Approving the Tentative Budget and Setting the Public Hearing**
- 10. Old Business**
 - A. Inframark Contract**
- 11. Discussion Topics**
 - A. Conference Call with Inframark - RE: Bonds**
 - B. Fee Waiver Request**
- 12. Supervisor Requests**
 - A. Bounce House/ Insurance Coverage Vendors (Supervisor Kirby)**
- 13. Adjournment**

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

Sincerely,

Bob Nanni/ms

District Manager

cc: Christopher Lyon

Melinda Parker

Bob Reid

Fourth Order of Business

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

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, March 26, 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
Cheryl Hudson
Michael Lee
Art Kirby
Ann Pincus

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Bob Nanni
M. Christopher Lyon
Melinda Parker
Rick Evans
Residents

District Manager / Secretary
District Legal Counsel
CDD Manager (via phone)
Buildings & Grounds Manager

The following is a summary of the discussions and actions taken at the March 26, 2018 Piney-Z Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Cashin called the meeting to order at 5:30 p.m. and Mr. Nanni called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments & Supervisor Response(s)

A resident noted that the pool looked fantastic.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 24, 2017 Workshop and January 22, 2018 Meeting

Unapproved

On MOTION by Ms. Hudson, seconded by Ms. Pincus, the April 24, 2017 workshop and the January 22, 2018 meeting minutes were approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin - Aye

Mr. Kirby read the following letter, dated March 14, 2018, from a resident concerning the amenities:

To: The Board of Supervisors, Piney Z Community Development District

As residents of Piney-Z, permit us to express our appreciation for your exceptional service to our community. You keep facilities, under your control, in top condition and it is our joy to view and use them. During the season my wife and I frequently use the pool and it is always spotless, as are the nearby restrooms. We observed yesterday that the pool is presently receiving a major refurbishing and we anxiously look forward to the new session.

Thank you, also, for the updated exercise room with its new equipment and paint, finally making it super useful and a pleasant environment. The clubhouse with its new roof and paint looks beautiful, and your office and other interior rooms are likewise attractive, updated and well maintained. Our grandchildren love the playground and, while they play, we enjoy the beautifully maintained grounds.

For all of this and much more, we thank you. Your organization is a tremendous credit to our beloved Piney-Z.

Signed, Nathan and Eleanor Adams, 1153 Winter Lane.

FIFTH ORDER OF BUSINESS

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

A. September, October, November and December 2017

- Ms. Cashin noted her question regarding a \$1,000 miscellaneous contingency fee had been answered. It was the dissemination fee.
- Mr. Baldwin was recognized for doing an excellent job on the February financials. Ms. Parker noted that Mr. Baldwin answered all of the questions and

Unapproved

handled all of the edits from the September, October, November and December financial statements.

- In the February statement there are two minor issues which were also corrected; a \$2,000 per month legal fee accrual and recording of the copier expenses.

Ms. Hudson MOVED to accept the September, October, November and December 2017 financial statements, and approve the check registers and invoices and Mr. Kirby seconded the motion.

- Discussion ensued with regard to funds in the checking account rather than the Money Market account.
- Discussion followed on the Bobcat Trail items reflected in the financials.

The motion was approved, with votes as follows:
Cheryl Hudson - Aye
Ann Pincus - Aye
Michael Lee - Aye
Art Kirby - Aye
Gerry Cashin - Aye

- Mr. Nanni will provide a written response to the question regarding the Bobcat Trail payroll deposit paid from Piney-Z funds.

B. January and February 2018

On MOTION by Ms. Hudson, seconded by Ms. Pincus, to accept the January and February 2018 financial statements and approve the check registers and invoices was approved with votes as follows:
Cheryl Hudson- Aye
Ann Pincus- Aye
Michael Lee- Aye
Art Kirby- Aye
Gerry Cashin- Aye

SIXTH ORDER OF BUSINESS

CDD Manager's Report

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

- Ms. Parker noted she has nothing to add to her report. The information on the website will be re-posted due to scanning issues here in our office.
- The AED machine calibration and certification were discussed.

B. Pool Renovation

- Mr. Evans provided a handout containing pictures he took during the process. Any punch list issues will be addressed prior to final payment. Overall, the company did a great job.

C. Pool Staffing plan

- Ms. Parker previously provided a handout enumerating job responsibilities of pool monitors. New “No Lifeguard” signs were developed and arrangements for an analog 911 line at the pool were made. The swim waiver was revised to be signed by all who come to swim, including parents for children. Mr. Lyon has reviewed the waiver. The sign-in sheets will be revised to highlight the absence of lifeguards.
- An opening date of April 28, 2018 is recommended, as well as a closing date of October 14, 2018. Adult swim will take place between the hours of 7:00 a.m. and 10:00 a.m., after Memorial Day.
- Discussion ensued regarding the qualifications and requirements for pool attendants. CPR and AED training will be provided to pool attendants.

On MOTION by Ms. Hudson, seconded by Ms. Pincus, to changing the term lifeguards to pool attendants and hire pool attendants the motion was approved with votes as follows:

Cheryl Hudson- Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin – Aye

- Discussion ensued on adult swim hours.
- The pool will open on April 28, 2018 and close on October 14, 2018, with the hours being 10:00 a.m. to 8:30 p.m.

Ms. Hudson MOVED to approve the adult swim schedule of 7:00 a.m. to 10:00 a.m., Monday through Friday and the pool will open on April 28, 2018 and close on October 14, 2018 with “all swim” hours being 10 a.m. to 8:30 p.m., seven days a week, and Ms. Pincus seconded the motion.

- Discussion followed on how residents will be notified of the pool hours for the upcoming season with it being noted it will be posted on the website and an e-blast will be sent.

The motion was approved with votes as follows:

Cheryl Hudson- Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin – Aye

- It was noted if an attendant does not show up as scheduled the pool will still be open.

D. FY 2019 Budget

- Ms. Parker reported on all the previous years’ renovations and on those included in the FY 2019 budget.
 - The tentative budget will be approved at the May 21, 2018 meeting, and the budget public hearing will take place on July 23, 2018.
 - Mr. Nanni reminded the Board about Chapter 170 requiring the notification to the residents of any increase in assessments.
 - The budget was very detailed. Mr. Nanni complimented Ms. Parker on her excellent work.
 - Ms. Cashin agreed, noting she would also include Ms. Parker’s work on the financials and the Inframark contract. She acknowledged Mr. Evans for his knowledge of all things building-wise.
- Mr. Lee requested an explanation of the projected bond payoff and how it is going to be reflected in the budget.

The record will reflect Mr. Lyon joined the meeting at 6:20 p.m.

- Discussion continued regarding the bond payoff for 2019, with Ms. Cashin reading emails received from Mr. Stephen Bloom regarding the bonds payoff, reductions and Fund Balance, noting Mr. Bloom is to provide a detailed memo.
- It was requested Mr. Bloom be available in person or via phone at the next meeting to be able to explain and answer questions.
- Discussion followed on the tax roll certified to the Tax Collector each year.
- The discussion was tabled for further explanation, specifically regarding the Debt Service portion of non-ad valorem assessments.

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Consideration of Resolution 2018-3 – General Election

- Ms. Cashin noted there are currently three seats up for election in November.
- Mr. Lyon read Resolution 2018-3 by title.
- Mr. Nanni stated it is standard and less problematic for the Board to allow the County to conduct the Election of Supervisors.
- The seats up for election are Ms. Pincus, Ms. Hudson and Mr. Lee.

On MOTION by Ms. Hudson, seconded by Mr. Kirby, to adopt Resolution 2018-3 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; the motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin – Aye

EIGHTH ORDER OF BUSINESS

District Attorney's Report

A. Update on 27-foot Sliver of Land

- Mr. Lyon noted there were four documents that needed to be executed confirming the property belongs to the CDD. Three of them were signed. The HOA elected not to sign the fourth document. He has recommended to Ms. Parker she contact the Property Appraisers office to determine if the submitted documents are

- enough to combine it on the Property Appraisers roll, to avoid the problem that generated the issue with the permitting.
- Ms. Parker noted the combination certificate was sent to Mr. Mike Waters on February 19, 2018.
- Mr. Lyon noted as far as the Property Appraisers office is concerned it is now one parcel and should resolve any issues with regard to permitting or addresses in the future.
- The task is closed.

Let the record reflect the Board took a five-minute recess.

NINTH ORDER OF BUSINESS

Old Business

- A. Inframark Contract**
 - A printed copy of the Inframark contract was provided.
 - A paragraph was added by Mr. Terry Lewis on the second page.
 - Ms. Cashin noted that the contract with Inframark was reduced by \$9,500 annually.
 - Special projects were outlined and discussed.
 - Discussion followed on the term of the contract. Mr. Lyon recommended the Inframark contract be termed through end of the fiscal year, whether it is 2019 or 2020.
 - Mr. Kirby suggested the Board take Mr. Lyon's recommendation of terming the contract through 2020, congruent with the fiscal year.
 - Discussion ensued regarding the renewal of the Inframark contract with Mr. Lyon noting they can include perpetual automatic one-year renewals.
 - Mr. Lee provided his opinion that to him this whole thing is ridiculous. They have an underperforming vendor who did not fulfill the last contract.
 - Discussion continued on why they would move forward with a contract with Inframark.
 - Mr. Lyon noted he believes the Board agreed to a September 30, 2020 termination, automatic perpetual one-year renewals, and requested the highlighted

language be added. If Inframark agrees to these terms is the Board authorizing the Chair to enter the contract?

- The consensus of the Board is the termination date will be September 30, 2020, with Mr. Lee dissenting.
- The consensus of the Board is the contract effective date would begin May 1, 2018.
- Contract will not be executed by the District until all requested documentation is received.

On MOTION by Ms. Hudson, seconded by Ms. Pincus, the Inframark contract effective May 1, 2018 to September 30, 2020, to include perpetual one-year renewals, pending receipt of the requested documentation noted in the exhibits, amendment of the scope of services and the negotiation completion by the Chairperson, was approved with votes as follows:

Cheryl Hudson- Aye

Ann Pincus - Aye

Michael Lee – Nay

Art Kirby - Aye

Gerry Cashin – Aye

B. Consideration of Supervisor Lee’s Request for Back Pay

- Mr. Lyon noted that in researching it was found Mr. Lee has been compensated for all the meetings between November 2015 and November 2017 and no additional payment due, consistent with state guidelines.
- Mr. Lee noted there were 14 uncompensated meetings but they were over the two years guideline period.

TENTH ORDER OF BUSINESS

Discussion Topics

❖ ***Bounce House**

On MOTION by Ms. Hudson seconded by Ms. Pincus, with all in favor, to add the Bounce House discussion to the agenda was approved.

- Discussion regarding bounce houses ensued.
 - Insurance

Unapproved

- Mr. Kirby noted he feels Ms. Parker represented the District appropriately.
- Mr. Lee addressed the Eychaners being unhappy.

Ms. Hudson MOVED to eliminate bounces houses and Ms. Cashin seconded the motion.

The motion failed with votes as follows:

Cheryl Hudson- Aye

Ann Pincus - Nay

Michael Lee – Nay

Art Kirby - Nay

Gerry Cashin – Aye

❖ **2018 - Piney-Z CDD Uniform Method of Collection**

- Discussion regarding the renewal letter for 2018 Uniform Method of Collection ensued.

On MOTION by Ms. Hudson, seconded by Mr. Kirby, to approve the letter from Delores Maloy, Leon County Tax Collector, concerning the 2018 Uniform Method of Collection 3% collection fee was approved, with votes as follows:

Cheryl Hudson- Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin – Aye

B. Supervisor Rate of Pay Per Meeting / Vote or Resolution

- Mr. Lyon noted the Statute 190.006(8) states Supervisors are entitled to be paid up to \$200 per meeting.

On MOTION by Mr. Lee, seconded by Ms. Hudson, to set the rate of pay for Supervisors at \$200 per meeting was approved with votes as follows:

Cheryl Hudson- Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin – Aye

A. Supervisor Meeting Participation by Phone/ Vote or Resolution

- Discussion followed regarding Supervisor participation by phone with Mr. Lyon noting he feels it is best to permit a Supervisor to participate by phone.

Ms. Pincus MOVED to allow participation to including voting in the meeting via phone with a physical quorum present at the meeting location. Motion died for lack of a second.

- Phone participation for meetings was tabled.

C. Letter Re: 2019

- A draft letter regarding 2019 was discussed. The letter will be published online and sent via e-blast.

Mr. Kirby MOVED to accept and publish the letter on the CDD website, e-blast and direct mail to residents.

- Ms. Cashin requested a friendly amendment to remove direct mail due the cost. *Mr. Kirby noted not at this time.*

Motion died for lack of a second.

Ms. Hudson MOVED to accept the letter, post to the website and e-blast, and Ms. Pincus seconded the motion.

- Mr. Lee noted in the first paragraph it states there will be fee reduction of between 32% and 54% depending on lot size.
- After discussion, the parentheses starting *at current* and ending *at lot size* to be removed.

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

B. FASD Fee

- The prior vote was for \$500, and the bill came in at \$1,000.
- Mr. Lee requested Mr. Lyon's recommendation on whether the District should become a member of FASD.
- Mr. Lyon opined that the Board would benefit the most from FASD if at least one of its members were involved, and that FASD is a tremendous resource if utilized.
- Discussion was tabled until the fee is known.

C. Accounting Firms

- Item cancelled.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

A. Process for Attorney Communication [Supervisor Pincus]

- Ms. Pincus addressed Board Members communicating with the District Attorney.
- Discussion ensued on restricting Board Member contact with the attorney and advice given not communicated to the other members with Mr. Lyon suggesting if a question is raised to him he provide the question and response to all Supervisors and staff.
- Mr. Lee addressed creating a direction where only the Chair is running the District.

Ms. Pincus MOVED for a process for Board Members to communicate with the District Attorney and to share communications with Board Members.

- Discussion followed whether emails between staff (Mr. Lyon, Mr. Nanni and Ms. Parker) are to be provided to all Supervisors and staff.
- Ms. Cashin inquired if Ms. Pincus' motion includes staff as well.
 - Ms. Pincus noted it does not.

Ms. Cashin seconded the motion.

- Mr. Kirby inquired if there is a issue they are trying to fix.
 - Ms. Cashin noted it is a concern rather than a problem.

- Mr. Lyon noted he does not think there is a current problem.

The motion failed, with votes as follows:

Cheryl Hudson- Nay

Ann Pincus - Aye

Michael Lee – Nay

Art Kirby - Nay

Gerry Cashin – Nay

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Pincus MOVED to adjourn.

- Mr. Kirby addressed the bounce house issue noting they still have not decided on whether they are going to require workers' compensation on top of whatever other insurance they are requiring and where do they want to go with the issue of identifying a fallback insurer that protects them all.
 - Mr. Kirby will take the lead on identifying insurers.
 - This item to be placed on the next agenda.

Ms. Hudson seconded the motion, with all in favor, the meeting was adjourned at 8:55 p.m.

Bob Nanni
Secretary

Geraldine Cashin
Chairperson

Fifth Order of Business

PINEY-Z

Community Development District

Financial Report

March 31, 2018

Prepared by



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet - All Funds	1-2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	3-6
Debt Service Funds	7-8
Balance Sheet Notes	9

PINEY-Z

Community Development District

Financial Statements

(Unaudited)

March 31, 2018

Balance Sheet
March 31, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 54,892	\$ -	\$ -	\$ 54,892
Cash On Hand/Petty Cash	250	-	-	250
Due From Other Funds	-	-	6,228	6,228
Investments:				
Money Market Account	439,536	-	-	439,536
Prepayment Account	-	3,250	1	3,251
Redemption Fund	-	648	-	648
Reserve Fund	-	6,250	-	6,250
Revenue Fund	-	77,583	304,436	382,019
Prepaid Items	3,674	-	-	3,674
TOTAL ASSETS	\$ 498,352	\$ 87,731	\$ 310,665	\$ 896,748
<u>LIABILITIES</u>				
Accounts Payable	\$ 4,479	\$ (1,239)	\$ 4,337	\$ 7,577
Accrued Expenses	3,222	-	-	3,222
Unearned Revenue	16,961	-	-	16,961
Accrued Taxes Payable	749	-	-	749
Deposits	350	-	-	350
Due To Other Funds	2,204	4,024	-	6,228
TOTAL LIABILITIES	27,965	2,785	4,337	35,087

Balance Sheet
March 31, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	3,674	-	-	3,674
Restricted for:				
Debt Service	-	84,946	306,328	391,274
Assigned to:				
Operating Reserves	98,829	-	-	98,829
Reserves - CDD Amenity	81,276	-	-	81,276
Reserves-Lodge	7,050	-	-	7,050
Reserve-Mulch	1,000	-	-	1,000
Reserves - Other	16,961	-	-	16,961
Reserves - Parking Lots	16,000	-	-	16,000
Reserves - Park	4,250	-	-	4,250
Reserves-Pool Equipment	4,170	-	-	4,170
Reserves-Pool Filters	1,000	-	-	1,000
Reserves-Pool Pumps	3,300	-	-	3,300
Unassigned:	232,877	-	-	232,877
TOTAL FUND BALANCES	\$ 470,387	\$ 84,946	\$ 306,328	\$ 861,661
TOTAL LIABILITIES & FUND BALANCES	\$ 498,352	\$ 87,731	\$ 310,665	\$ 896,748

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 1,000	\$ 500	\$ 569	\$ 69
Interest - Tax Collector	-	-	308	308
Special Assmnts- Tax Collector	394,707	378,920	381,159	2,239
Special Assmnts- Discounts	(15,788)	(15,157)	(15,320)	(163)
Settlements	8,481	8,481	-	(8,481)
Other Miscellaneous Revenues	130	130	578	448
Access Cards	105	90	117	27
Pavilion Rental	200	-	480	480
Lodge Rental	13,000	6,350	5,715	(635)
TOTAL REVENUES	401,835	379,314	373,606	(5,708)
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	12,000	6,000	2,400	3,600
FICA Taxes	918	459	184	275
ProfServ-Legal Services	24,000	12,000	12,117	(117)
ProfServ-Mgmt Consulting Serv	54,275	27,138	27,138	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	-	3,150
Postage and Freight	150	75	120	(45)
Insurance - General Liability	10,615	7,961	5,008	2,953
Printing and Binding	200	100	107	(7)
Legal Advertising	1,200	250	494	(244)
Miscellaneous Services	150	75	1	74
Misc-Assessmnt Collection Cost	11,841	11,367	10,975	392
Misc-Contingency	115	57	41	16
Office Supplies	250	125	-	125
Annual District Filing Fee	175	175	175	-
Total Administration	123,676	73,569	63,397	10,172
<u>Field</u>				
Contr-Landscape-Amenities Area	12,312	6,156	5,973	183
R&M-Trees and Trimming	3,000	1,500	-	1,500
Misc-Contingency	3,000	1,500	382	1,118
Total Field	18,312	9,156	6,355	2,801

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Maintenance	6,306	2,540	5,313	(2,773)
Payroll-Administrative	49,172	26,550	20,638	5,912
FICA Taxes	4,244	2,225	1,985	240
Workers' Compensation	2,842	2,131	1,703	428
Contracts-Janitorial Services	2,340	1,170	1,200	(30)
Contracts-Security Services	1,524	762	390	372
Contracts-Fire Exting. Insp.	350	350	175	175
Contract-Copier Maintenance	240	120	51	69
Contract-Dumpster Rental	312	156	156	-
Contracts-Pest Control	429	144	145	(1)
Contracts-Fire Insp Sprinkler System	300	300	-	300
Contract-Website Hosting	240	240	-	240
Communication - Teleph - Field	100	100	-	100
Postage and Freight	50	24	-	24
Utility - General	16,000	7,998	6,596	1,402
Utility - Other	3,792	1,896	1,789	107
Electricity - Streetlighting	1,380	690	775	(85)
Utility - Irrigation	2,500	1,250	1,008	242
Utility - Refuse Removal	1,100	552	571	(19)
R&M-General	3,500	1,752	455	1,297
R&M-Electrical	300	150	375	(225)
R&M-Roof	300	150	-	150
R&M-Fire Equipment	200	200	-	200
R&M-Plumbing	300	150	3	147
Misc-Contingency	3,000	1,500	171	1,329
Misc-Information Technology	450	225	182	43
Misc-Mileage Reimbursement	450	225	196	29
Office Supplies	1,500	750	1,738	(988)
Supplies-Cleaning & Paper	350	177	129	48
Reserves-Lodge	3,525	-	-	-
Total Parks and Recreation - General	107,096	54,477	45,744	8,733

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Lifeguards	21,353	575	-	575
Payroll-Maintenance	18,919	6,500	1,865	4,635
Payroll-Administrative	6,556	950	2,719	(1,769)
FICA Taxes	3,582	613	351	262
Communication - Teleph - Field	100	100	-	100
R&M-General	1,000	500	146	354
R&M-Electrical	150	75	-	75
R&M-Pools	5,000	1,250	-	1,250
Misc-Licenses & Permits	275	-	-	-
Misc-Contingency	4,000	2,000	-	2,000
Op Supplies - Pool Chemicals	3,250	300	150	150
Capital Outlay - Pool	-	-	32,670	(32,670)
Reserve - Pool	25,000	25,000	25,000	-
Reserves-Pool Equipment	2,085	-	-	-
Reserves-Pool Filters	500	-	-	-
Reserves-Pool Pumps	1,500	-	-	-
Total Swimming Pool	93,270	37,863	62,901	(25,038)
<u>Fitness Center</u>				
Payroll-Maintenance	2,102	1,050	531	519
Payroll-Administrative	3,278	1,638	1,300	338
FICA Taxes	412	204	140	64
Contracts-Janitorial Services	1,560	780	960	(180)
Contracts-Fitness Equipment	1,200	600	600	-
Contracts-Pest Control	215	72	73	(1)
R&M-General	750	375	106	269
R&M-Electrical	200	100	84	16
R&M-Equipment	1,250	625	301	324
Misc-Contingency	1,250	625	95	530
Supplies-Cleaning & Paper	325	162	115	47
Non-Capitalized New Equipment	1,112	1,112	-	1,112
Total Fitness Center	13,654	7,343	4,305	3,038

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	14,715	7,356	10,360	(3,004)
Payroll-Administrative	6,556	3,276	2,403	873
FICA Taxes	1,627	813	976	(163)
Contracts-Janitorial Services	1,300	648	240	408
Contracts-Roof	300	300	-	300
Contracts-Pest Control	214	72	73	(1)
R&M-General	1,750	876	139	737
R&M-Electrical	450	225	81	144
R&M-Irrigation	750	375	638	(263)
R&M-Backflow Inspection	255	255	-	255
Misc-Contingency	4,000	2,000	15	1,985
Supplies-Cleaning & Paper	160	78	31	47
Reserve-Gutters	3,750	3,750	-	3,750
Reserve-Mulch	1,000	-	-	-
Reserve - Parking Lot	9,000	-	-	-
Total Park & Grounds	45,827	20,024	14,956	5,068
TOTAL EXPENDITURES	401,835	202,432	197,658	4,774
Excess (deficiency) of revenues				
Over (under) expenditures	-	176,882	175,948	(934)
Net change in fund balance	\$ -	\$ 176,882	\$ 175,948	\$ (934)
FUND BALANCE, BEGINNING (OCT 1, 2017)	294,439	294,439	294,439	
FUND BALANCE, ENDING	\$ 294,439	\$ 471,321	\$ 470,387	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 25	\$ 43	\$ 18
Special Assmnts- Tax Collector	55,899	53,663	53,984	321
Special Assmnts- Discounts	(2,236)	(2,147)	(2,170)	(23)
TOTAL REVENUES	53,713	51,541	51,857	316
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,502	-	3,098	(3,098)
Misc-Assessmnt Collection Cost	1,677	1,611	1,554	57
Total Administration	5,179	1,611	4,652	(3,041)
<u>Debt Service</u>				
Principal Debt Retirement	65,000	-	-	-
Interest Expense	6,250	3,125	3,125	-
Total Debt Service	71,250	3,125	3,125	-
TOTAL EXPENDITURES	76,429	4,736	7,777	(3,041)
Excess (deficiency) of revenues				
Over (under) expenditures	(22,716)	46,805	44,080	(2,725)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(22,716)	-	-	-
TOTAL FINANCING SOURCES (USES)	(22,716)	-	-	-
Net change in fund balance	\$ (22,716)	\$ 46,805	\$ 44,080	\$ (2,725)
FUND BALANCE, BEGINNING (OCT 1, 2017)	40,866	40,866	40,866	
FUND BALANCE, ENDING	\$ 18,150	\$ 87,671	\$ 84,946	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 100	\$ 50	\$ 143	\$ 93
Special Assmnts- Tax Collector	214,130	205,565	206,781	1,216
Special Assmnts- Discounts	(8,565)	(8,223)	(8,311)	(88)
TOTAL REVENUES	205,665	197,392	198,613	1,221
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Trustee Fees	4,400	-	4,337	(4,337)
Misc-Assessmnt Collection Cost	6,424	6,167	5,954	213
Total Administration	11,824	7,167	10,291	(3,124)
<u>Debt Service</u>				
Principal Debt Retirement	175,000	-	-	-
Interest Expense	15,300	7,650	7,650	-
Total Debt Service	190,300	7,650	7,650	-
TOTAL EXPENDITURES	202,124	14,817	17,941	(3,124)
Excess (deficiency) of revenues				
Over (under) expenditures	3,541	182,575	180,672	(1,903)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	3,541	-	-	-
TOTAL FINANCING SOURCES (USES)	3,541	-	-	-
Net change in fund balance	\$ 3,541	\$ 182,575	\$ 180,672	\$ (1,903)
FUND BALANCE, BEGINNING (OCT 1, 2017)	125,656	125,656	125,656	
FUND BALANCE, ENDING	\$ 129,197	\$ 308,231	\$ 306,328	

Balance Sheet Notes
March 31, 2018

General Fund

▶ **Liabilities**

- **Due to Other Funds** - Debt service portion of the assessments collected by the tax collector.
- **Unearned Revenue** - Zin Settlement.

▶ **Fund Balance**

- **Unassigned Balance** - Total fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Debt Service Fund(s)

▶ **Assets**

- **Due From Other Funds** - Debt service portion of the assessments collected by the tax collector.
- **Reserve Fund** - Funds reserved for Debt Service expenses.

FINANCIALS (2)

MEMORANDUM

TO: Board of Supervisors
FROM: Fernand Thomas, Accountant II
CC: Bob Nanni, District Manager
DATE: May 11, 2018
SUBJECT: April Financials

Please find attached the April 2018 financial report. During your review, please keep in mind that the goals for revenues are to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. Should you have any questions or require additional information, please do not hesitate to contact me at fernand.thomas@inframark.com

General Fund

Liabilities

- Due to/Due From - \$8,810 are Tax Assessment Funds to be transferred to Debt Service
- Unearned Revenue - \$16,691 is the Zin Settlement.

Fund Balance

- Assigned Reserves: The balances have been adjusted to reflect the new total of \$135,007.
- Unassigned Balance: Represents the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Total Revenues for the General Fund were at a favorable variance of 98% of adopted budget.

- The YTD Non-Ad Valorem assessments collections are at 98%.

Total Expenditures through April were at a favorable 57% of adopted budget.

■ Swimming Pool

- ▶ Capital Outlay - Pool - \$51,893 for Pool Renovation. Prior year and current year reserves were adjusted per the direction of the board and staff on the balance sheet. The pool amount of the expense must be reported on the statement of Revenue & Expenses.

Other Notes

- Piney Z's payroll (9/16/2017) \$4,034.65 - BB&T Bank mistakenly withdrew funds from Bobcat Trail's account, since they both use the same bank. Piney Z reimbursed Bobcat Trail for this payroll on (10/24/2017).

PINEY-Z
Community Development District

Financial Report

April 30, 2018

Prepared by



PINEY-Z
Community Development District

Financial Statements

(Unaudited)

April 30, 2018

Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet - All Funds	1-2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	3-6
Debt Service Funds	7-8
 <u>SUPPORTING SCHEDULES</u>	
Non-Ad Valorem Special Assessments - Schedule	9
Cash and Investment Report	10
Bank Reconciliation	11
Check Register	12-14

Balance Sheet
April 30, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 15,023	\$ -	\$ -	\$ 15,023
Cash On Hand/Petty Cash	250	-	-	250
Due From Other Funds	-	-	8,810	8,810
Investments:				
Money Market Account	439,825	-	-	439,825
Prepayment Account	-	3,250	1	3,251
Redemption Fund	-	648	-	648
Reserve Fund	-	6,250	-	6,250
Revenue Fund	-	77,598	304,488	382,086
Prepaid Items	6,658	-	-	6,658
TOTAL ASSETS	\$ 461,756	\$ 87,746	\$ 313,299	\$ 862,801
<u>LIABILITIES</u>				
Accounts Payable	\$ 4,593	\$ -	\$ -	\$ 4,593
Accrued Expenses	505	-	-	505
Unearned Revenue	16,961	-	-	16,961
Deposits	350	-	-	350
Due To Other Funds	2,362	6,448	-	8,810
TOTAL LIABILITIES	24,771	6,448	-	31,219

Balance Sheet
April 30, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	6,658	-	-	6,658
Restricted for:				
Debt Service	-	81,298	313,299	394,597
Assigned to:				
Operating Reserves	98,829	-	-	98,829
Reserves - CDD Amenity	81,276	-	-	81,276
Reserves-Lodge	7,050	-	-	7,050
Reserve-Mulch	1,000	-	-	1,000
Reserves - Other	16,961	-	-	16,961
Reserves - Parking Lots	16,000	-	-	16,000
Reserves - Park	4,250	-	-	4,250
Reserves-Pool Equipment	4,170	-	-	4,170
Reserves-Pool Filters	1,000	-	-	1,000
Reserves-Pool Pumps	3,300	-	-	3,300
Unassigned:	196,491	-	-	196,491
TOTAL FUND BALANCES	\$ 436,985	\$ 81,298	\$ 313,299	\$ 831,582
TOTAL LIABILITIES & FUND BALANCES	\$ 461,756	\$ 87,746	\$ 313,299	\$ 862,801

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 1,000	\$ 583	\$ 852	\$ 269
Interest - Tax Collector	-	-	329	329
Special Assmnts- Tax Collector	394,707	394,707	386,064	(8,643)
Special Assmnts- Discounts	(15,788)	(15,788)	(15,320)	468
Settlements	8,481	8,481	-	(8,481)
Other Miscellaneous Revenues	130	130	578	448
Access Cards	105	105	171	66
Pavilion Rental	200	-	560	560
Lodge Rental	13,000	7,350	7,030	(320)
TOTAL REVENUES	401,835	395,568	380,264	(15,304)
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	12,000	7,000	2,400	4,600
FICA Taxes	918	536	184	352
ProfServ-Legal Services	24,000	14,000	12,117	1,883
ProfServ-Mgmt Consulting Serv	54,275	31,661	31,660	1
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	-	3,150
Postage and Freight	150	87	156	(69)
Insurance - General Liability	10,615	7,961	5,008	2,953
Printing and Binding	200	117	112	5
Legal Advertising	1,200	250	494	(244)
Miscellaneous Services	150	87	11	76
Misc-Assessmnt Collection Cost	11,841	11,841	11,122	719
Misc-Contingency	115	67	41	26
Office Supplies	250	146	-	146
Annual District Filing Fee	175	175	175	-
Total Administration	123,676	81,715	68,117	13,598
<u>Field</u>				
Contr-Landscape-Amenities Area	12,312	7,182	7,677	(495)
R&M-Trees and Trimming	3,000	1,750	-	1,750
Misc-Contingency	3,000	1,750	382	1,368
Total Field	18,312	10,682	8,059	2,623

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Lifeguards	21,353	1,275	-	1,275
Payroll-Maintenance	18,919	8,000	2,789	5,211
Payroll-Administrative	6,556	1,650	3,223	(1,573)
FICA Taxes	3,582	835	167	668
Communication - Teleph - Field	100	100	211	(111)
R&M-General	1,000	583	166	417
R&M-Electrical	150	87	-	87
R&M-Pools	5,000	1,875	2,820	(945)
Misc-Licenses & Permits	275	275	-	275
Misc-Contingency	4,000	2,333	388	1,945
Op Supplies - Pool Chemicals	3,250	800	199	601
Capital Outlay - Pool	-	-	51,893	(51,893)
Reserve - Pool	25,000	25,000	25,000	-
Reserves-Pool Equipment	2,085	-	-	-
Reserves-Pool Filters	500	-	-	-
Reserves-Pool Pumps	1,500	-	-	-
Total Swimming Pool	93,270	42,813	86,856	(44,043)
<u>Fitness Center</u>				
Payroll-Maintenance	2,102	1,225	716	509
Payroll-Administrative	3,278	1,911	1,571	340
FICA Taxes	412	238	116	122
Contracts-Janitorial Services	1,560	910	960	(50)
Contracts-Fitness Equipment	1,200	700	700	-
Contracts-Pest Control	215	142	109	33
R&M-General	750	437	175	262
R&M-Electrical	200	117	84	33
R&M-Equipment	1,250	729	411	318
Misc-Contingency	1,250	729	95	634
Supplies-Cleaning & Paper	325	189	115	74
Non-Capitalized New Equipment	1,112	1,112	-	1,112
Total Fitness Center	13,654	8,439	5,052	3,387

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Maintenance	6,306	2,920	5,660	(2,740)
Payroll-Administrative	49,172	30,480	24,420	6,060
FICA Taxes	4,244	2,555	2,073	482
Workers' Compensation	2,842	2,131	1,703	428
Contracts-Janitorial Services	2,340	1,365	1,425	(60)
Contracts-Security Services	1,524	1,143	585	558
Contracts-Fire Exting. Insp.	350	350	175	175
Contract-Copier Maintenance	240	140	51	89
Contract-Dumpster Rental	312	182	156	26
Contracts-Pest Control	429	285	218	67
Contracts-Fire Insp Sprinkler System	300	300	-	300
Contract-Website Hosting	240	240	-	240
Communication - Teleph - Field	100	100	98	2
Postage and Freight	50	29	-	29
Utility - General	16,000	9,331	6,749	2,582
Utility - Other	3,792	2,212	2,372	(160)
Electricity - Streetlighting	1,380	805	775	30
Utility - Irrigation/ Pool	2,500	1,458	1,484	(26)
Utility - Refuse Removal	1,100	644	572	72
R&M-General	3,500	2,044	823	1,221
R&M-Electrical	300	175	375	(200)
R&M-Roof	300	175	-	175
R&M-Fire Equipment	200	200	-	200
R&M-Plumbing	300	175	3	172
Misc-Contingency	3,000	1,750	1,220	530
Misc-Information Technology	450	262	182	80
Misc-Mileage Reimbursement	450	262	196	66
Office Supplies	1,500	875	779	96
Supplies-Cleaning & Paper	350	207	147	60
Reserves-Lodge	3,525	-	-	-
Total Parks and Recreation - General	107,096	62,795	52,241	10,554

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	14,715	8,582	12,208	(3,626)
Payroll-Administrative	6,556	3,822	2,998	824
FICA Taxes	1,627	948	876	72
Contracts-Janitorial Services	1,300	756	275	481
Contracts-Roof	300	300	-	300
Contracts-Pest Control	214	142	109	33
R&M-General	1,750	1,022	139	883
R&M-Electrical	450	262	81	181
R&M-Irrigation	750	437	638	(201)
R&M-Backflow Inspection	255	255	-	255
Misc-Contingency	4,000	2,333	34	2,299
Supplies-Cleaning & Paper	160	91	35	56
Reserve-Gutters	3,750	3,750	-	3,750
Reserve-Mulch	1,000	-	-	-
Reserve - Parking Lot	9,000	-	-	-
Total Park & Grounds	45,827	22,700	17,393	5,307
TOTAL EXPENDITURES	401,835	229,144	237,718	(8,574)
Excess (deficiency) of revenues				
Over (under) expenditures	-	166,424	142,546	(23,878)
Net change in fund balance	\$ -	\$ 166,424	\$ 142,546	\$ (23,878)
FUND BALANCE, BEGINNING (OCT 1, 2017)	294,439	294,439	294,439	
FUND BALANCE, ENDING	\$ 294,439	\$ 460,863	\$ 436,985	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 29	\$ 58	\$ 29
Special Assmnts- Tax Collector	55,899	55,899	54,679	(1,220)
Special Assmnts- Discounts	(2,236)	(2,236)	(2,170)	66
TOTAL REVENUES	53,713	53,692	52,567	(1,125)
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,502	3,502	7,435	(3,933)
Misc-Assessmnt Collection Cost	1,677	1,677	1,575	102
Total Administration	5,179	5,179	9,010	(3,831)
<u>Debt Service</u>				
Principal Debt Retirement	65,000	-	-	-
Interest Expense	6,250	3,125	3,125	-
Total Debt Service	71,250	3,125	3,125	-
TOTAL EXPENDITURES	76,429	8,304	12,135	(3,831)
Excess (deficiency) of revenues Over (under) expenditures	(22,716)	45,388	40,432	(4,956)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(22,716)	-	-	-
TOTAL FINANCING SOURCES (USES)	(22,716)	-	-	-
Net change in fund balance	\$ (22,716)	\$ 45,388	\$ 40,432	\$ (4,956)
FUND BALANCE, BEGINNING (OCT 1, 2017)	40,866	40,866	40,866	
FUND BALANCE, ENDING	\$ 18,150	\$ 86,254	\$ 81,298	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 100	\$ 58	\$ 196	\$ 138
Special Assmnts- Tax Collector	214,130	214,130	209,442	(4,688)
Special Assmnts- Discounts	(8,565)	(8,565)	(8,311)	254
TOTAL REVENUES	205,665	205,623	201,327	(4,296)
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Trustee Fees	4,400	4,400	-	4,400
Misc-Assessmnt Collection Cost	6,424	6,424	6,034	390
Total Administration	11,824	11,824	6,034	5,790
<u>Debt Service</u>				
Principal Debt Retirement	175,000	-	-	-
Interest Expense	15,300	7,650	7,650	-
Total Debt Service	190,300	7,650	7,650	-
TOTAL EXPENDITURES	202,124	19,474	13,684	5,790
Excess (deficiency) of revenues Over (under) expenditures	3,541	186,149	187,643	1,494
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	3,541	-	-	-
TOTAL FINANCING SOURCES (USES)	3,541	-	-	-
Net change in fund balance	\$ 3,541	\$ 186,149	\$ 187,643	\$ 1,494
FUND BALANCE, BEGINNING (OCT 1, 2017)	125,656	125,656	125,656	
FUND BALANCE, ENDING	\$ 129,197	\$ 311,805	\$ 313,299	

PINEY-Z
Community Development District

Supporting Schedules

April 30, 2018

**Non-Ad Valorem Special Assessments - Leon County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2018**

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2018				\$ 664,739	\$ 394,706	\$ 55,903	\$ 214,130
Allocation %				100%	59%	8%	32%
11/16/17	\$ 3,321	\$ 180	\$ 103	\$ 3,604	\$ 2,140	\$ 303	\$ 1,161
11/30/17	57,218	3,105	1,769	62,092	36,869	5,222	20,001
12/08/17	478,894	20,571	14,811	514,276	305,365	43,249	165,662
12/29/17	38,872	1,670	1,202	41,744	24,787	3,511	13,447
01/18/18	7,043	148	218	7,409	4,399	623	2,387
02/15/18	4,507	47	139	4,693	2,787	395	1,512
03/23/18	7,785	80	241	8,106	4,813	682	2,611
04/13/18	8,013	-	248	8,260	4,905	695	2,661
TOTAL	\$ 605,652	\$ 25,721	\$ 18,731	\$ 650,184	\$ 386,064	\$ 54,679	\$ 209,412

% COLLECTED	98%	98%	98%	98%
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Cash and Investment Report

April 30, 2018

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Operating Checking Account	BB&T	Business checking	0.00%	\$15,023
Petty Cash	Petty Cash	Cash	0.00%	\$250
Public Funds Money Market Account	Centinnial Bank	Money Market Account	0.40%	\$439,825
			Subtotal	<u>\$455,098</u>
DEBT SERVICE FUNDS				
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$3,250
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$648
Series 2002 Reserve Account	US Bank	US Bank Money Market	0.10%	\$6,250
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$77,598
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$304,488
			Subtotal	<u>\$392,235</u>
			Total	<u><u>\$847,333</u></u>

Piney-Z CDD

Bank Reconciliation

Bank Account No. 2471 BB&T - GF
Statement No. 4-18
Statement Date 4/30/2018

G/L Balance (LCY)	15,022.54	Statement Balance	15,382.56
G/L Balance	15,022.54	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	15,382.56
Subtotal	15,022.54	Outstanding Checks	360.02
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	15,022.54	Ending Balance	15,022.54
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/29/2018	Payment	57026	CHERYL M. HUDSON	180.12	0.00	180.12
4/24/2018	Payment	57048	MELINDA PARKER	179.90	0.00	179.90
Total Outstanding Checks.....				360.02		360.02

PINEY-Z
Community Development District

Check Register

March 1 - April 30, 2018

PINEY-Z
Community Development District

Payment Register by Bank Account
For the Period from 3/01/2018 to 04/30/2018
(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
BB&T - GF - (ACCT# XXXXX2471)									
Check	57001	03/01/18	Vendor	MARPAN SUPPLY CO., INC.	1475106	CONTAINER RENTAL 3/1/18	Contract-Dumpster Rental	001-534098-57201	\$26.00
Check	57002	03/02/18	Vendor	ALWAYS IMPROVING LLC	16008	FEB 27 PREVENTATIVE MAINT	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	57003	03/02/18	Vendor	COMCAST	021118-0453478	SVC 2/25-3/24	Utility - Other	001-543004-57201	\$302.01
Check	57004	03/02/18	Vendor	INFRAMARK, LLC	28060	MGMT FEES FEB 2018	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	57004	03/02/18	Vendor	INFRAMARK, LLC	28060	MGMT FEES FEB 2018	Postage and Freight	001-541006-51301	\$3.76
Check	57004	03/02/18	Vendor	INFRAMARK, LLC	28060	MGMT FEES FEB 2018	Miscellaneous Services	001-549001-51301	(\$27.14)
Check	57004	03/02/18	Vendor	INFRAMARK, LLC	28060	MGMT FEES FEB 2018	Printing and Binding	001-547001-51301	\$27.05
Check	57005	03/02/18	Vendor	QUALITY FLOOR CLEANING, LLC	6918	GENERAL CLEANING JAN	Contracts-Janitorial Services	001-534026-57214	\$140.00
Check	57005	03/02/18	Vendor	QUALITY FLOOR CLEANING, LLC	6918	GENERAL CLEANING JAN	Contracts-Janitorial Services	001-534026-57201	\$175.00
Check	57005	03/02/18	Vendor	QUALITY FLOOR CLEANING, LLC	6918	GENERAL CLEANING JAN	Contracts-Janitorial Services	001-534026-57240	\$35.00
Check	57006	03/02/18	Vendor	RICK EVANS	INEYZ-030118	MILEAGE REIMBURSEMENT-FEB	Misc-Information Technology	001-549942-57201	\$26.70
Check	57007	03/02/18	Vendor	SIVA PUPPALA	022418	DEPOSIT RENTAL-REIMBURSEMENT	Deposits	220000	\$150.00
Check	57008	03/08/18	Vendor	ECO LOGIC POOL SERVICE	030718	POOL RENOVATION	Capital Outlay - Pool	001-564051-57205	\$19,223.28
Check	57009	03/13/18	Vendor	CITY OF TALLAHASSEE	022618-5610	BILL PRD 1/27-2/26/18	Utility - Irrigation	001-543014-57201	\$124.91
Check	57009	03/13/18	Vendor	CITY OF TALLAHASSEE	022618-5610	BILL PRD 1/27-2/26/18	Utility - General	001-543001-57201	\$836.61
Check	57009	03/13/18	Vendor	CITY OF TALLAHASSEE	022618-5610	BILL PRD 1/27-2/26/18	Utility - Refuse Removal	001-543020-57201	\$95.42
Check	57010	03/13/18	Vendor	FLORIDA MUNICIPAL INSURANCE TR	030118-0827	3RD INSTALL 17/18 FUND YEAR	Prepaid Expense	001-155000-57201	\$3,355.50
Check	57011	03/13/18	Vendor	MELINDA PARKER	INEYZ-030618	REIMBURSE/PAYMENT DATA	REIMBURSE/PAYMENT DATA EXTRACTED-HARD DRIVE CRASHE	001-551002-57201	\$150.88
Check	57012	03/13/18	Vendor	OFFICE BUSINESS SYSTEMS INC	051513	EXCESS BILLING 1/30/18	R&M-Copier	001-546477-57201	\$7.07
Check	57013	03/13/18	Vendor	PINEY-Z CDD C/O US BANK	4913677	SERIES 2008 2/1/18-1/31/19	ProfServ-Trustee Fees	202-531045-51301	\$4,336.94
Check	57014	03/13/18	Vendor	QUALITY FLOOR CLEANING, LLC	6956	GENERAL CLEANING FEB	Contracts-Janitorial Services	001-534026-57214	\$160.00
Check	57014	03/13/18	Vendor	QUALITY FLOOR CLEANING, LLC	6956	GENERAL CLEANING FEB	Contracts-Janitorial Services	001-534026-57240	\$40.00
Check	57014	03/13/18	Vendor	QUALITY FLOOR CLEANING, LLC	6956	GENERAL CLEANING FEB	Contracts-Janitorial Services	001-534026-57201	\$200.00
Check	57015	03/13/18	Vendor	S & R LANDSCAPING, LLC	1631	LAWN MAINT FEB 8,15,22,28	Contr-Landscape-Amenities Area	001-534053-53901	\$804.00
Check	57016	03/13/18	Vendor	ALWAYS IMPROVING LLC	15942	REPAIR TREADMILL	R&M-Equipment	001-546022-57214	\$43.00
Check	57017	03/15/18	Vendor	ALWAYS IMPROVING LLC	15856	LABOR -REPLACE DRIVE MOTOR	R&M-Equipment	001-546022-57214	\$110.00
Check	57018	03/15/18	Vendor	PATRICIA YATES	030718	REIMBURSE HOA LANDSCAPE	Office Supplies	001-551002-57201	\$77.40
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	FLOWER-FRONT LODGE	001-534053-53901	\$8.58
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	OFFICE SUPPLIES	001-551002-57201	\$107.15
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	FLOWERS-FRONT LODGE	001-534053-53901	\$9.98
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	REPLACE SECURITY LIGHT	001-546020-57240	\$49.98
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	CLEANING	001-552083-57201	\$18.36
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	CLEANING	001-552083-57214	\$36.32
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	DIMMER SWITCH	001-546020-57201	\$22.97
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	FIRE ANTS	001-546001-57240	\$6.94
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	TOILET SEAT-GYM	001-546001-57214	\$19.98
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	SPRAYS/MISTER-GYM	001-546001-57214	\$12.96
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	CLOROX BLEACH-GROUNDS	001-546001-57240	\$11.94

PINEY-Z

Community Development District

Payment Register by Bank Account

For the Period from 3/01/2018 to 04/30/2018

(Sorted by Check / ACH No.)

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Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	FIRE ANTS TREATMENT	001-546001-57240	\$10.41
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	PAVILION MEN-TP HOLDERS	001-546001-57240	\$9.96
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	SPRAYS/MISTERS-LODGE	001-546001-57201	\$12.96
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	PRUNER-LODGE (INVEN)	001-546001-57201	\$8.97
Check	57019	03/16/18	Vendor	BB&T	022618-0985	MISC CHARGES 1/26/18-2/25/18	TROWEL- LODGE (INVEN)	001-546001-57201	\$7.97
Check	57020	03/27/18	Vendor	CITY OF TALLAHASSEE	031218-5610	SVC 2/13-3/12/18	Electricity - Streetlighting	001-543013-57201	\$108.16
Check	57021	03/27/18	Vendor	COMCAST	031118-3478	SVC 3/25-4/24	Utility - Other	001-543004-57201	\$292.01
Check	57022	03/27/18	Vendor	FEDEX	6-116-90464	SVC 3/2/18	Postage and Freight	001-541006-51301	\$17.03
Check	57023	03/27/18	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-123596	GEN LEGAL REP FEB 2018	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	57024	03/27/18	Vendor	MARPAN SUPPLY CO., INC.	1478665	CONTAINER RENTAL 4/1/18	Contract-Dumpster Rental	001-534098-57201	\$26.00
Check	57025	03/29/18	Employee	MICHAEL D. LEE	PAYROLL	March 29, 2018 Payroll Posting			\$184.70
Check	57026	03/29/18	Employee	CHERYL M. HUDSON	PAYROLL	March 29, 2018 Payroll Posting			\$180.12
Check	57027	03/29/18	Vendor	INFRAMARK, LLC		***Voided Voided****			\$0.00
Check	57028	03/29/18	Vendor	INFRAMARK, LLC	28868	MGMT FEES MARCH 2018	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	57028	03/29/18	Vendor	INFRAMARK, LLC	28868	MGMT FEES MARCH 2018	Postage and Freight	001-541006-51301	\$10.35
Check	57029	04/06/18	Vendor	ALWAYS IMPROVING LLC	16272	3/27/18 MAINTENANCE	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	REPLACE SINK CURTAIN ROD	001-546001-57201	\$8.97
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	CLEANING-LODGE	001-552083-57201	\$23.02
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	CLEARING-FITNESS	001-552083-57214	\$23.02
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	HP ENVY COMPUTER	001-551002-57201	\$1,049.00
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	2 SEAGATE EXTERNAL HARD DRIVES	001-551002-57201	\$119.98
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	GAS FOR EQUIPMENT	001-546001-57240	\$14.25
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	2 COPIES, SUBDIVISION PLANS	001-546020-57201	\$62.10
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	TUBES FOR SUBDIVISION PLANS	001-551002-57201	\$18.25
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	DE-FIB PEDI PAD, GYM	001-549900-57214	\$95.00
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	DE-FIB PAD-POOL	001-552009-57205	\$95.00
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	COVER, POOL- DE-FIB-POOL	001-552009-57205	\$55.00
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	GARAGE DOOR LUBRICANT	001-546001-57201	\$4.27
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	WEED SPRAY	001-549900-57240	\$14.97
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	2 OSCILLATING FANS FOR GYM	001-546001-57214	\$42.96
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	VINYL VACUUM HEAD	001-546001-57205	\$16.12
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	CLEANING-LODGE	001-552083-57201	\$24.75
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	CLEANING-GYM	001-552083-57214	\$24.75
Check	57030	04/06/18	Vendor	BB&T	032618-0985	PURCHASES 2/26-3/21/18	BATTERIES	001-551002-57201	\$16.98
Check	57031	04/06/18	Vendor	FEDEX	6-123-80669	SVC 3/8/18	Postage and Freight	001-541006-51301	\$12.73
Check	57032	04/06/18	Vendor	OFFICE BUSINESS SYSTEMS INC	051812	EXCESS BILLING 2/28/18	Communication - Teleph - Field	001-541005-57201	\$31.54
Check	57033	04/06/18	Vendor	RICK EVANS	033118	MARCH MILEAGE	Misc-Mileage Reimbursement	001-549951-57201	\$40.94
Check	57034	04/06/18	Vendor	S & R LANDSCAPING, LLC	1671	MARCH LAWN MAINT	Contr-Landscape-Amenities Area	001-534053-53901	\$1,005.00
Check	57035	04/06/18	Vendor	S & R LANDSCAPING, LLC	032918	PRE-PAY MATERIALS/PINE STRAW	Contr-Landscape-Amenities Area	001-534053-53901	\$1,130.00
Check	57036	04/12/18	Vendor	ALWAYS IMPROVING LLC	16309	ELLIPTICAL REPAIRS	R&M-Equipment	001-546022-57214	\$110.00

PINEY-Z
Community Development District

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Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
Check	57037	04/12/18	Vendor	CITY OF TALLAHASSEE	85610-032918	SVC 2/27/18-3/27/18	Utility - General	001-543001-57201	\$1,047.96
Check	57037	04/12/18	Vendor	CITY OF TALLAHASSEE	85610-032918	SVC 2/27/18-3/27/18	Utility - Refuse Removal	001-543020-57201	\$95.42
Check	57037	04/12/18	Vendor	CITY OF TALLAHASSEE	03122018-5610	SVC 2/27-3/27/18	Utility - Irrigation	001-543014-57201	\$571.30
Check	57038	04/12/18	Vendor	FEDEX	6-138-96932	SVC 3/27/18	Postage and Freight	001-541006-51301	\$10.95
Check	57039	04/12/18	Vendor	QUALITY FLOOR CLEANING, LLC	7029	GENERAL CLEANING MARCH	Contracts-Janitorial Services	001-534026-57201	\$225.00
Check	57039	04/12/18	Vendor	QUALITY FLOOR CLEANING, LLC	7029	GENERAL CLEANING MARCH	Contracts-Janitorial Services	001-534026-57214	\$180.00
Check	57039	04/12/18	Vendor	QUALITY FLOOR CLEANING, LLC	7029	GENERAL CLEANING MARCH	Contracts-Janitorial Services	001-534026-57240	\$45.00
Check	57040	04/12/18	Vendor	U. S. BANK	4945935	REVENUE BONDS, SERIES 2002	ProfServ-Trustee Fees	202-531045-51301	\$3,097.81
Check	57041	04/12/18	Vendor	BRIAN PESCHL	27084	ANNUAL TERMITE CONTROL	R&M-General	001-546001-57201	\$209.00
Check	57041	04/12/18	Vendor	BRIAN PESCHL	27084	ANNUAL TERMITE CONTROL	R&M-General	001-546001-57214	\$69.00
Check	57042	04/12/18	Vendor	ECO LOGIC POOL SERVICE	041218	FINAL PAYMENT POOL RENOVATION	Capital Outlay - Pool	001-564051-57205	\$19,223.27
Check	57043	04/18/18	Vendor	CAPITAL SECURITY AND	73558	MONITORING SVC APRIL-JUNE 2018	Contracts-Security Services	001-534037-57201	\$195.00
Check	57044	04/18/18	Vendor	CITY OF TALLAHASSEE	041118-5610	SVC 3/13-4/11/18	Electricity - Streetlighting	001-543013-57201	\$109.56
Check	57045	04/18/18	Vendor	INFRAMARK, LLC	29552	MGMT FEES APRIL 2018	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	57045	04/18/18	Vendor	INFRAMARK, LLC	29552	MGMT FEES APRIL 2018	Postage and Freight	001-541006-51301	\$14.57
Check	57045	04/18/18	Vendor	INFRAMARK, LLC	29552	MGMT FEES APRIL 2018	Printing and Binding	001-547001-51301	\$32.80
Check	57046	04/18/18	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-124115	PROFESSIONAL SVC 3/20-3/28	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	57047	04/19/18	Vendor	COMCAST	041118-3478	SVC 4/25-5/24	Utility - Other	001-543004-57201	\$291.79
Check	57048	04/24/18	Vendor	MELINDA PARKER	041918	PHONES	BLDS/GROUNDS MANAGER PHONE	001-541005-57201	\$89.95
Check	57048	04/24/18	Vendor	MELINDA PARKER	041918	PHONES	POOL	001-541005-57205	\$89.95
Check	57049	04/24/18	Vendor	SPRAY WASH EXTERIOR CLEANING, LLC	5956	EXTERIOR CLEANING	CLEANING OF FENCE, DECKING & FURNITURE AROUND POOL	001-546074-57205	\$820.00
ACH	DD000470	03/07/18	Employee	MELINDA J. PARKER	PAYROLL	March 07, 2018 Payroll Posting			\$1,871.54
ACH	DD000471	03/07/18	Employee	RICKY S EVANS	PAYROLL	March 07, 2018 Payroll Posting			\$1,353.90
ACH	DD000472	03/21/18	Employee	MELINDA J. PARKER	PAYROLL	March 21, 2018 Payroll Posting			\$1,871.54
ACH	DD000473	03/21/18	Employee	RICKY S EVANS	PAYROLL	March 21, 2018 Payroll Posting			\$1,386.38
ACH	DD000474	03/29/18	Employee	DELORES A. PINCUS	PAYROLL	March 29, 2018 Payroll Posting			\$184.70
ACH	DD000475	03/29/18	Employee	ARTHUR R. KIRBY	PAYROLL	March 29, 2018 Payroll Posting			\$180.12
ACH	DD000476	04/04/18	Employee	MELINDA J. PARKER	PAYROLL	April 04, 2018 Payroll Posting			\$1,871.54
ACH	DD000477	04/04/18	Employee	RICKY S EVANS	PAYROLL	April 04, 2018 Payroll Posting			\$1,442.06
ACH	DD000478	04/18/18	Employee	MELINDA J. PARKER	PAYROLL	April 18, 2018 Payroll Posting			\$1,871.54
ACH	DD000479	04/18/18	Employee	RICKY S EVANS	PAYROLL	April 18, 2018 Payroll Posting			\$1,386.38
Account Total									\$93,242.58

Total Amount Paid	\$93,242.58
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Sixth Order of Business

6A.

**Piney-Z Community Development District
Property Manager's Report
May 10, 2018
for Meeting of May 21, 2018**

LODGE/GARAGE

- mildew cleaned off roof fascia
- pest control service performed 5-2-18
- termite inspection, 4-11-18
- all AC filters replaced

FITNESS CENTER

- pest control service performed 5-2-18
- AED inspected for month of April
- replaced pedi pad for the AED
- replaced two broken oscillating fans
- replaced old toilet seat

PAVILION

- pest control service performed 5-2-18
- flapper repaired, men's toilet
- re-mounted restroom sign by rear sidewalk

POOL

- regarding renovation, cure period expired on April 14, 2018
- punch list on the renovation was completed, notice given to owner and owner's attorney, and final payment made on April 17, 2018
- cost to re-fill the pool was approximately \$450. There were **no** sewer fee savings to be realized as it was learned that the pool line is attached to the irrigation meter rather than to the meter which measures potable water. Therefore it seems that the district has (probably) never paid sewer fees on the pool, which the utility department employee said is absolutely fine.
- box of extra tiles for future repairs was placed in the chemical shed
- deck, fencing and all furniture were soft washed
- lifeguard stands, which were rotting and no longer needed, were taken off the deck and disposed of
- dedicated 911 line installed – and tested -- on 5-1-18. It will be tested monthly. The call button is 44 inches from the ground, which meets ADA standards.

- five new “warning, no lifeguard” signs posted
- all pool attendants have been certified in CPR and in operation of the AED
- all pool attendants have passed a swim test
- three leaks – one in the holding tank and two along the gutter line – were identified, located and repaired. The latter two, both a result of broken PVC pipe many inches below the pool deck, were located via use of a hydro phone.
- pool was inspected by the Health Department on 5-8-18; no violations found, no follow-up required
- chlorinator repaired
- large deck box re-located to area by pumps
- AED inspected for month of April
- replaced pedi pad for AED
- replaced broken cover on AED box
- irrigation rock installed, to cover electric box on deck
- our first weekend drew 205 to the pool, just **three shy of double the number last year**
- HOA-sponsored, Sweet 16 party (for the pool)/ice cream social scheduled for Memorial Day Sunday, May 27, tentatively beginning at 11:00 AM

PLAYGROUND

- lubricated steering wheel

PARK AND GROUNDS

- pine straw was spread from the pool to the far side of the lodge (300 bales, at a cost of \$2,030)
- property repeatedly treated for ant mounds
- adjusted irrigation controllers
- removed invasive berry plant
- adjusted pathway light timers

GENERAL

- completed FY 2019 budget draft #2
- concluded contract negotiations with Inframark
- as a follow-up to the question posed at our last meeting regarding required testing/calibration of our **de-fibrillators** we spoke with the following: Florida Department of Health, Office of the Legal Counsel; AED, which manufactures the units we own; an athletic trainer who uses the units regularly; and a member of the Tallahassee Fire Department. Considerable research was also done on line. Results are as follow: the unit performs a self-test every 7 days; a green check mark is then displayed if the test was a

success. Zoll recommends a monthly visual check to ensure that the green arrow is displayed. Beyond this we replace the batteries and the pads as required. (Adult pads generally expire after five years, child pads after one. The expiration dates are included on the pool and fitness center inventories, and are checked at least annually when an audit is done).

- *Updates since publication* *TBD*

- *Paid rental reservations booked in March* *5*
Rental fees banked in March *\$1,210*
Paid rental reservations booked in April *4*
Rental fees banked in April *\$1,280*

- Rental reservations booked in **calendar** 2018:* *15*
*Rental fees banked in **calendar** 2018:* *\$3,970*





Seventh Order of Business

7A



MARK S. EARLEY
SUPERVISOR OF ELECTIONS
LEON COUNTY, FLORIDA

Agenda Page 59

April 16, 2018

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

Dear Ms. Demarco:

In response to your email we are happy to provide the number of registered voters for the Piney-Z CDD as of April 15, 2018. The voter registration total that you requested is as follows:

Piney-Z CDD: 1,343 registered voters

These determinations were made using our voter registration database and the current map of the district. We hope this information satisfies your requirements. If you need additional assistance please contact Johnny To, Demographics/GIS Manager at

(850) 606-8683 or via email at ToJ@leoncountyfl.gov.

Sincerely,

Mark Earley

Ninth Order of Business

PINEY-Z

Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2019

Version 3 - Proposed Budget:
(Printed on 05/13/18 2:08pm)

Prepared by:



Table of Contents

	<u>Page #</u>
<u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances.....	1-6
Exhibit A - Allocation of Fund Balances.....	7-8
Budget Narrative	9-19
<u>DEBT SERVICE BUDGETS</u>	
Series 2002	
Summary of Revenues, Expenditures and Changes in Fund Balances.....	20-21
Amortization Schedule.....	22
Series 2008	
Summary of Revenues, Expenditures and Changes in Fund Balances.....	23-24
Amortization Schedule.....	25
Budget Narrative.....	26-27
<u>SUPPORTING BUDGET SCHEDULES</u>	
2018-2019 Comparision of Non-Ad Valorem Assessment Rates.....	28

PINEY-Z

Community Development District

Operating Budget

Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	FY 2017	BUDGET FY 2018	THRU	JAN-	PROJECTED	BUDGET
					DEC-2017	SEP 2018	FY 2018	FY 2019
REVENUES								
Interest - Investments	\$ 1,282	\$ 1,152	\$ 1,343	\$ 1,000	\$ 183	\$ 760	\$ 943	\$ 1,000
Special Assmnts- Tax Collector	354,503	394,706	394,706	394,707	369,160	25,547	394,707	394,707
Special Assmnts- Discounts	(13,322)	(14,723)	(15,030)	(15,788)	(15,156)	(511)	(15,667)	(15,788)
Settlements	33,924	33,925	62,654	8,481	-	8,481	8,481	8,481
Other Miscellaneous Revenues	1,142	4,260	785	130	669	-	669	130
Access Cards	430	1,331	763	105	27	81	108	540
Pavilion Rental	400	240	320	200	320	80	400	400
Lodge Rental	11,222	11,055	13,225	13,000	3,185	9,000	12,185	13,500
TOTAL REVENUES	389,609	431,946	458,766	401,835	358,388	43,438	401,826	402,970
EXPENDITURES								
Administrative								
P/R-Board of Supervisors	15,400	16,600	8,600	12,000	800	8,000	8,800	9,000
FICA Taxes	1,178	1,270	658	918	61	612	673	689
ProfServ-Legal Services	36,000	24,000	24,042	24,000	6,117	18,000	24,117	24,000
ProfServ-Mgmt Consulting Serv	54,275	54,275	54,275	54,275	13,569	40,706	54,275	44,775
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,000	3,150	3,150	3,150	-	3,150	3,150	3,150
Postage and Freight	1,263	447	292	150	108	135	243	150
Insurance - General Liability	9,576	9,851	9,748	10,615	2,504	7,512	10,016	11,795
Printing and Binding	4,795	1,119	223	200	65	135	200	200
Legal Advertising	1,709	1,054	811	1,200	494	706	1,200	1,200
Miscellaneous Services	374	363	279	150	54	108	162	150
Misc-Assessmnt Collection Cost	10,235	11,399	11,390	11,841	10,620	766	11,386	11,841
Misc-Contingency	600	-	-	115	866	-	866	115
Office Supplies	554	77	-	250	-	45	45	250
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	143,771	128,417	118,280	123,676	40,070	79,875	119,945	112,127

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	FY 2017	BUDGET	THRU	JAN-	PROJECTED	BUDGET
				FY 2018	DEC-2017	SEP 2018	FY 2018	FY 2019
Field								
Contr-Landscape-Amenities Area	9,430	8,545	9,849	12,312	2,594	7,236	9,830	14,452
R&M-Trees and Trimming	-	1,385	2,500	3,000	-	3,000	3,000	3,000
Misc-Hurricane Expense	-	-	2,150	-	-	-	-	-
Misc-Contingency	10,634	5,779	5,377	3,000	32	2,968	3,000	4,000
Total Field	20,064	15,709	19,876	18,312	2,626	13,204	15,830	21,452
Parks and Recreation - General								
Payroll-Maintenance	48,204	7,263	7,643	6,306	2,703	6,300	9,003	6,495
Payroll-Administrative	-	51,908	46,039	49,172	10,922	38,250	49,172	47,262
FICA Taxes	3,760	4,527	4,107	4,244	1,042	3,408	4,450	4,112
Workers' Compensation	4,928	2,616	3,038	2,842	852	2,555	3,407	3,747
Contracts-Janitorial Services	-	3,250	2,505	2,340	675	2,025	2,700	2,340
Contracts-Security Services	4,903	3,557	1,846	1,524	195	1,285	1,480	1,480
Contracts-Fire Exting. Insp.	-	-	350	350	-	350	350	350
Contract-Copier Maintenance	-	-	82	240	8	232	240	100
Contract-Dumpster Rental	-	-	-	312	78	234	312	312
Contracts-Pest Control	-	-	-	429	73	360	433	498
Contracts-Fire Insp Sprinkler System	-	-	250	300	-	300	300	300
Contract-Website Hosting	-	-	-	240	-	240	240	97
Communication - Teleph - Field	1,031	-	100	100	-	100	100	100
Postage and Freight	104	-	40	50	-	50	50	50
Utility - General	13,269	15,116	15,504	16,000	3,968	11,925	15,893	16,500
Utility - Other	2,343	2,389	3,129	3,792	1,195	2,682	3,877	3,520
Electricity - Streetlighting	1,438	1,290	1,183	1,380	447	972	1,419	1,500
Utility - Irrigation / Pool	1,618	2,372	2,819	2,500	1,164	1,620	2,784	3,000
Utility - Refuse Removal	1,404	1,372	1,007	1,100	286	838	1,124	1,200

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	FY 2017	BUDGET	THRU	JAN-	PROJECTED	BUDGET
				FY 2018	DEC-2017	SEP 2018	FY 2018	FY 2019
Rental Dumpster	-	-	312	-	-	-	-	-
R&M-General	12,815	7,973	3,081	3,500	281	3,150	3,431	3,000
R&M-Electrical	-	-	440	300	265	180	445	400
R&M-Pest Control	858	858	858	-	-	-	-	-
R&M-Roof	-	-	75	300	-	300	300	300
R&M-Emergency& Disaster Relief	-	-	3,750	-	-	-	-	-
R&M-Fire Equipment	-	-	12	200	-	200	200	100
R&M-Flooring	-	-	1,236	-	-	-	-	1,360
R&M-Plumbing	-	-	11	300	3	297	300	250
Misc-Training	-	887	-	-	-	-	-	-
Misc-Hurricane Expense	-	6,057	-	-	-	-	-	-
Misc-Contingency	10,068	49	1,785	3,000	171	2,829	3,000	3,000
Misc-Information Technology	3,523	365	1,075	450	182	338	520	886
Misc-Mileage Reimbursement	-	-	303	450	95	338	433	450
Office Supplies	5,087	2,739	3,260	1,500	198	1,302	1,500	2,000
Supplies-Cleaning & Paper	-	-	449	350	99	243	342	400
Subscriptions and Memberships	925	750	-	-	-	-	-	1,000
Impr. Sewer Connection	10,273	-	-	-	-	-	-	-
Capital Outlay	25,005	13,380	-	-	-	-	-	-
Non-Capitalized New Equipment	-	-	8,622	-	-	-	-	-
Reserves-Lodge	-	-	-	3,525	-	-	-	-
Total Parks and Recreation - General	158,876	128,718	114,911	107,096	24,902	82,901	107,803	106,109

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	FY 2017	BUDGET	THRU	JAN-	PROJECTED	BUDGET
	FY 2015	FY 2016	FY 2017	FY 2018	DEC-2017	SEP 2018	FY 2018	FY 2019
<i>Swimming Pool</i>								
Payroll-Pool Attendants	23,429	17,280	18,040	21,353	614	20,739	21,353	22,022
Payroll-Maintenance	-	5,519	11,322	18,919	1,028	6,300	7,328	15,154
Payroll-Administrative	-	6,803	11,393	6,556	1,466	4,050	5,516	6,752
Payroll - Overtime	319	569	-	-	-	-	-	-
FICA Taxes	1,817	2,308	3,118	3,582	238	2,378	2,616	3,360
ProfServ-Pool Maintenance	5,500	6,000	1,500	-	-	-	-	-
Communication - Teleph - Field	862	147	102	100	-	100	100	715
R&M-General	2,556	1,848	140	1,000	129	871	1,000	500
R&M-Electrical	-	-	148	150	-	150	150	200
R&M-Pools	4,954	2,322	1,359	5,000	-	5,000	5,000	1,000
Misc-Licenses & Permits	-	275	250	275	-	275	275	250
Misc-Hurricane Expense	-	150	209	-	-	-	-	-
Misc-Contingency	1,160	1,440	2,284	4,000	-	4,000	4,000	3,000
Op Supplies - Pool Chemicals	4,900	2,665	2,568	3,250	-	3,250	3,250	3,275
Non-Capitalized New Equipment	-	-	3,904	-	-	-	-	-
Reserve - Pool	-	-	-	25,000	38,447	-	38,447	-
Reserves-Pool Equipment	-	-	-	2,085	-	-	-	-
Reserves-Pool Filters	-	-	-	500	-	-	-	-
Reserves-Pool Pumps	-	-	-	1,500	-	-	-	4,700
<i>Total Swimming Pool</i>	45,497	51,599	56,337	93,270	41,922	47,113	89,035	60,928

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	FY 2017	BUDGET	THRU	JAN-	PROJECTED	BUDGET
	FY 2015	FY 2016	FY 2017	FY 2018	DEC-2017	SEP 2018	FY 2018	FY 2019
<i>Fitness Center</i>								
Payroll-Maintenance	1,096	1,873	942	2,102	295	1,350	1,645	2,165
Payroll-Administrative	-	983	2,167	3,278	701	2,250	2,951	6,751
FICA Taxes	84	218	238	412	76	275	351	682
Contracts-Janitorial Services	-	-	1,345	1,560	540	1,080	1,620	1,560
Contracts-Fitness Equipment	-	-	1,200	1,200	300	900	1,200	1,200
Contracts-Pest Control	-	-	-	215	36	109	145	215
R&M-General	931	626	65	750	30	720	750	400
R&M-Electrical	-	-	37	200	84	116	200	150
R&M-Equipment	1,350	2,863	-	1,250	148	1,102	1,250	1,500
Misc-Contingency	-	-	-	1,250	-	1,250	1,250	750
Supplies-Cleaning & Paper	-	-	600	325	33	292	325	750
Capital Outlay	19,131	4,993	-	-	-	-	-	-
Non-Capitalized New Equipment	-	-	9,064	1,112	-	1,112	1,112	-
Total Fitness Center	22,592	11,556	15,658	13,654	2,243	10,556	12,799	16,123
<i>Park & Grounds</i>								
Payroll-Maintenance	5,794	15,761	20,793	14,715	5,902	13,950	19,852	19,484
Payroll-Administrative	-	2,085	3,670	6,556	1,466	4,500	5,966	6,752
Payroll - Overtime	-	569	-	-	-	-	-	-
FICA Taxes	443	1,409	1,872	1,627	564	1,411	1,975	2,007
Contracts-Janitorial Services	-	-	1,150	1,300	135	270	405	1,300
Contracts-Roof	-	-	-	300	-	300	300	145
Contracts-Pest Control	-	-	-	214	36	109	145	325
R&M-General	2,697	1,750	1,416	1,750	97	1,500	1,597	1,750
R&M-Electrical	-	-	359	450	31	400	431	400
R&M-Irrigation	-	-	1,244	750	638	200	838	1,250
R&M-Backflow Inspection	-	-	315	255	-	255	255	316
R&M-Vegetation Removal	-	-	-	-	-	-	-	6,000
Misc-Hurricane Expense	-	604	10,304	-	-	-	-	-

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU DEC-2017	PROJECTED JAN- SEP 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
Misc-Contingency	7,316	2,843	157	4,000	-	4,000	4,000	2,000
Supplies-Cleaning & Paper	-	-	153	160	41	119	160	225
Capital Outlay	430	4,101	-	-	-	-	-	-
Non-Capitalized New Equipment	-	-	1,683	-	-	-	-	3,000
Reserve - Gutters	-	-	-	3,750	-	-	-	4,250
Reserve - Mulch	-	-	-	1,000	-	-	-	2,250
Reserve - Parking Lot	-	-	-	9,000	-	-	-	29,000
Total Park & Grounds	16,680	29,122	43,116	45,827	8,910	27,014	35,924	80,454
Reserves								
Reserve - CDD Amenity	-	-	-	-	-	-	-	5,777
Total Reserves	-	-	-	-	-	-	-	5,777
TOTAL EXPENDITURES & RESERVES	407,480	365,121	368,178	401,835	120,673	260,664	381,337	402,970
Excess (deficiency) of revenues								
Over (under) expenditures	(17,871)	66,825	90,588	-	237,715	(217,225)	20,490	-
Net change in fund balance	(17,871)	66,825	90,588	-	237,715	(217,225)	20,490	-
FUND BALANCE, BEGINNING	162,161	144,290	211,115	301,703	301,703	-	301,703	322,193
FUND BALANCE, ENDING	\$ 144,290	\$ 211,115	\$ 301,703	\$ 301,703	\$ 539,418	\$ (217,225)	\$ 322,193	\$ 322,193

Community Development District

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 322,193
Net Change in Fund Balance - Fiscal Year 2019	-
Reserves - Fiscal Year 2019 Additions	45,977
Total Funds Available (Estimated) - 9/30/2019	368,170

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital 100,743 ⁽¹⁾

Contribution CDD Amenity prior years	79,314	<u>79,314</u>
Reserve - Lodge prior years	7,050	
Reserve - Lodge FY 2019	-	<u>7,050</u>
Reserve - Parking Lot prior years	7,000	
Reserve - Parking Lot FY 2019	29,000	<u>36,000</u>
Reserve - Pool prior years	8,500	
Reserve - Pool FY 2019	-	<u>8,500</u>
Reserve - Pool Equipment prior years	4,170	
Reserve - Pool Equipment FY 2019	-	<u>4,170</u>
Reserve - Pool Filters prior years	1,000	
Reserve - Pool Filters FY 2019	-	<u>1,000</u>
Reserve - Pool Pumps prior years	3,300	
Reserve - Pool Pumps FY 2019	4,700	<u>8,000</u>
Reserve - Gutters prior years	4,250	
Reserve - Gutters FY 2019	4,250	<u>8,500</u>

Community Development District

Reserve - Mulch prior years	1,000	
Reserve - Mulch FY 2019	2,250	<u>3,250</u>
Reserves - Other		
FY 2019 Settlement (2)	16,961	
		\$ 172,745
	Subtotal	<u>273,487</u>
Total Allocation of Available Funds		<u>273,487</u>
Total Unassigned (undesignated) Cash		<u>\$ 94,682</u>

Notes

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

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

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2019

REVENUES

Interest - Investments (361001-3000)

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

Special Assessments - Tax Collector (363010-3000)

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

Special Assessments - Discounts (363090-3000)

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

Settlements (369300-3000)

FY 2019 portion of the Piney-Z Land settlement.

Miscellaneous Revenues (369900-3000)

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

Access Cards (369941-3000)

Revenue from access cards purchases.

Pavilion Rental (369942-3000)

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

Lodge Rental (369943-3000)

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

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2019

EXPENDITURES

Expenditures - Administrative

Payroll - Board of Supervisors (511001-51101)

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

FICA Taxes (521001-51101)

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services - Legal Services (531023-51401)

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, requests for proposals, etc.

Professional Services - Management Consulting Services (531027-51201)

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services, Inc.. The fees are related to the current contracted fees in the Management Agreement including record storage and Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark in accordance with the management contract.

Professional Services - Special Assessment (531038-51301)

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

Auditing Services (532002-51301)

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted fee is based on the engagement letter.

Postage & Freight (541006-51301)

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

Insurance - General Liability (545002-51301)

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust (FMIT). FMIT specializes in providing insurance coverage to governmental agencies. Currently, General Liability premium is \$5,948 and the Property Insurance premium is \$4,068. The budget is based on this year's premium plus 10% anticipated cost increase.

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2019

Expenditures – Administrative (continued)

Printing & Binding (547001-51301)

Printing of computerized checks, stationery, envelopes, etc.

Legal Advertising (548002-51301)

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

Miscellaneous Services (549001-51301)

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

Miscellaneous - Assessment Collection Cost (549070-51301)

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Miscellaneous - Contingency (549900-51301)

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

Office Supplies (551002-51301)

Miscellaneous office supplies.

Annual District Filing Fees (554007-51301)

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

Expenditures - Field

This Department accounts for the costs associated with the exterior maintenance and upkeep of the District's amenities.

Contracts - Landscape – Amenities Area (534053-53901)

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

PINEY-Z

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2019**Expenditures – Field (continued)****R&M – Trees and Trimming (546099-53901)**

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

Miscellaneous - Contingency (549900-53901)

Necessary services and repairs which fall outside those specified in the landscaping contract, including plantings, sod, wood mulch applications, irrigation repairs, asphalt repairs (pot holes) in parking lot, additional walkway stones, application of chemicals for poison ivy, ants, etc.

Expenditures - Parks and Recreation - General

This department includes on-site administrative costs of the District as well as those associated with the maintenance, repair and replacement of equipment, and enhancements associated with the lodge (including the office, restrooms and second floor) and the garage.

Payroll - Maintenance (512006-57201)

Compensation of one part time Buildings and Grounds Manager (15%).

Payroll - Administrative (512009-57201)

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

FICA Taxes (521001-57201)

Payroll tax for staff above.

Workers' Compensation (524001-57201)

The District's policy is currently with Florida Municipal Insurance Trust. The budget is based on this year's premium plus 10% anticipated cost increase.

Contracts - Janitorial Services (534026-57201)

Twice weekly cleaning in the lodge.

Contracts - Security Services (534037-57201)

Annual monitoring of the lodge (office, garage and fitness center). Also included are costs associated with the key fob system (utilized for fitness center, pool and side garage door access) to control and monitor entry. Additional costs included herein are the purchase of key fobs, and any repairs, (maintenance or replacement of the security cameras, DVR and television).

PINEY-Z

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2019**Expenditures – Parks and Recreation - General (continued)****Contracts - Fire Inspection (534094-57201)**

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

Contracts - Copier Maintenance (534097-57201)

Cost to maintain copier.

Contracts - Dumpster Rental (534098-57201)

Cost to rent lodge dumpster from Marpan.

Contracts - Pest Control (534125-57201)

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

Contracts - Fire Inspection Sprinkler System (534165-57201)

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

Contracts - Website Hosting (534384-57201)

Cost to maintain website.

Communication - Telephone-Field (541005-57201)

Purchase of TracFone for use by Buildings and Grounds Manager.

Postage and Freight (541006-57201)

Routine correspondence and annual mailer.

Utility - General (543001-57201)

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

Utility - Other (543004-57201)

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

Electricity - Streetlighting (543013-57201)

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

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2019

Expenditures – Parks and Recreation - General (continued)

Utility - Irrigation (543014-57201)

City of Tallahassee charges for irrigation water.

Utility - Refuse Removal (543020-57201)

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

R&M - General (546001-57201)

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

R&M – Electrical (546020-57201)

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

R&M - Roof (546164-57201)

Blowing off of the lodge roof.

R&M - Fire Equipment (546230-57201)

Repairs to exit lighting, etc.

R&M - Plumbing (546250-57201)

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

Miscellaneous - Contingency (549900-57201)

Unanticipated operating expenses.

Miscellaneous - Information Technology (549942-57201)

IT support and website maintenance/assistance.

Miscellaneous - Mileage Reimbursement (549951-57201)

Reimbursement of mileage expenses.

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2019

Expenditures – Parks and Recreation - General (continued)

Office Supplies (551002-57201)

Costs associated with operation of the CDD Manager's office, including copier and computer paper, computer ink and software, anti-virus renewal, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for board members, computers and printers, etc.

Supplies - Cleaning and Paper (551083-57201)

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

Reserves - Lodge (568107-57201)

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

Expenditures – Swimming Pool

This department includes costs associated with staffing, supplies, maintenance and repairs of the swimming pool and the associated deck, fence, gates, shed and related equipment.

Payroll - Lifeguard (512005-57205)

Compensation of lifeguards (\$9.00 per hour).

Payroll - Maintenance (512006-57205)

Compensation of one part-time Buildings and Grounds Manager (45%).

Payroll - Administrative (512009-57205)

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

FICA Taxes (521001-57205)

Payroll tax for above.

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2019

Expenditures – Swimming Pool (continued)

Communication - Telephone-Field (541005-57205)

TracFone for lifeguard station.

R&M - General (546001-57205)

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

R&M - Electrical (546020-57205)

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

R&M - Pools (546074-57205)

Repair of the pool and pool equipment, including pumps, chlorinator, pipes, problems with deck, tiles, on-deck showers, deck furniture, etc.

Miscellaneous - License & Permits (549066-57205)

Leon County Health Department pool license (expires annually on June 30).

Miscellaneous - Contingency (549900-57205)

Unanticipated operating expenses, including replacement of any equipment excluding deck furniture, the cost of which is budgeted below.

Operating Supplies - Pool Chemicals (552009-57205)

Pool chemicals, bleach and test kits, safety equipment including rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, etc.

Reserves - Pool (568124-57205)

For pool shell repair.

Reserves - Pool Equipment (568125-57205)

For Dolphin replacement, chlorinator replacement, safety equipment replacement.

Reserves - Pool Filters (568127-57205)

For re-sanding of four filters.

Reserves - Pool Pumps (568129-57205)

For replacement of three pumps.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2019

Expenditures – Fitness Center

This department includes costs associated with the maintenance, repair and supplies required in the fitness center.

Payroll - Maintenance (512006-57214)

Compensation of one part time Buildings and Grounds Manager (5%).

Payroll - Administrative (512009-57214)

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

FICA Taxes (521001-57214)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of the Fitness Center.

Contracts - Fitness Equipment (534071-57214)

Monthly preventative maintenance contract with FitnessPro.

Contracts - Pest Control (534125-57214)

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

R&M - General (546001-57214)

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

R&M - Electrical (546020-57214)

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

R&M - Equipment (546022-57214)

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

Miscellaneous - Contingency (549900-57214)

Unanticipated operating expenses.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2019

Expenditures – Fitness Center (Continued)

Supplies - Cleaning and Paper (552083-57214)

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

Non Capitalized New Equipment (564120-57214)

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

Expenditures – Parks & Grounds

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

Payroll - Maintenance (512006-57240)

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

Payroll - Administrative (512009-57240)

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

FICA Taxes (521001-57240)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of pavilion restrooms.

Contracts- Pest Control (534125-57214)

Annual termite inspection; quarterly treatment of the pavilion.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2019

Expenditures – Parks & Grounds (continued)

Contracts- Roof (534108-57240)

Twice a year cleaning of pavilion roof.

R&M - General (546001-57240)

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

R&M - Electrical (564020-57214)

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

R&M - Irrigation (546041-57214)

Repairs to the irrigation system.

R&M - Backflow Inspections (546459-57214)

Inspection of the backflows from the water/waste lines.

Miscellaneous - Contingency (549900-57214)

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57214)

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

Reserves - Gutters (568096-57214)

For replacement of Pavilion gutters (in FY 2019).

Reserves - Mulch (568109-57214)

Playground Mulch to 12 inches (in FY 2019).

Reserves - Parking Lots (568117-57214)

For repair of all asphalt lots in four years.

PINEY-Z

Community Development District

Debt Service Budgets

Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU DEC-2017	PROJECTED JAN- SEP 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
REVENUES								
Interest - Investments	\$ 59	\$ 88	\$ 112	\$ 50	\$ 20	\$ 59	\$ 79	\$ 50
Special Assmnts- Tax Collector	79,355	55,903	55,903	55,899	52,285	3,614	55,899	55,899
Special Assmnts- Discounts	(2,982)	(2,085)	(2,129)	(2,236)	(2,147)	(72)	(2,219)	(2,236)
TOTAL REVENUES	76,432	53,906	53,886	53,713	50,158	3,600	53,758	53,713
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Trustee Fees	3,502	3,098	3,098	3,502	-	3,502	3,502	3,502
Misc-Assessmnt Collection Cost	2,291	1,615	1,613	1,677	1,504	108	1,612	1,677
Total Administrative	5,793	4,713	4,711	5,179	1,504	3,610	5,114	5,179
<i>Debt Service</i>								
Principal Debt Retirement	55,000	60,000	60,000	65,000	-	65,000	65,000	60,000
Principal Prepayments	5,000	-	10,000	-	-	-	-	-
Interest Expense	15,625	12,750	9,625	6,250	3,125	3,125	6,250	3,000
Total Debt Service	75,625	72,750	79,625	71,250	3,125	68,125	71,250	63,000
TOTAL EXPENDITURES	81,418	77,463	84,336	76,429	4,629	71,735	76,364	68,179
Excess (deficiency) of revenues								
Over (under) expenditures	(4,986)	(23,557)	(30,450)	(22,716)	45,529	(68,135)	(22,606)	(14,466)

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU DEC-2017	PROJECTED JAN- SEP 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(22,716)	-	-	-	(14,466)
TOTAL OTHER SOURCES (USES)	-	-	-	(22,716)	-	-	-	(14,466)
Net change in fund balance	(4,986)	(23,557)	(30,450)	(22,716)	45,529	(68,135)	(22,606)	(14,466)
FUND BALANCE, BEGINNING	99,859	94,873	71,316	40,866	40,866	-	40,866	18,260
FUND BALANCE, ENDING	\$ 94,873	\$ 71,316	\$ 40,866	\$ 18,150	\$ 86,395	\$ (68,135)	\$ 18,260	\$ 3,794

SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/18	\$60,000	5.00%		\$1,500	
05/01/19	\$60,000	5.00%	\$60,000	\$1,500	\$63,000
Total			\$60,000	\$3,000	\$63,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU DEC-2017	PROJECTED JAN- SEP 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
REVENUES								
Interest - Investments	\$ 97	\$ 173	\$ 294	\$ 100	\$ 62	\$ 180	\$ 242	\$ 100
Special Assmnts- Tax Collector	214,130	214,130	214,130	214,130	200,271	13,859	214,130	82,500
Special Assmnts- Discounts	(8,047)	(7,987)	(8,154)	(8,565)	(8,222)	(277)	(8,499)	(3,300)
TOTAL REVENUES	206,180	206,316	206,270	205,665	192,111	13,762	205,873	79,300
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Dissemination Agent	1,000	1,000	-	1,000	-	1,000	1,000	1,000
ProfServ-Trustee Fees	4,903	4,337	4,337	4,400	-	4,400	4,400	4,400
Misc-Assessmnt Collection Cost	6,182	6,184	6,179	6,424	5,761	416	6,177	2,475
Total Administrative	12,085	11,521	10,516	11,824	5,761	5,816	11,577	7,875
<i>Debt Service</i>								
Principal Debt Retirement	170,000	180,000	175,000	175,000	-	175,000	175,000	185,000
Principal Prepayments	55,000	-	-	-	-	-	-	-
Interest Expense	38,781	30,388	22,738	15,300	7,650	7,650	15,300	7,863
Total Debt Service	263,781	210,388	197,738	190,300	7,650	182,650	190,300	192,863
TOTAL EXPENDITURES	275,866	221,909	208,254	202,124	13,411	188,466	201,877	200,738
Excess (deficiency) of revenues								
Over (under) expenditures	(69,686)	(15,593)	(1,984)	3,541	178,700	(174,704)	3,996	(121,438)

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU DEC-2017	PROJECTED JAN- SEP 2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	3,541	-	-	-	(121,438)
TOTAL OTHER SOURCES (USES)	-	-	-	3,541	-	-	-	(121,438)
Net change in fund balance	(69,686)	(15,593)	(1,984)	3,541	178,700	(174,704)	3,996	(121,438)
FUND BALANCE, BEGINNING	212,919	143,233	127,640	125,656	125,656	-	125,656	129,652
FUND BALANCE, ENDING	\$ 143,233	\$ 127,640	\$ 125,656	\$ 129,197	\$ 304,356	\$ (174,704)	\$ 129,652	\$ 8,214

SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/18	\$185,000	4.25%		\$3,931	
05/01/19	\$185,000	4.25%	\$185,000	\$3,931	\$192,863
Total			\$185,000	\$7,863	\$192,863

PINEY-Z

Community Development District

Debt Service Fund

Budget Narrative Fiscal Year 2019

REVENUES

Interest-Investments

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

Special Assessments - Tax Collector

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

Special Assessment - Discounts

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

EXPENDITURES

Expenditures - Administrative

Professional Services - Trustee

The District issued the 2002 Series and Series 2008 Capital Improvement Revenue Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

Professional Services - Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Misc. - Assessment Collection Cost

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2019 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

PINEY-Z

Community Development District

Debt Service Fund

Budget Narrative

Fiscal Year 2019

Expenditures – Debt Service

Principal Debt Retirement

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

Interest Expense

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

PINEY-Z

Community Development District

Supporting Budget Schedule

Fiscal Year 2019

**Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2019 vs Fiscal Year 2018
Assess at a Reduced Rate to Eliminate Refund Due to Owners for Series 2002 Bonds**

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2019	FY2018	Percent Change	FY2019	FY2018	Percent Change	FY2019	FY2018	Percent Change	FY2019	FY2018	Percent Change
36	28	\$522.79	\$522.79	0.00%	\$75.51	\$196.00	-61.47%	\$47.90	\$47.90	0.00%	\$646.21	\$766.69	-15.71%
40	104	\$522.79	\$522.79	0.00%	\$83.91	\$217.78	-61.47%	\$53.75	\$53.75	0.00%	\$660.45	\$794.32	-16.85%
50	291	\$522.79	\$522.79	0.00%	\$115.14	\$298.85	-61.47%	\$66.53	\$66.53	0.00%	\$704.46	\$888.17	-20.68%
60	62	\$522.79	\$522.79	0.00%	\$115.14	\$298.85	-61.47%	\$79.83	\$79.83	0.00%	\$717.76	\$901.47	-20.38%
75	183	\$522.79	\$522.79	0.00%	\$157.33	\$408.34	-61.47%	\$99.79	\$99.79	0.00%	\$779.91	\$1,030.92	-24.35%
90	67	\$522.79	\$522.79	0.00%	\$188.79	\$490.00	-61.47%	\$123.61	\$123.61	0.00%	\$835.19	\$1,136.40	-26.51%
65	8	\$522.79	\$522.79	0.00%	\$117.47	\$304.90	-61.47%	\$0.00	\$0.00	n/a	\$640.26	\$827.69	-22.64%
50 gar	12	\$522.79	\$522.79	0.00%	\$117.47	\$304.90	-61.47%	\$9.08	\$9.08	0.00%	\$649.34	\$836.77	-22.40%
	755												

9A.

RESOLUTION 2018-4

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT
APPROVING THE BUDGET FOR FISCAL YEAR 2019 AND
SETTING A PUBLIC HEARING THEREON PURSUANT
TO FLORIDA LAW**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating and debt service budget for Fiscal Year 2019, a copy of which is attached hereto, and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

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

1. The budget proposed by the District Manager for Fiscal Year 2019, as may have been amended by the Board at the May 21, 2018 meeting, is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, hour and place:

Date: July 23, 2018

Hour: 5:30 p.m.

Place: Piney-Z Plantation Lodge
950 Piney-Z Plantation Road
Tallahassee, Florida

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

Adopted this 21st day of May, 2018.

Geraldine Cashin
Chair

Bob Nanni
Secretary

Tenth Order of Business

10A.

AGREEMENT BETWEEN
PINEY-Z COMMUNITY DEVELOPMENT DISTRICT
AND
INFRAMARK, LLC
FOR DISTRICT MANAGEMENT SERVICES

THIS AGREEMENT is made and entered into on this the 1st day of MAY, 2018 by and between **PINEY-Z COMMUNITY DEVELOPMENT DISTRICT** ("**DISTRICT**"), a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Tallahassee, Florida, and **INFRAMARK, LLC**, a Texas limited liability company ("**MANAGER**"), whose address is 210 North University Drive, Suite 702, Coral Springs, Florida 33071.

WITNESSETH:

WHEREAS, the **DISTRICT** desires to employ the services of the **MANAGER** for providing the **DISTRICT** with certain district management services as more fully set forth in Exhibit A hereunder; and

WHEREAS, the **MANAGER** desires to provide such services to the **DISTRICT** subject to the terms hereof.

NOW, THEREFORE, in consideration of the mutual covenants and agreements expressed herein the parties agree as follows:

ARTICLE 1. SCOPE OF SERVICES AND MANAGER RESPONSIBILITIES

- 1.1 The **DISTRICT** hereby engages the **MANAGER** for the services described and set forth in Exhibit A and for the compensation described in Exhibit B, attached hereto and incorporated by reference herein.
- 1.2 The **MANAGER** may offer and/or the **DISTRICT** may request that additional services be provided under this Agreement. If the **MANAGER** and the **DISTRICT** agree upon a change in the scope of services and compensation, if any, shall be agreed between the **DISTRICT** and **MANAGER** in writing and incorporated into this agreement.
- 1.3 The **MANAGER** shall devote such time as is necessary to complete the duties and responsibilities assigned to the **MANAGER** under this Agreement.
- 1.4 All services will be rendered by and under the supervision of qualified staff in accordance with applicable law, industry standards, and the terms and conditions set forth in this Agreement. Even though **MANAGER'S** staff may include licensed attorneys and engineers, the **DISTRICT** acknowledges that **MANAGER** is not performing in the capacity of a law firm or an engineering firm when providing services under this Agreement. Other than the requirement to render the services as set forth in this Section 1.4 and Exhibit A, **MANAGER** makes no specific representation or warranty regarding the services or any deliverables to be provided hereunder and all warranties arising by

custom or usage in the profession, or arising by operation of law are hereby expressly denied.

- 1.5 If the scope of services hereunder requires the **MANAGER** to administer or supervise the **DISTRICT's** employees, the **MANAGER** shall not be responsible for any damages, losses, settlement payments, deficiencies, liabilities, costs, and expenses resulting from the failure of the **DISTRICT's** employees to follow the instructions of the **MANAGER**. Similarly, if during providing the services required by this Agreement, the **MANAGER** follows the instructions of the **DISTRICT**, the **MANAGER** shall not be responsible for any damages, losses, settlement payments, deficiencies, liabilities, costs, and expenses resulting therefrom. If the **MANAGER** fails to follow any legal instructions of the **DISTRICT**, the **MANAGER** shall be responsible for any damages, losses, settlement payments, deficiencies, costs and expenses resulting directly from that failure.
- 1.6 Pursuant to this Agreement, the **DISTRICT** relies upon the performance of the **MANAGER** in performing the services hereunder. The **MANAGER** shall be responsible for the accuracy and completeness of any information collected by the **MANAGER** or under the **MANAGER's** direction. In performing the services hereunder, **MANAGER** may rely on information supplied by the **DISTRICT**, or others, and **MANAGER** shall not be required to verify independently the accuracy and completeness of such information, unless specifically directed to do so by the **DISTRICT**. **MANAGER** is not responsible for any inaccuracies or errors contained in information relied on by **MANAGER** and supplied by the **DISTRICT** or others.
- 1.7 The signature on this Agreement by the **MANAGER** shall act as **MANAGER's** representation that the wage rates and costs used to determine the compensation provided for in the Agreement are accurate, complete and current as of the date of this Agreement.
- 1.8 The **MANAGER** acknowledges and agrees that it owes a duty of loyalty, fidelity and allegiance to act always during the term of this Agreement in the best interests of the **DISTRICT** and to perform no act which would injure the **DISTRICT's** business, its interests, or its reputation. Further, the **MANAGER** shall not, during the term of this Agreement, engage in any activity which constitutes a Conflict of Interest (as defined below). For purposes of this Agreement, "Conflict of Interest" means any act or activity, or any interest about, or any benefit from any act or activity, which knowingly is adverse to the interests of or would in any material way injure the **DISTRICT**. **DISTRICT** hereby waives all conflicts of interests or potential conflicts of interest in connection therewith, it being specifically agreed to and understood that **MANAGER'S** provision of any such services to the **DISTRICT** or to any other district shall not constitute a conflict of interest under this Agreement. The **MANAGER** warrants that it has not employed or retained any company or person, other than a bona fide employee or previously retained sales consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the **MANAGER** or a previously retained sales consultant any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

- 1.9 The **MANAGER** warrants and represents that it shall refrain from unlawful discrimination in performing its obligations under this Agreement.

ARTICLE 2. REPRESENTATIONS AND WARRANTIES OF THE DISTRICT

- 2.1 **DISTRICT** represents and warrants that this Agreement, **DISTRICT'S** execution and delivery of this Agreement and **DISTRICT'S** performance of its obligations hereunder, have been duly and validly authorized by **DISTRICT** by all necessary action. This Agreement has been validly executed and delivered by **DISTRICT** and constitutes a legal, valid, and binding obligation of **DISTRICT**, enforceable in accordance with its terms.
- 2.2 **DISTRICT** shall perform all duties and discharge all responsibilities and obligations not expressly assumed by the **MANAGER** pursuant to the terms of this Agreement.

ARTICLE 3. COMPENSATION

- 3.1 The **DISTRICT** agrees to compensate the **MANAGER** in accordance with the fee schedule set forth in Exhibit B. The fees listed in the Fee Schedule are based upon the fiscal year of the **DISTRICT**.
- 3.2 For each fiscal year of the **DISTRICT**, the compensation payable to the **MANAGER** under the terms and conditions of this Agreement shall be in an amount adopted by the **DISTRICT** in its adopted fiscal year budget. Each fiscal year the **DISTRICT** may consider price adjustments to compensate for market conditions and the anticipated type and amount of work to be performed by the **MANAGER** during the upcoming fiscal year of the **DISTRICT**. In no event shall the compensation payable to the **MANAGER** be reduced, unless agreed to by the **DISTRICT** and **MANAGER**, in writing.
- 3.3 If the fiscal year budget is not approved prior to the first day of the fiscal year, the **MANAGER'S** compensation under this Agreement will continue at the rate currently in effect at the time of renewal. The subsequent approval of the budget will result in a retroactive fee adjustment, which will be invoiced in the first month following approval of the budget.
- 3.4 Payment to the **MANAGER** for all services rendered shall be made monthly within thirty (30) days after the **MANAGER's** issuance of an invoice, in accordance with Florida law. CDD manager shall have ten (10) days from the date of receipt to approve the invoice for payment. If there is a dispute, the parties shall attempt to amicably resolve it within thirty (30) days of notification and proceed to mediation if the dispute cannot be resolved informally.
- 3.5 Payment of ancillary service costs such as copies, overnight express and other charges will be included in the monthly billing statement.

ARTICLE 4. TERM

- 4.1 This Agreement shall be effective as of the 1st Day of May, 2018 and shall be in effect through the THIRTIETH Day of SEPTEMBER, 2020 unless terminated in writing under the provisions of Section 4.2. This Agreement shall replace and supersede any other agreement for management services between the parties for the period commencing on the Commencement Date. Unless terminated by either party, this Agreement shall automatically renew for a period of one (1) year upon any expired term.
- 4.2 The Agreement may be terminated as follows:
- (a) The failure of either party to comply with the terms of this Agreement shall constitute a default. Upon default by one party, the other party shall send written Notice of Termination. Such notice shall clearly specify the nature of the default and provide the defaulting party thirty (30) days to cure the default. If the default is not cured within said thirty (30) day period, this Agreement shall terminate at midnight of the thirtieth (30th) day following receipt of the Notice;
 - (b) Upon the dissolution or court-declared invalidity of the **DISTRICT**;
 - (c) By either party, for any reason, upon sixty (60) days written notice.
- 4.3 The effectiveness of any termination by the **DISTRICT** will be conditioned upon receipt by **MANAGER** of all Compensation owed under Article 3. If **DISTRICT** incurs costs for damages due to a default of the **MANAGER** that results in termination of this Agreement, **DISTRICT** may deduct such costs or damages from the final payment due to **MANAGER**. Such deduction will not exceed the final payment owed to **MANAGER** and will constitute a full and final settlement between **DISTRICT** and **MANAGER** for any and all claims against **MANAGER** by **DISTRICT** and a release by **DISTRICT** of any and all further claims against **MANAGER**.

ARTICLE 5.

- 5.1 Upon the termination of this Agreement, **MANAGER** will take all reasonable and necessary actions to transfer in an orderly fashion to the **DISTRICT** or its designee all the **DISTRICT's** books and records in **MANAGER's** possession. In addition, **MANAGER** shall be paid any undisputed charges in full, for all services rendered through the date of termination, within thirty (30) days of receipt by **DISTRICT** of all of its books and records in possession of **MANAGER**.

ARTICLE 6. RISK MANAGEMENT

- 6.1 The **MANAGER** shall provide and maintain the following levels of insurance coverage always subsequent to the execution of this Agreement:

- (a) Professional Liability insurance with an aggregate limit of two million dollars (\$2,000,000); and
 - (b) Commercial Crime insurance with a per loss limit of one million dollars (\$1,000,000).
- 6.2 Except and to the extent caused by the negligence or willful misconduct of the **DISTRICT**, the **MANAGER** shall indemnify and hold the **DISTRICT**, its respective officers, directors, supervisors, employees, agents, successors and assigns harmless from and against any and all damages, losses, settlement payments, deficiencies, liabilities, costs and expenses, including without limitation, reasonable attorney's fees, suffered, sustained, incurred or required to be paid to the **DISTRICT**, pursuant to this Agreement. If the **MANAGER** receives notice of or undertakes the defense or the prosecution of any action, claim, suit, administrative or arbitration proceeding or investigation consistent with **MANAGER's** indemnity obligations hereunder, the **MANAGER** shall give the **DISTRICT** prompt notice of such proceedings and shall inform the **DISTRICT** in advance of all hearings regarding such action, claim, suit, proceeding, or investigation. **MANAGER** agrees that nothing in this Agreement shall serve as or be construed as a waiver of the **DISTRICT'S** limitations on liability contained in Section 768.28, Florida Statutes or any other laws.
- 6.3 To the extent allowable under applicable law, and except and to the extent caused by the negligence or willful misconduct of the **MANAGER**, the **DISTRICT** agrees to indemnify and hold the **MANAGER** and its respective officers, directors, employees, agents, successors and assigns harmless from and against any and all damages, losses, settlement payments, deficiencies, liabilities, costs, and expenses, including without limitation, reasonable attorney's fees, suffered, sustained, incurred or required to be paid related to or arising out of the subject services and/or the engagement of **MANAGER** pursuant to this Agreement. If the **DISTRICT** receives notice of or undertakes the defense or the prosecution of any action, claim, suit, administrative or arbitration proceeding or investigation consistent with **DISTRICT's** indemnity obligations hereunder, the **DISTRICT** shall give the **MANAGER** prompt notice of such proceedings and shall inform the **MANAGER** in advance of all hearings regarding such action, claim, suit, proceeding, or investigation.
- 6.4 Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable, either directly or as an indemnitor, to the other, for any special, punitive, indirect and/or consequential damages, including damages attributable to loss of use, loss of income or loss of profit even if the other party has been advised of the possibility of such damages.
- 6.5 If claims(s) raised against the **MANAGER** because of this Agreement, or because the services performed hereunder, is/are covered under **MANAGER's** insurance policies required hereunder, the **MANAGER** shall not be responsible for any loss, damage or liability beyond any payments made pursuant to the policies contractually required hereunder and the limits and conditions of such insurance policies. With respect to any other cause of action and/or claim arising under this Agreement, or otherwise arising because of,

or because, the services provided hereunder, MANAGER's liability shall not exceed an amount equal to twice the amount of the annual compensation for such services during the Agreement year in which such cause of action and/or claim is raised against the MANAGER.

ARTICLE 7. MISCELLANEOUS

7.1 Entire Agreement

The foregoing terms and conditions constitute the entire Agreement between the parties hereto and any representation not contained herein shall be null and void and of no force and effect. Further this Agreement may be amended only in writing upon mutual consent of the parties hereto.

7.2 Amendments

No amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

7.3 Construction

In construing this Agreement, the following principles shall be followed: (i) no consideration shall be given to the captions of the articles, sections, subsections or clauses, which are inserted for convenience in locating the provisions of this Agreement and not as an aid in construction; (ii) no consideration shall be given to the fact or presumption that any of the Parties had a greater or lesser hand in drafting this Agreement; (iii) examples shall not be construed to limit, expressly or by implication, the matter they illustrate; (iv) the word "includes" and its syntactic variants mean "includes, but is not limited to" and corresponding syntactic variant expressions; (v) the plural shall be deemed to include the singular, and vice versa; (vi) each gender shall be deemed to include the other gender; (vii) each exhibit, appendix, attachment and schedule to this Agreement is a part of this Agreement; and (viii) any reference herein or in any schedule hereto to any agreements entered into prior to the date hereof shall include any amendments or supplements made thereto.

7.4 Force Majeure

A party's performance of any obligation under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of any event of "Force Majeure." In any such event, the party unable to perform shall be required to resume performance of its obligations under this Agreement as soon as reasonably practicable following the termination of the event or the excused performance is rescinded in writing. Force Majeure is defined as any act, event, or condition to the extent that it adversely impacts the cost of performance of, or adversely affects the ability of, either party to perform any obligation under this Agreement (except for payment obligations) if such act, event or condition, in light of any circumstances that should have been known or reasonably believed to have existed at the time, is

beyond the reasonable control and is not a result of the willful or negligent act, error, omission or failure to exercise reasonable diligence on the part of the party relying thereon.

7.5 Notices

All notices required in this Agreement shall be sent by (i) certified mail, return receipt requested with postage prepaid, (ii) hand-delivery, or (iii) overnight express carrier with next business day delivery guaranteed, addressed to the following addresses, or such other address as either party shall specify hereinafter in written notice to the other party:

If to **MANAGER**: Inframark LLC.
210 North University Drive, Suite 702
Coral Springs, Florida 33071
Attn: Chris Tarase, Vice President of Management Services

With copy to: Inframark, LLC.
Attn: Legal Department
220 Gibraltar Road, Suite 200
Horsham, Pennsylvania 19044

If to **DISTRICT**: Piney-Z Community Development District
950 Piney-Z Plantation Road
Tallahassee, Florida 32311
Attn: – Geraldine F. Cashin, Chairperson

With a copy to: M. Christopher Lyon, Esq.
Lewis Longman & Walker P.A.
Suite 830
315 South Calhoun Street
Tallahassee, Florida 32301

Any notice sent by certified mail shall be deemed received on the third (3rd) business day following the day the notice is provided to the U.S. Postal Service; when delivered to the party if hand-delivered; upon transmission if sent by email; or on the next business day following the day sent, if sent by overnight express courier with next business day delivery guaranteed.

7.6 Governing Law

This Agreement shall be governed by the laws of the State of Florida. Venue for all legal action necessary to enforce the Agreement shall be in Leon County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy and each such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

7.7 Dispute Resolution

In the event of any disputes, the parties shall first attempt to resolve the situation by good faith discussions, which shall take place in a timely manner. If the dispute cannot be resolved within sixty (60) days, the parties shall mediate their dispute before a mediator. The mediation shall be binding. If the parties cannot agree on a mediator, they shall ask a mediation service to recommend the names of five (5) individuals with resumes including experience in the subject matter. Each party shall eliminate a name, until there is one mediator remaining. The parties shall bear their own costs of the mediation, but the parties shall share equally the costs of the mediator and the mediation facility, which shall be the Lodge at 950 Piney-Z Plantation Road, Tallahassee, Florida 32311.

7.8 Independent Contractor

The relationship of **MANAGER** and **DISTRICT** is that of independent contractor for all purposes under this Agreement.

7.9 Waivers

The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

7.10 Non-Solicitation

Neither party may actively solicit, for hire, the employees of the other party during the term of this Agreement.

7.11 Assignment

Neither party shall assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.

7.12 Counterparts

This Agreement may be executed in more than one counterpart, each of which shall be deemed an original.

7.13 Public Records

The **MANAGER** will be the public records custodian for the **DISTRICT**. In connection with its services to **DISTRICT**, the **MANAGER** agrees to comply fully with the provisions of Section 119.0701, Florida Statutes pertaining to Florida's Public Records Law. Said compliance will include the **MANAGER** taking appropriate and necessary steps to comply with the provisions of Section 119.0701(2)(b), Florida Statutes including, without limitation, the following:

- (a) The **MANAGER** shall keep and maintain public records required by the **DISTRICT** to perform the services hereunder.
- (b) The **MANAGER** will provide the person or entity requesting public records with copies of the requested records that are not confidential or exempt from public disclosure.
- (c) Upon a request for public records received by the **DISTRICT**, the **MANAGER** shall provide the **DISTRICT** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or otherwise provided by law.
- (d) The **MANAGER** shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term.
- (e) Upon completion of this Agreement, the **MANAGER** shall transfer all public records in its possession in a compatible information format at no cost and destroy any copies of confidential or exempt public records.

IN WITNESS WHEREOF, the parties hereto have caused their respective agents to execute this instrument on their behalf:

Attest: [Signature]
Secretary/Assistant Secretary (RF)
Date: 5/2/2018

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

By: [Signature]
Geraldine F. Cashin – Chairperson
Date: May 1, 2018

INFRAMARK, LLC

[Signature]
Witness
[Signature]
Witness
Date: 5-2-18

By: [Signature]
Chris Tarase – Vice President
of Management Services
Date: May 2, 2018

EXHIBIT A – SCOPE OF SERVICES

(NOTE: In the course of negotiating this contract the following services were excluded by the DISTRICT:

- Management of (DISTRICT level) contracts, including renewals, cancellation, administration and performance management services
- Assistance in obtaining an FEIN
- Establishment of a purchase order system
- Assistance with respect to bidding on services or commodities
- Preparation of bid packages

Nothing herein is to be construed as the DISTRICT'S having reduced in any other way the services available to it.)

A. Management Services

- Attend up to six meetings (in person) of the DISTRICT's Board of Supervisors and provide meaningful dialogue on the issues before the Board for action.
- Act as primary point of contact for DISTRICT-related matters.
- Consult and advise DISTRICT on matters related to operation and maintenance of the DISTRICT's public infrastructure.
- Advise the DISTRICT of the appropriate amount and type of insurance(s) and be responsible for procuring all necessary insurance with the assistance of professional firms that specialize in writing coverage for public facilities and public entities.
- Identification of significant policies, including analysis of policy implementation with administrative and financial impact statement and effect on the District.
- Preparation of DISTRICT's budget to include development of the administrative portion, and compilation/printed presentation of the budget as a whole.
- Implementation of budget directives.
- Preparation of specifications and coordination for the following services:
 - Insurance, General Liability along with Director's and Officer's Liability
 - Independent Auditor Services
 - Such other services as may be identified from time to time
- Provide all required annual disclosure information to the local government in the County in which the DISTRICT resides:
 - Update the Public Facilities Report as required under Chapter 190 (attach the most recent report)
 - Designation of Registered Office and Registered Agent
 - Public Meeting Schedule
 - Audited Financial Statement
 - Request and report with Supervisor of Elections of number of registered voters (attach the most recent report)
- Ensure compliance with the following Florida Statutes:
 - Annual Financial Audit (attach the most recent report)
 - Annual Financial Report (attach the most recent report)
 - Public Depositor Report (attach the most recent report)
 - Proposed Budget
 - District Map and Amendments (attach the most recent)

- Public Facilities Report (attach the most recent report)
- Registered Agent and Registered Office
- Regular Public Meeting Schedule (The reporting requirements of DISTRICT periodically change and MANAGER will ensure that DISTRICT updates reporting requirements of the DISTRICT as the legislature updates the reporting requirements).
- Record all meetings of the DISTRICT.
- Provide Oath of Office and Notary Public for all newly elected members of the DISTRICT's Board of Supervisors.
- Coordinate and provide contract administration for any services provided to the DISTRICT by outside vendors.
- If required, provide day-to-day management of in-house operations by performing the following:
 - Prepare and implement operating schedules
 - Prepare and implement operating policies
 - Prepare and bid services and commodities as necessary
 - Prepare a disaster contingency and recovery plan for presentation to the Board. Once the Board adopts a plan, the MANAGER will be responsible for implementation of the plan.

B. Recording Services

- Preparation of all Board agendas and coordination of receipt of sufficient material for Board of Supervisors to make informed policy decisions.
- Preparation and advertising all notices of meetings in an authorized newspaper of circulation in the County in which the District is located.
- Record and transcribe meeting minutes for all meetings of the Board of Supervisors including regular meetings, special meetings, workshops and public hearing(s) and, if approved by the Board, utilize a summary format for meeting minutes of all DISTRICT's meetings.
- Maintain minutes for the DISTRICT and send to the appropriate governmental agencies in accordance with Florida Law.
- Maintain DISTRICT's Seal.

C. Financial Accounting Services

- Prepare a budget that includes the development of the administrative portion and compilation/printed presentation of the budget as a whole.
- Submit a preliminary budget to the DISTRICT's Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by the Board of Supervisors at the DISTRICT's advertised Public Hearing.
- Prepare budget and assessment resolutions as required by Chapter 190, Florida Statutes.
- Establish budget public hearing(s) and dates and advertise same.
- Establish DISTRICT's Board of Supervisors workshop dates (if required).
- Coordinate budget preparation with DISTRICT's Board.
- Prepare budget resolution approving the DISTRICT's budget and authorization to set public hearing.
- Prepare budget resolution adopting the DISTRICT's budget, as modified by the Board of Supervisors.
- Prepare agendas for budget hearings.

- Attend workshop(s) and public hearing(s) and be available to answer questions by the Board and the public.
- Preparation of Monthly Financial Statements: For months in which a Board meeting is being held the financial statement and expenditures report shall be received by the CDD Manager not later than twelve (12) days prior to the date of the meeting. For months in which a Board meeting is not being held, the financial statement and expenditure report shall be received by the CDD Manager not later than the 15th of the month following conclusion of the month for which the statement is being prepared.
- Prepare bi-weekly payroll with information provided by the CDD Manager. In addition, add new staff to payroll system when submitted by CDD Manager.
- Prepare and submit quarterly payroll reports as required as well as issue year-end W-2's.
- Process for payment all invoices approved by the CDD Manager as well as issue year-end 1099's as required.
- Prepare and coordinate applications for:
 - Tax Exemption Certificate
- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Prepare required investment policies and procedures pursuant to Chapter 218, Florida Statutes (attach current policies and procedures).
- Preparation of annual financial report for units of local government and distribution to the State Comptroller (attach most recent report).
- Preparation of Public Depositor's Report and distribution to State Treasurer (attach most recent report).
- Coordination and distribution of Annual Public Facilities Report and distribute to appropriate agencies (attach most recent report).
- Coordination of tax collection and miscellaneous receivables.
- Preparation of all required schedules for year-end audit (attach most recent schedule).
- Oversee capital and general fund accounts.

D. Special Assessment Services

- Prepare assessment resolution levying the assessments on the property in the District and prepare assessment rolls.
- Prepare and maintain a property database by using information obtained by local Property Appraiser's secured roll.
- Review and compare information received from the Property Appraiser to prior years' rolls, to ensure that the DISTRICT rolls comply with the law and that MANAGER has obtained all the pertinent information to prepare accurate assessments.
- Periodically update the database for all activity such as transfer of title, payment of annual assessment, prepayment of principal.
- Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. Provide pay off information upon request to property owner.
- Upon adoption of the budget and assessments, coordinate with the office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of DISTRICT's funds.

- Act as primary contact to answer property owners' questions regarding the Capital Assessment.

E. Field Services:

- Follow up on Board identified concerns consistent with District's powers and duties to the extent that professional licenses are not required for the specific areas being reviewed by the Manager.
 - Work closely with onsite CDD Manager on ongoing duties and responsibilities.

Exhibit B - Fee Schedule	
Annual Management Fee	\$ 44,775.00

Schedule of Miscellaneous Charges

The District will be responsible for reimbursing Inframark for applicable costs per the following fee schedule. All additional fees will be recorded by Inframark and reimbursed by the District monthly.

Special Meetings – Beyond those defined in the negotiated agreement	\$100.00 per hour
Website Administration – Update and maintain community Website (initial design and establishment of which and the Webmaster monthly fee to be District 's responsibility)	\$100.00 per month
Mail Distribution	
General Distribution – Includes label, folding, insertion of up to two items and delivery to the post office	\$0.35 per piece
General Distribution – Additional inserts over two	\$0.03 per additional page
Labels	\$0.07 each
Certified Mail	Current rate charged by postmaster plus handling charge of \$5.00
Postage	Current rate charged by postmaster (no add on)
Copies	
Black and white, single sided	\$0.18 per copy, up to 100 copies \$0.10 per copy thereafter
Color (single sided)	\$0.50 per copy
Black and white, duplex (two-sided)	\$0.21 per duplex copy
Special Services – Includes court appearances, performance of tasks other than contract schedule(s), requested attendance for special committee functions and research for special projects	\$100.00 per hour
File Storage – Records preceding those included in base fee (current year records plus two years previous)	Included
Notary service	Included
Estoppel Letters for Sellers of Property – the Manager will charge the seller directly	Included

Piney Z Community Development District

210 N. University Drive, Suite 802 • Coral Springs, FL 33071 • Telephone: (954) 753-0380 • Fax: (954) 796-0623

March 19, 2004

Ms. Rhonda Archer
1727 James Ferry Road
Kingston, TN 37763

Re: Engineer's Report

Dear Ms. Archer:

Please find enclosed the engineer's report that will serve as the District's public facilities report, which was accepted on February 9, 2004.

Sincerely,

Stella Loftus

Encl.

AMENDMENT TO
PINEY Z COMMUNITY DEVELOPMENT DISTRICT
ENGINEER'S REPORT ON
DISTRICT IMPROVEMENTS AND
ESTIMATED PROBABLE CONSTRUCTION COST

FEBRUARY 9, 2004

Prepared for

Piney Z Community Development District
1002 W. 23rd Street, Suite 400
Panama City, Florida 32405
(850) 769-8981

Prepared by

Moore Bass Consulting, Inc.
805 North Gadsden Street
Tallahassee, Florida 32303
(850) 222-5678
(850) 681-2349 - fax

AMENDMENT TO
PINEY Z COMMUNITY DEVELOPMENT DISTRICT
ENGINEER'S REPORT ON
DISTRICT IMPROVEMENTS AND
ESTIMATED PROBABLE CONSTRUCTION COST

TABLE OF CONTENTS

- I. Description of District Improvement Amendment
 - II. Construction Status of the Amendment
 - III. Ownership and Maintenance of the Amendment
 - IV. Engineer's Estimate of Probable Construction Costs of the Amendment
 - V. Summary Opinion Update of the Amendment
- Figure 11 – Roadway System, including paved alleyways and guest parking areas
- Figure 12 – Map showing location of Block FF

AMENDMENT TO
PINEY Z COMMUNITY DEVELOPMENT DISTRICT
ENGINEER'S REPORT ON
DISTRICT IMPROVEMENTS AND
ESTIMATED PROBABLE CONSTRUCTION COST

Page 3

I. Description of the Proposed Amendment

The following items are included in the District responsibilities for construction:

a. ADD THE FOLLOWING ITEMS:

Paved Alleys and Guest Parking Areas

The clearing, grading and initial paving and installation of required drainage improvements for the implementation of paved alleyways and guest parking areas located north and south of Heritage Park Boulevard, further described and identified on Figure 11.

Final paving of the alleyways and guest parking areas upon completion of a majority portion of the residential construction accessed by these alleys.

b. DELETE THE FOLLOWING ITEMS:

The clearing, grading, paving and utility construction necessary to serve 15 proposed residential units in Block FF, further described and identified on Figure 12.

II. Construction Status of the Amendment

Paved Alleys and Guest Parking Areas

- a. The clearing, grading, initial paving and installation of required drainage improvements is complete.
- b. A majority portion of the residential construction accessed by these alleyways is complete.
- c. The alleyways and guest parking areas are ready for final paving, consistent with this proposed amendment.

AMENDMENT TO
PINEY Z COMMUNITY DEVELOPMENT DISTRICT
ENGINEER'S REPORT ON
DISTRICT IMPROVEMENTS AND
ESTIMATED PROBABLE CONSTRUCTION COST

Page 4

III. Ownership and Maintenance of the Amendment

Paved Alleys and Guest Parking Areas

- a. The paved alleyways and guest parking areas are owned by the Homeowner's Association. Upon completion of the final paving will become the perpetual maintenance responsibility of the HOA.

IV. Engineer's Estimate of Probable Construction Costs of the Amendment

Based on construction quotes from qualified construction contractors, we estimate the cost of final paving of the alleyways and guest parking areas to be approximately \$21,000.00.

V. Summary Opinion Update of the Amendment

It is my opinion as District Engineer that there are adequate remainder construction funds to complete this amendment as proposed. I have used actual construction estimates to arrive at this opinion.

Richard A. Moore, P.E.
Piney Z CDD Engineer
Florida Reg. No. 38745
February 9, 2004

FIGURE 11
PINEY Z "LIMITED" CDD
 LOCATION OF PAVED ALLEYS
 AND GUEST PARKING AREAS

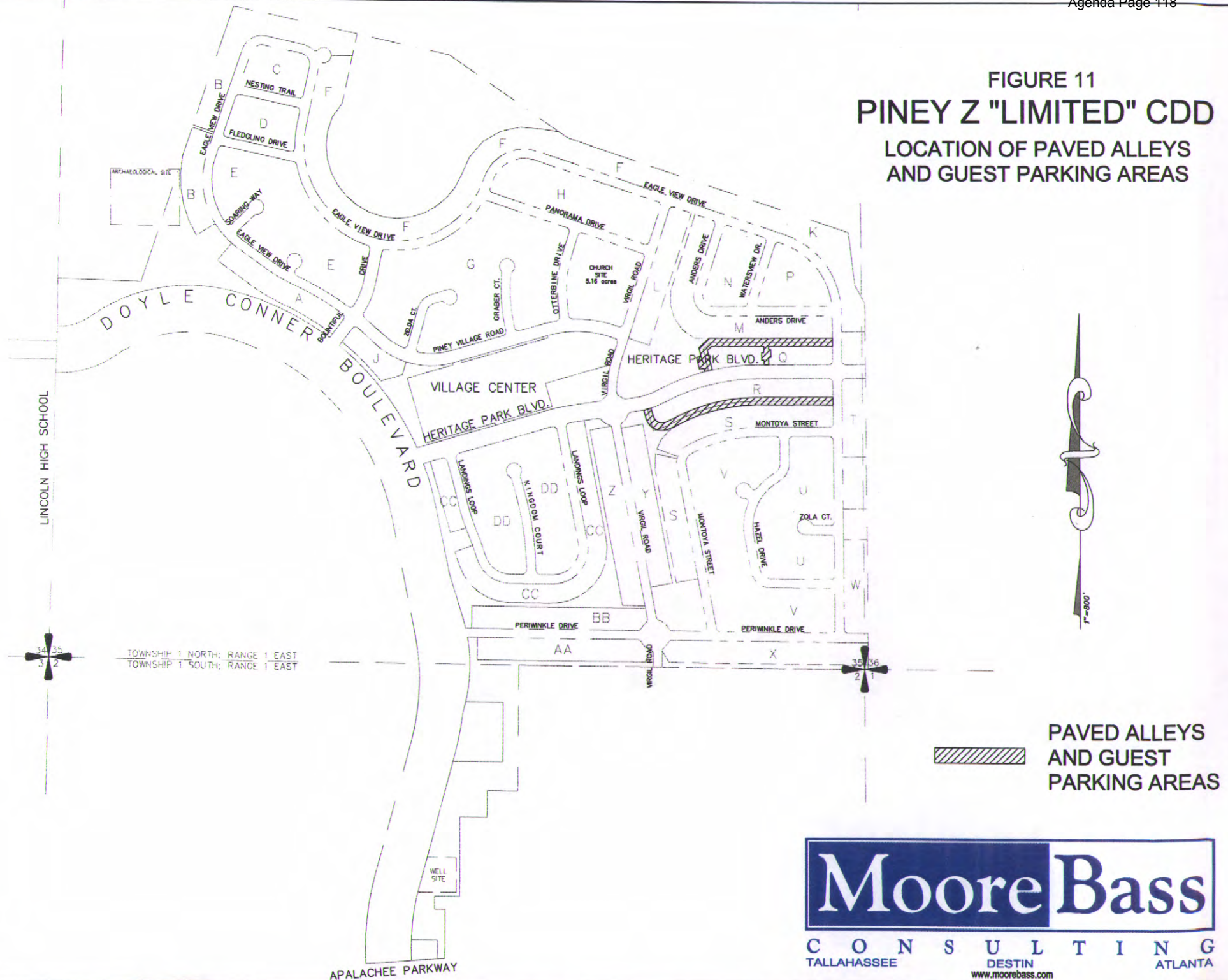
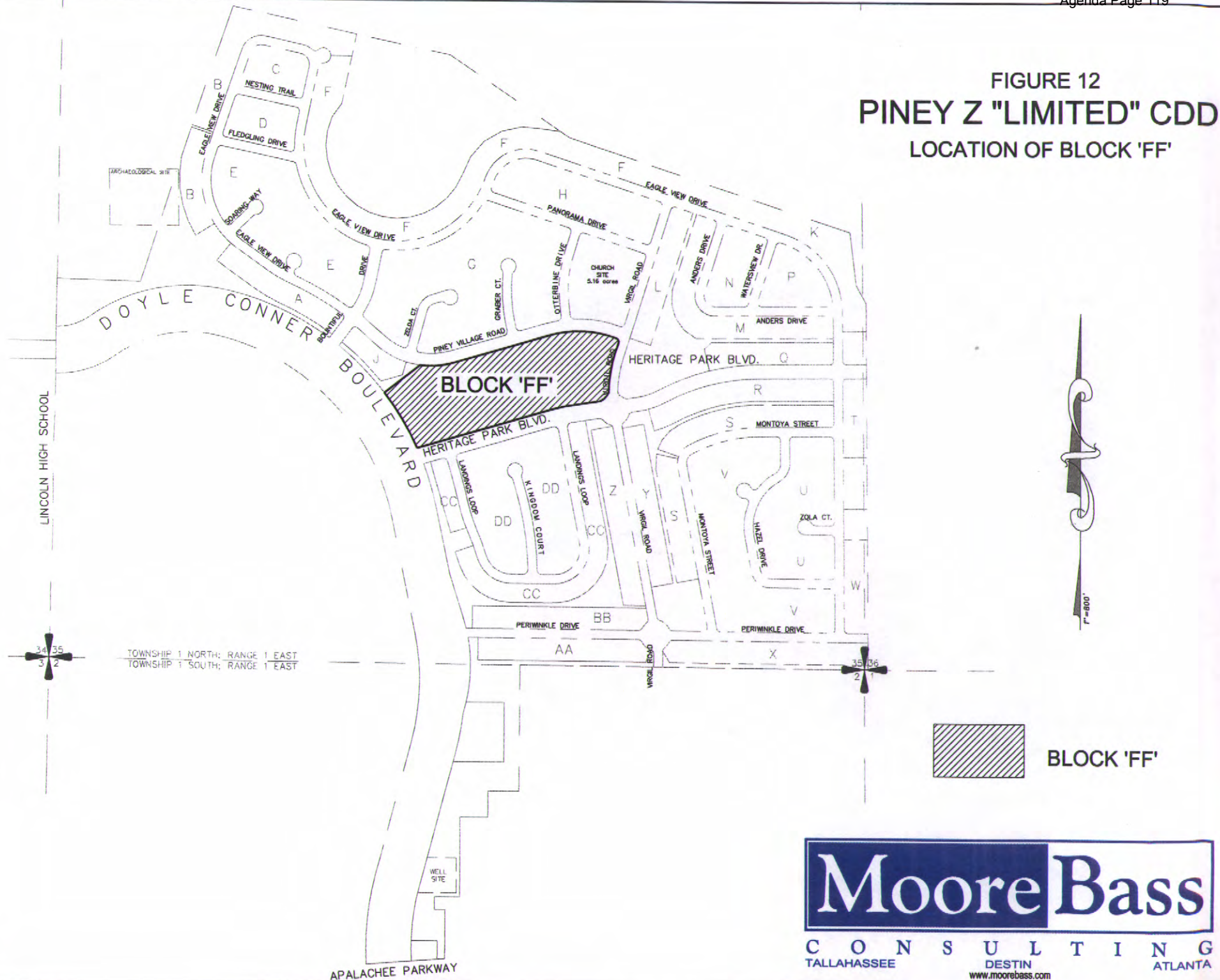


FIGURE 12
PINEY Z "LIMITED" CDD
 LOCATION OF BLOCK 'FF'



**Piney-Z Community
Development District**

ANNUAL FINANCIAL REPORT

September 30, 2016

Piney-Z Community Development District

ANNUAL FINANCIAL REPORT

Fiscal Year Ended September 30, 2016

TABLE OF CONTENTS

	<u>Page Number</u>
REPORT OF INDEPENDENT AUDITORS	1-2
MANAGEMENT'S DISCUSSION AND ANALYSIS	3-8
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	9
Statement of Activities	10
Fund Financial Statements:	
Balance Sheet – Governmental Funds	11
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities	12
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	13
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	14
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	15
Notes to Financial Statements	16-28
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	29-30
MANAGEMENT LETTER	31-32
INDEPENDENT ACCOUNTANTS REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES	33



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Piney-Z Community Development District
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Piney-Z Community Development District as of and for the year ended September 30, 2016, and the related notes to financial statements, which collectively comprise the Districts, basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Accounting Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Fort Pierce / Stuart

- 1 -



To the Board of Supervisors
Piney-Z Community Development District

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Piney-Z Community Development District, as of September 30, 2016, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management Discussion and Analysis on pages 3-8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated January 31, 2017 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Piney-Z Community Development District's internal control over financial reporting and compliance.

*Berger, Toombs, Elam,
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

January 31, 2017

Management's discussion and analysis of Piney-Z Community Development District (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position are reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including improvements and infrastructure, are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as general obligation bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliation is provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2016.

- ◆ The District's total assets exceeded total liabilities by \$189,010. Net investment in capital assets for the District was \$(197,774). Unrestricted net position for Governmental Activities was \$211,115 and restricted net position for debt service was \$175,669.
- ◆ Governmental activities revenues totaled \$692,168 while governmental activities expenses totaled \$466,897.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**Financial Analysis of the District**

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2016	2015
Current assets	\$ 292,804	\$ 273,598
Restricted assets	201,214	240,177
Capital assets	505,229	541,431
Total Assets	<u>999,247</u>	<u>1,055,206</u>
Deferred Outflow of Resources	<u>10,824</u>	<u>17,497</u>
Total Assets and Deferred Outflows	<u>1,010,071</u>	<u>1,072,703</u>
Current liabilities	337,484	389,360
Non-current liabilities	483,577	719,604
Total Liabilities	<u>821,061</u>	<u>1,108,964</u>
Net position - net investment in capital assets	(197,774)	(400,676)
Net position - restricted	175,669	220,131
Net position - unrestricted	<u>211,115</u>	<u>144,284</u>
Total Net Position	<u>\$ 189,010</u>	<u>\$ (36,261)</u>

The increase in current assets was primarily related to the excess of revenues over expenditures at the fund level in the general fund.

The decrease in restricted assets was the result of the excess of expenditures over revenues at the fund level in debt service funds.

The decrease in capital assets was primarily due to current year depreciation.

The decrease in total liabilities and increase in net position - net investment in capital assets was primarily related to principal payments on bonds.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**Financial Analysis of the District (Continued)**

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Change In Net Position

	Governmental Activities	
	2016	2015
Program Revenues		
Charges for services	\$ 639,944	\$ 623,637
General Revenues		
Miscellaneous	50,811	47,118
Investment earnings	1,413	1,466
Total Revenues	692,168	672,221
Expenses		
General government	144,650	161,648
Culture and recreation	244,377	258,327
Physical environment	28,524	32,879
Interest on long-term debt	49,346	61,835
Total Expenses	466,897	514,689
Change in Net Position	225,271	157,532
Net Position - Beginning of Year	(36,261)	(193,793)
Net Position - End of Year	\$ 189,010	\$ (36,261)

The decrease in general government expenses was the result of reduced legal fees and Board pay.

The decreases in physical environment and culture and recreation were primarily related to reductions in unused reserves amenity and repairs and maintenance.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2016 and 2015.

	Governmental Activities	
	2016	2015
Construction in progress	\$ 7,780	\$ -
Recreational amenities	819,850	819,850
Infrastructure	394,717	394,717
Equipment	47,605	48,105
Less: accumulated depreciation	(764,723)	(721,241)
Governmental Activities Capital Assets	<u>\$ 505,229</u>	<u>\$ 541,431</u>

During the year, the District added \$7,780 of construction in progress and \$5,600 of equipment, disposed of equipment with a net value of \$3,879, and depreciation was \$45,685.

General Fund Budgetary Highlights

The final budget exceeded actual expenditures primarily because of budgeted reserve expenditures for amenities that were not required.

The budget was not amended in the current year.

Debt Management

Governmental Activities debt includes the following:

- ◆ In February 2002, the District issued \$850,000 Series 2002 Capital Improvement Revenue Bonds. These bonds were issued to finance the acquisition of certain amenity improvements within the District. The balance outstanding on the Series 2002 Bonds at September 30, 2016 was \$195,000.
- ◆ In February 2008, the District issued \$1,960,000 of Capital Improvement Revenue Refunding Bonds. These bonds were issued to refund and redeem the outstanding principal balance of the \$2,125,000 Series 1997 Bonds Anticipation Notes and finance the acquisition and construction of certain infrastructure improvements within the District. The balance outstanding on the Series 2008 Bonds at September 30, 2016 was \$535,000.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Economic Factors and Next Year's Budget

Piney-Z Community Development District does not expect any economic factors to have any significant effect on the financial position or results of operations of the District in fiscal year 2017.

Request for Information

The financial report is designed to provide a general overview of Piney-Z Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Piney-Z Community Development District, Severn Trent Management Services, Inc., 210 North University Drive, Suite 702, Coral Springs, Florida 33071.

	Governmental Activities
ASSETS	
Current Assets	
Cash	\$ 286,863
Cash restricted for deposits	2,500
Accounts receivable	269
Prepaid expenses	3,172
Total Current Assets	<u>292,804</u>
Non-Current Assets	
Restricted Assets	
Investments	201,214
Capital Assets, Not Being Depreciated	
Construction in progress	7,780
Capital Assets, Being Depreciated	
Recreational amenities	819,850
Infrastructure	394,717
Equipment	47,605
Less: accumulated depreciation	<u>(764,723)</u>
Total Non-Current Assets	<u>706,443</u>
Total Assets	<u>999,247</u>
Deferred Outflow of Resources	
Deferred amount on refunding	<u>10,824</u>
Total Assets and Deferred Outflow of Resources	<u>1,010,071</u>
LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	30,563
Deposits	2,500
Bonds payable	240,000
Accrued interest	13,536
Unearned revenues	50,885
Total Current Liabilities	<u>337,484</u>
Non-Current Liabilities	
Bonds payable	<u>483,577</u>
Total Liabilities	<u>821,061</u>
NET POSITION	
Net investment in capital assets	(197,774)
Restricted for debt service	175,669
Unrestricted	211,115
Total Net Position	<u>\$ 189,010</u>

Functions/Programs	Expenses	Program Revenues	Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Governmental Activities
Governmental Activities			
General government	\$ (144,650)	\$ 131,635	\$ (13,015)
Culture and recreation	(244,377)	222,390	(21,987)
Physical environment	(28,524)	25,958	(2,566)
Interest on long-term debt	(49,346)	259,961	210,615
Total Governmental Activities	<u>\$ (466,897)</u>	<u>\$ 639,944</u>	<u>173,047</u>
General Revenues			
	Investment earnings		1,413
	Miscellaneous revenues		<u>50,811</u>
	Total General Revenues		<u>52,224</u>
	Change in Net Position		225,271
	Net Position - October 1, 2015		<u>(36,261)</u>
	Net Position - September 30, 2016		<u><u>\$ 189,010</u></u>

Piney-Z Community Development District
BALANCE SHEET
GOVERNMENTAL FUNDS
September 30, 2016

	General	2002 Debt Service	2008 Debt Service	Total Governmental Funds
ASSETS				
Cash	\$ 286,863	\$ -	\$ -	\$ 286,863
Accounts receivable	269	-	-	269
Due from other funds	2,259	-	-	2,259
Prepaid expenses	3,172	-	-	3,172
Restricted assets				
Cash restricted for customer deposits	2,500	-	-	2,500
Investments, at fair value	-	73,574	127,640	201,214
Total Assets	<u>\$ 295,063</u>	<u>\$ 73,574</u>	<u>\$ 127,640</u>	<u>\$ 496,277</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable and accrued expenses	\$ 30,563	\$ -	\$ -	\$ 30,563
Due to other funds	-	2,259	-	2,259
Unearned revenue	50,885	-	-	50,885
Customer deposits, payable from restricted assets	2,500	-	-	2,500
Total Liabilities	<u>83,948</u>	<u>2,259</u>	<u>-</u>	<u>86,207</u>
Fund Balances				
Nonspendable:				
Prepaid expenses	3,172	-	-	3,172
Restricted:				
Debt service	-	71,315	127,640	198,955
Assigned:				
Amenities	66,156	-	-	66,156
Disaster relief	3,750	-	-	3,750
Hurricane	8,981	-	-	8,981
Lodge	5,987	-	-	5,987
Pool pumps	2,061	-	-	2,061
Other	50,885	-	-	50,885
Unassigned	70,123	-	-	70,123
Total Fund Balances	<u>211,115</u>	<u>71,315</u>	<u>127,640</u>	<u>410,070</u>
Total Liabilities and Fund Balances	<u>\$ 295,063</u>	<u>\$ 73,574</u>	<u>\$ 127,640</u>	<u>\$ 496,277</u>

See accompanying notes to financial statements.

Total Governmental Fund Balances	\$ 410,070
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets not being depreciated, construction in progress, in governmental activities are not financial resources and therefore, are not reported at the fund statement level.	7,780
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Capital assets being depreciated (infrastructure, \$394,717, equipment \$47,605, recreational amenities, \$819,850; net of accumulated depreciation, \$(764,723)) used in governmental activities are not financial resources and; therefore, are not reported at the fund statement level.	497,449
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Long-term liabilities, including bonds payable, \$(730,000) net of bond discount, net, \$6,423, are not due and payable in the current period and; therefore, are not reported at the fund statement level.	(723,577)
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Deferred outflow of resources (deferred amount on refunding) are not financial resources and therefore, are not reported at the fund statement level.	10,824
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Accrued interest expense for long-term debt is not a financial use and; therefore, is not reported at the fund statement level.	<u>(13,536)</u>
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Net Position of Governmental Activities	<u><u>\$ 189,010</u></u>
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	General	2002 Debt Service	2008 Debt Service	Totals Governmental Funds
Revenues				
Special assessments	\$ 379,983	\$ 53,818	\$ 206,143	\$ 639,944
Miscellaneous revenues	50,811	-	-	50,811
Investment earnings	1,152	88	173	1,413
Total Revenues	<u>431,946</u>	<u>53,906</u>	<u>206,316</u>	<u>692,168</u>
Expenditures				
Current				
General government	128,416	4,713	11,521	144,650
Culture and recreation	207,610	-	-	207,610
Physical environment	15,709	-	-	15,709
Capital outlay	13,380	-	-	13,380
Debt service				
Principal	-	60,000	180,000	240,000
Interest	-	12,750	30,388	43,138
Total Expenditures	<u>365,115</u>	<u>77,463</u>	<u>221,909</u>	<u>664,487</u>
Net Change in Fund Balances	<u>66,831</u>	<u>(23,557)</u>	<u>(15,593)</u>	<u>27,681</u>
Fund Balances - October 1, 2015	<u>144,284</u>	<u>94,872</u>	<u>143,233</u>	<u>382,389</u>
Fund Balances - September 30, 2016	<u>\$ 211,115</u>	<u>\$ 71,315</u>	<u>\$ 127,640</u>	<u>\$ 410,070</u>

Net Change in Fund Balances -Total Governmental Funds	\$	27,681
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount that depreciation (\$(45,685)) and capital disposals (\$(3,897)) exceeded capital outlay (\$13,380) in the current period.		(36,202)
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Repayments of long-term liabilities are expenditures in the governmental funds, funds, but the repayment reduces long-term liabilities in the Statement of Net Position.		240,000
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Governmental funds report bond discounts as expenditures. However, in the Statement of Activities, the cost of those assets are allocated based on an effective interest rate as amortization expense. This is the amount of amortization in the current year.		(3,973)
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The amortization for deferred amount on refunding of debt is recognized as a component of interest expense in the Statement of Activities, but not in the governmental funds. This is the amount of current year interest.		(6,673)
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In the Statement of Activites, interest is accrued on outstanding bonds; whereas in governmental funds, interest expenditures are reported when due. This is the change in accrued interest in the current period.		4,438
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Change in Net Position of Governmental Activites	\$	225,271
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	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	\$ 378,919	\$ 378,919	\$ 379,983	\$ 1,064
Miscellaneous revenues	10,800	10,800	50,811	40,011
Investment earnings	400	400	1,152	752
Total Revenues	<u>390,119</u>	<u>390,119</u>	<u>431,946</u>	<u>41,827</u>
Expenditures				
Current				
General government	146,125	146,125	128,416	17,709
Culture and recreation	213,418	213,418	207,610	5,808
Physical environment	18,500	18,500	15,709	2,791
Capital outlay	<u>46,000</u>	<u>46,000</u>	<u>13,380</u>	<u>32,620</u>
Total Expenditures	<u>424,043</u>	<u>424,043</u>	<u>365,115</u>	<u>58,928</u>
Net Change in Fund Balances	(33,924)	(33,924)	66,831	100,755
Fund Balances - October 1, 2015	<u>122,098</u>	<u>122,098</u>	<u>144,284</u>	<u>22,186</u>
Fund Balances - September 30, 2016	<u>\$ 88,174</u>	<u>\$ 88,174</u>	<u>\$ 211,115</u>	<u>\$ 122,941</u>

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was created on June 11, 1997, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), by the City of Tallahassee, Florida, as a Community Development District. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or outside the boundaries of the Piney-Z Community Development District. The District is governed by a Board of Supervisors who are elected to four year terms. The District operates within the criteria established by Chapter 190.

As required by GAAP, these financial statements present the Piney-Z Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth in Governmental Accounting Standards Board Statement Number 61, The Financial Reporting Entity, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments and interest. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District reports fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”.

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

3. Basis of Presentation

a. Governmental Major Funds

General Fund - The General Fund is the District’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

2002 Debt Service Fund - Accounts for debt service requirements to retire certain special assessment bonds which were used to finance the acquisition of certain District amenity improvements. The bonds are secured by a first lien on and pledge of the Pledged Revenues.

2008 Debt Service Fund - Accounts for debt service requirements to retire certain special assessment bonds which were used to finance the construction of District infrastructure improvements. The bonds are secured by a first lien on and pledge of the Pledged Revenues.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as land and improvements, and non-current governmental liabilities, such as general obligation bonds and due to developer be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

a. Cash and Investments (Continued)

4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

For purposes of the statement of cash flows, cash equivalents include time deposits and all highly liquid debt instruments with original maturities of three months or less and held in a qualified public depository as defined by Section 280.02, Florida Statutes.

b. Restricted Net Position

Certain net position of the District is classified as restricted on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted net position, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g. roads, sidewalks and similar items), are reported in the governmental activities column.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Infrastructure – roads and drainage	30 years
Recreational amenities	30 years
Equipment	10 years

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**4. Assets, Liabilities, and Net Position or Equity (Continued)****d. Deferred Outflow of Resources**

Deferred outflow of resources is the consumption of net position by the government that is applicable to a future reporting period. Deferred amount on refunding is amortized and recognized as a component of interest expense over the life of the bond.

e. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190 and Section 200.065, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget columns of the accompanying financial statements may occur.

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position**

“Total fund balances” of the District’s governmental funds (\$410,070) differs from “net position” of governmental activities (\$189,010) reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the governmental fund balance sheet. The effect of the differences is illustrated below.

Capital related items

When capital assets (property, plant, and equipment that are to be used in governmental activities) are purchased or constructed, the cost of those assets is reported as expenditures in governmental funds. However, the Statement of Net Position included those capital assets among the assets of the District as a whole.

Construction in progress	\$	7,780
Recreational amenities		819,850
Infrastructure		394,717
Equipment		47,605
Less: accumulated depreciation		(764,723)
Total	\$	<u>505,229</u>

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (Continued)

Long-term debt transactions

Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position. Balances at September 30, 2016 were:

Bonds payable	\$ (730,000)
Bond discount, net	<u>6,423</u>
Total long-term liabilities	<u><u>\$ (723,577)</u></u>

Deferred outflow of resources

Deferred outflow of resources applicable to the District's governmental activities are not financial resources and therefore, are not reported as fund deferred outflow of resources.

Deferred amount on refunding	<u><u>\$ 10,824</u></u>
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Accrued interest

Accrued liabilities in the Statement of Net Position differ from the amount reported in governmental funds due to the accrued interest on bonds.

Accrued interest	<u><u>\$ (13,536)</u></u>
------------------	---------------------------

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities

The "net change in fund balances" for government funds (\$27,681) differs from the "change in net position" for governmental activities (\$225,271) reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated on the next page.

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities (Continued)

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the Statement of Activities, the costs of those assets is allocated over their estimated useful lives and reported as depreciation expense. As a result, fund balances decrease by the amount of financial resources expended, whereas net position decreases by the amount of depreciation charged for the year.

Depreciation	\$ (45,685)
Capital disposal	(3,897)
Capital outlay	<u>13,380</u>
Total	<u>\$ (36,202)</u>

Long-term debt transactions

Repayments of bond principal are reported as an expenditure in the governmental funds and, thus, have the effect of reducing fund balance because current financial resources have been used.

Bond principal payments	\$ 240,000
Bond discount amortization	<u>(3,973)</u>
Total	<u>\$ 236,027</u>

Some expenses reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.

Net change in accrued interest payable	\$ 4,438
Decrease in deferred amount on refunding	<u>(6,673)</u>
Total	<u>\$ (2,235)</u>

NOTE C - CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk, however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2016, the District's bank balance was \$289,575 and the carrying value was \$289,363. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

As of September 30, 2016, the District had the following investments and maturities:

<u>Investment</u>	<u>Maturities</u>	<u>Fair Value</u>	<u>Book Value</u>
First American Government Obligation	N/A	\$ 1	\$ 1
Commercial Paper	N/A	201,213	201,213
Total		<u>\$ 201,214</u>	<u>\$ 201,214</u>

Investments

The District's investment policy allows management to invest funds in investments permitted under Section 218.415, Florida Statutes.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

The District's investments in the state investment pool and government loans are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2016, the District's investments in Commercial Paper were rated A-1+ by Standard & Poor's.

NOTE C - CASH AND INVESTMENTS (CONTINUED)**Concentration of Credit Risk**

The District places no limit on the amount it may invest in any one fund. 100% of the District's investments are invested in US Bank Interest Bearing Commercial Paper.

The types of deposits and investments and their level of risk exposure as of September 30, 2016 were typical of these items during the fiscal year then ended. The District considers any decline in fair value for certain investments to be temporary. In addition, the District has the ability to hold investments until its maturity date if the fair value is less than cost. The District's investments are recorded at fair value.

NOTE D – CAPITAL ASSETS

Capital Asset activity for the year ended September 30, 2016 was as follows:

	Balance October 1, 2015	Additions	Deletions	Balance September 30, 2016
Governmental activities:				
Capital assets, not being depreciated:				
Construction in progress	\$ -	\$ 7,780	\$ -	\$ 7,780
Capital assets, being depreciated:				
Infrastructure - roads and drainage	394,717	-	-	394,717
Recreational amenities	819,850	-	-	819,850
Equipment	48,105	5,600	(6,100)	47,605
Total Capital Assets, Being Depreciated	<u>1,262,672</u>	<u>13,380</u>	<u>(6,100)</u>	<u>1,269,952</u>
Less accumulated depreciation for:				
Infrastructure - roads and drainage	(230,667)	(12,815)	-	(243,482)
Recreational amenities	(478,650)	(28,703)	-	(507,353)
Equipment	(11,924)	(4,167)	2,203	(13,888)
Total Accumulated Depreciation	<u>(721,241)</u>	<u>(45,685)</u>	<u>2,203</u>	<u>(764,723)</u>
Total Capital Assets Depreciated, Net	<u>541,431</u>	<u>(32,305)</u>	<u>(3,897)</u>	<u>505,229</u>
Governmental Activities Capital Assets	<u>\$ 541,431</u>	<u>\$ (32,305)</u>	<u>\$ (3,897)</u>	<u>\$ 505,229</u>

Current year depreciation was charged to physical environment, \$12,815, and culture and recreation, \$32,870.

NOTE E – LONG-TERM DEBT

The following is a summary of activity in the long-term debt account group of the District for the year ended September 30, 2016:

Long-term debt at October 1, 2015	\$ 970,000
Principal payments	(240,000)
Long-term debt at September 30, 2016	<u>730,000</u>
Less: Bond Discount, Net	(6,423)
Bonds Payable, Net	<u>\$ 723,577</u>

Long-term debt is comprised of the following:

\$850,000 Series 2002 Capital Improvement Revenue Bonds due in annual principal installments beginning May 2002, maturing in May 2019. Interest at a variable rate of .5% below the Wall Street Prime rate, at a minimum of 5% and a maximum of 12% is due May and November beginning 2002. The interest rate on the note was 5% at September 30, 2016.

\$ 195,000

\$1,960,000 Series 2008 Capital Improvement Revenue Bonds due in annual principal installments beginning May 2008, maturing in May 2019. \$1,010,000 of these bonds have a fixed interest rate of 3.75% and are due by May 2014. The remaining \$950,000 of these bonds have a fixed interest rate of 4.25% and are due by May 2019. Interest is due May and November beginning 2008.

535,000

Total \$ 730,000

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2016 are as follows:

<u>Year Ending</u> <u>September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	\$ 240,000	\$ 32,488	\$ 272,488
2018	240,000	21,800	261,800
2019	<u>250,000</u>	<u>11,113</u>	<u>261,113</u>
Totals	<u>\$ 730,000</u>	<u>\$ 65,401</u>	<u>\$ 795,401</u>

NOTE E – LONG-TERM DEBT (CONTINUED)**Significant Bond Provisions**

The Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond indenture.

The Series 2002 Bonds require a reserve equal to 5% of the bond principal outstanding. The required reserve at year end is \$9,750 and is reserved in the debt service fund.

The Series 2008 Bonds require that the District maintain adequate funds in a reserve account to meet the debt service reserve requirement as defined in the indenture. The District satisfied this requirement as of September 30, 2016, by obtaining a bond reserve insurance policy.

In addition, the Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service.

The District is in compliance with the requirements of the Bond Indentures.

NOTE F – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance.

NOTE G – BOUNDARY AGREEMENT

On March 10, 2014, the Board approved a boundary agreement with Piney Z Land Company in which the District agreed to remove Phase 9 from its boundaries in return for the payment of operation and maintenance assessments through December 1, 2018. The District provided a 15% discount for a one-time payment, made in full \$118,734; \$50,885 is reflected as unearned revenue in the accompanying financial statements and will be recognized as operating contributions over the next four years. As per the agreement, the Establishment Ordinance and Inter local Agreement was amended to provide for the existence of the District beyond 2019.



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Piney-Z Community Development District
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Piney-Z Community Development District, as of and for the year ended September 30, 2016, and the related notes to the financial statements, and have issued our report thereon dated January 31, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Piney-Z Community Development District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Piney-Z Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Piney-Z Community Development District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



To the Board of Supervisors
 Piney-Z Community Development District
 Leon County, Florida

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Piney-Z Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Berger, Toombs, Elam, Gaines & Frank".

Berger, Toombs, Elam, Gaines & Frank
 Certified Public Accountants
 Fort Pierce, Florida

January 31, 2017



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
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Fort Pierce, Florida 34950

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MANAGEMENT LETTER

To the Board of Supervisors
Piney-Z Community Development District
Leon County, Florida

Report on the Financial Statements

We have audited the financial statements of the Piney-Z Community Development District as of and for the year ended September 30, 2016, and have issued our report thereon dated January 31, 2017.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with AICPA Professionals Standards, Section 601 regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in that report, which is dated January 31, 2017, should be considered in conjunction with this Management Letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we address in the Management Letter, if not already addressed in the auditor's report on compliance and internal controls, whether or not recommendations made in the preceding annual financial report have been followed. There were no recommendations made in the preceding audit report.

Financial Condition

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires that we apply appropriate procedures and report the results of our determination as to whether or not Piney-Z Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the Piney-Z Community Development District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Fort Pierce / Stuart

To the Board of Supervisors
Piney-Z Community Development District

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial conditions assessment procedures. It is management's responsibility to monitor the Piney-Z Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same.

Annual Financial Report

Section 10.554(1)(i)5.b. and 10.556(7), Rules of the Auditor General, requires that we apply appropriate procedures and report the results of our determination as to whether the annual financial report for the Piney-Z Community Development District for the fiscal year ended September 30, 2016, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2016. In connection with our audit, we determined that these two reports were in agreement.

Other Matters

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the Management Letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our Management Letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger, Toombs, Elam,
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

January 31, 2017



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

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**INDEPENDENT ACCOUNTANT'S REPORT/COMPLIANCE
WITH SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
Piney-Z Community Development District
Leon County, Florida

We have examined Piney-Z Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2016. Management is responsible for Piney-Z Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Piney-Z Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Piney-Z Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Piney-Z Community Development District's compliance with the specified requirements.

In our opinion, Piney-Z Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2016.

*Berger, Toombs, Elam,
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

January 31, 2017



DEPARTMENT OF FINANCIAL SERVICES
Division of Treasury – Bureau of Collateral Management

PUBLIC DEPOSITOR ANNUAL REPORT TO THE CHIEF FINANCIAL OFFICER

For the Period Ended September 30, 2017

Public Depositor (PD) Information

PD's Full Legal Name: Piney Z Community Development District

PD's Mailing Address: 210 N University Dr., Ste 702

Coral Springs, FL 33071

PD's Federal Employer Identification Number (FEIN): 65-0778729

WE ASSERT that we are an official custodian of moneys that meet the definition of a public deposit as defined in Chapter 280, Florida Statutes and that such moneys are placed in Qualified Public Depositories (QPDs) unless exempt under the laws of this state. We acknowledge our responsibility for any research or defense required to support such assertion.

WE VERIFY that we have:

(1) Performed an annual confirmation of all open public deposit accounts as of the close of business on September 30 for each QPD. All discrepancies found in the confirmation process were reconciled before November 30. Information confirmed included the following:

- a. FEIN of the QPD.
- b. Name on the deposit account record.
- c. FEIN on the deposit account record.
- d. Account number.
- e. Account type.
- f. Actual account balance on deposit.

(2) Confirmed that a current Public Deposit Identification and Acknowledgment Form has been completed for each public deposit account and is in our possession.

(3) Provided as part of this report a separate listing of QPDs at which we have open public deposit accounts. This filing has been completed in the report format prescribed by the Chief Financial Officer, State of Florida for this year.

Under penalties of perjury, I attest that I am authorized to sign on behalf of the Public Depositor identified above, and also declare that I have read the information provided on this Public Depositor Annual Report to the Chief Financial Officer and that the facts stated in it are true to the best of my knowledge and belief.

Authorized Signature for Public Depositor: *Robert Koncar* Date: 11/15/2017

Printed Name and Title: ROBERT KONCAR, GENERAL MANAGER

Phone: (954) 753-5841 Fax: (954) 345-1292

Suncom: () _____ Email: Stephen.Bloom@stservices.com

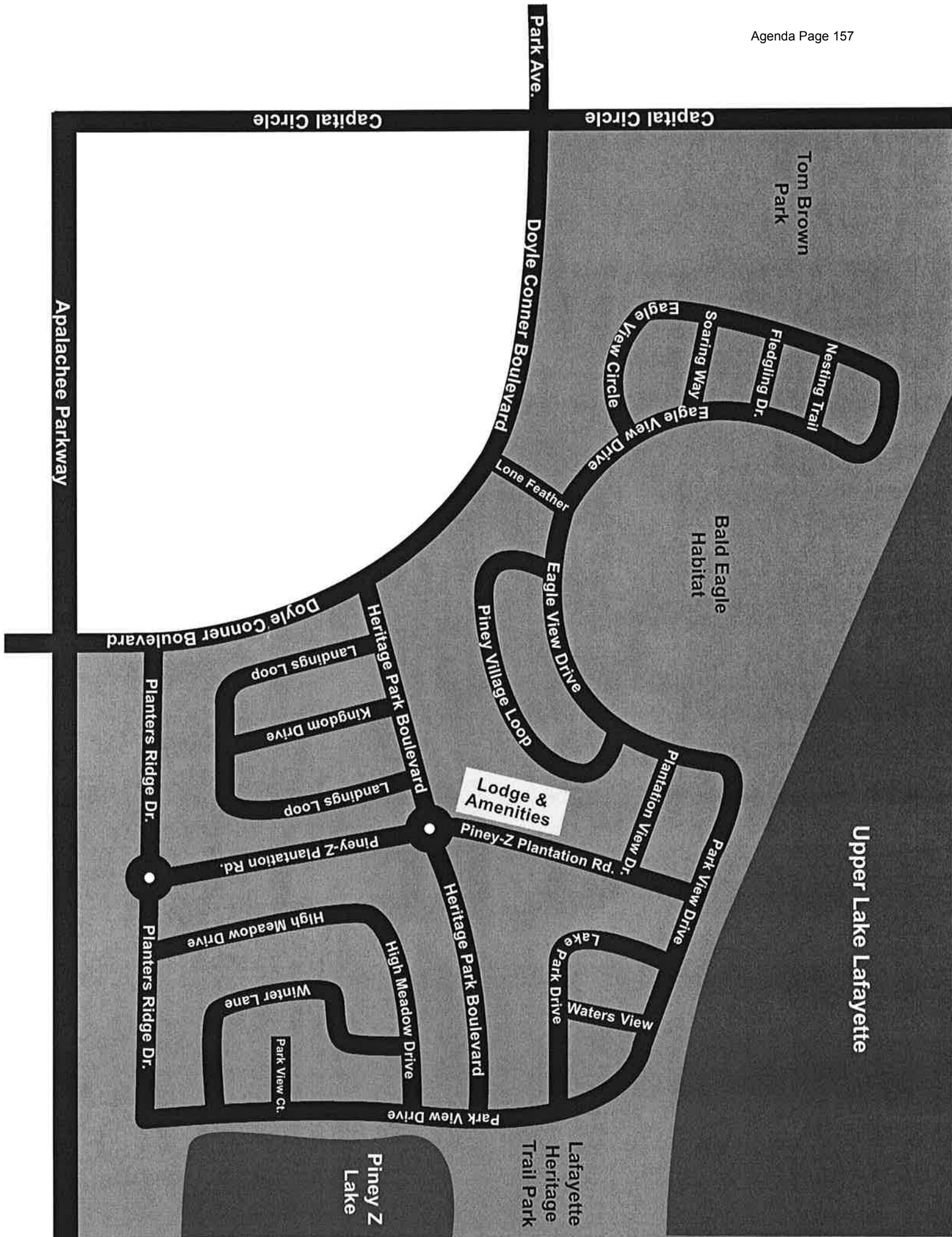
PUBLIC DEPOSITOR ANNUAL REPORT TO THE CHIEF FINANCIAL OFFICER

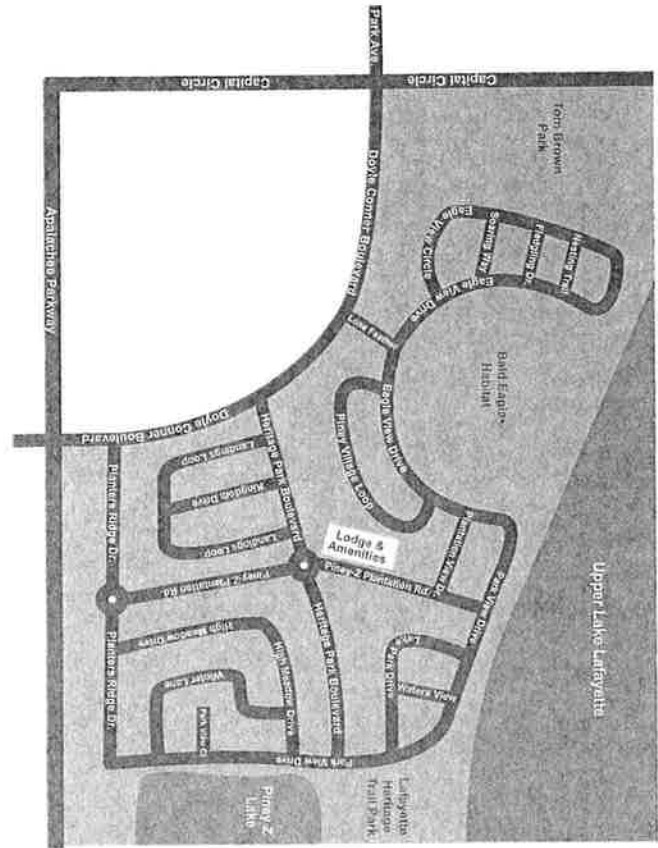
For the Period Ended September 30, 2017

List of Qualified Public Depositories for Piney Z Community Development District Public Depositor's Full Legal Name

Listed below are the FEIN and name for **all** Qualified Public Depositories at which we have open public deposit accounts, including accounts with zero balances.

FEIN of Qualified Public Depository	Name of Qualified Public Depository
20-4486142	Stonegate Bank
56-1074313	Branch Banking & Trust Company





Resolution 99-4

A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE PINEY Z COMMUNITY DEVELOPMENT
DISTRICT, ADOPTING INVESTMENT POLICY FOR
THE DISTRICT

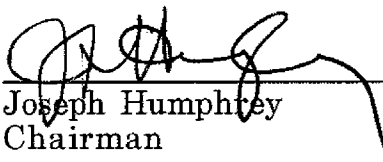
WHEREAS, in direct response to the investment crisis in Orange County, California and other report investment losses by some local government in Florida, the Florida Legislature passed CS/SB 2090 (CS/HB 1793) on May 4, 1995; and

WHEREAS, SB 2090 creates supplemental provisions that update existing state statutes for cities, counties, court clerks, school boards and special districts, requiring that written investment policies be adopted by the local governments on or before October 1, 1995 by their governing bodies or, in absence of a governing body, its principal officer.


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

1. The Investment Policy, copy of which is attached, is hereby approved by the Board of Supervisors.
2. This Resolution shall become effective immediately upon passage.

Adopted by the Board of Supervisors this 8th day of March, 1999.



Joseph Humphrey
Chairman



Gary L. Moyer
Secretary

**PROPOSED
DISTRICT INVESTMENT
POLICY**

March, 1998

District Financial Corporation

MEMORANDUM

DATE: March, 1998

TO: Board of Supervisors
District Counsel

FROM: Rhonda K. Archer
Chief Financial Officer

RE: Proposed District Investment Policies

On May 4, 1995, the State Legislature passed SB2090 creating supplemental provisions that update existing state statutes for cities, counties, court clerks, school boards and special districts regarding the investment policies of the local government. The new legislation requires that written investment policies be adopted by local governments on or before October 1, 1995 by their governing bodies. Fourteen standards are established for written investment policies and such policies must be commensurate with the nature and size of the public funds under a local government's custody. Investment policies are also required to place the highest investment priority on the safety of the principal and liquidity. Optimization of investment returns shall be a secondary consideration.

Listed below is a summary of the 14 standards to be addressed in the required written policies, as summarized by the Florida Government Finance Officers Association Newsletter dated May/June, 1995:

- **Scope** - Policies will pertain to only those funds in excess of those required to meet short-term expenses. It will not pertain to pension, trust, or bond funds where there are other existing policies or indentures in effect.
- **Investment Objectives** - Policies to include safety of capital, liquidity of funds, and investment income, in that order of importance.
- **Performance Measurement** - Policies shall include appropriate performance measures according to the size and nature of a governments public funds.

- **Ethics** - Policies to include Prudent Person's Rules: "Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment".
- **Authorized Investments** - Policies shall list legally authorized investment vehicles. Derivatives (defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or index of asset values) shall only be utilized if specifically authorized as part of the investment plan and the unit of local government's chief financial officer has sufficient understanding/expertise to do so. Reverse Repurchase Agreements (an agreement between an investor and a security dealer whereby dealer agrees to buy back the security at a specified price in the future; the market for "Repos" is unregulated and uninsured) will be prohibited or limited to transactions in which the proceeds will be used to provide liquidity.
- **Maturity & Liquidity Requirements** - Policies to promote investments that enable units of local government to meet day to day liquidity. Therefore, as far as possible, investments will be made in accordance with known/anticipated cash needs and cash-flow requirements.
- **Portfolio Composition** - Policies shall include provisions for investments, limits on security issues, security issuers, and security maturities. Guidelines will correspond to the unit of local government's size and nature of public funds.
- **Risk & Diversification** - Policies should maintain appropriate diversification of investment types in order to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer or bank. Diversification guidelines shall be reviewed periodically by appropriate investment management personnel.
- **Authorized Investment Institutions & Dealers** - Policies should specify the authorized securities issuers, banks and dealers from whom the unit of local government is able to purchase securities.
- **Third-Party Custodial Agreements** - Policies shall include arrangements for the holding of security assets by a third party designating that the held assets and/or collateral are those of the unit of local government. Securities shall not be withdrawn by anyone except an authorized staff member of the unit of local government. To ensure that the custodian will have the required security/money at the conclusion of transactions, such transactions between a custodian and a broker-dealer involving the

sale or purchase of securities by transfer of money/security shall be made on a "delivery vs. payment" basis.

- **Master Repurchase Agreement** - Policies shall include the requirement of all authorized institutions/dealers involved in repurchase agreement transactions on behalf of the unit of local government to execute and perform these transactions according to a Master Repurchase Agreement.
- **Bid Requirement** - Policies must specify that after a unit of local government has analyzed and selected one or more optimal types of investment, the security be competitively bid (when feasible and appropriate).
- **Internal Controls** - Policies shall provide for internal controls and operational procedures. The chief financial officer shall establish a written system of internal controls and operational procedures by January 1, 1996. Policies shall include provisions for the review of such internal controls by independent auditors as part of any financial audit required of the unit of local government. Internal controls should be designed to prevent the loss of funds by fraud, employee error, misrepresentations by third parties, or imprudent actions by employees of the unit of local government.
- **Reporting** - Policies shall include at a minimum annual reporting of investment results by the chief financial officer of the unit of local government. Such reports are to include securities in the portfolio by class/type, book value, income earned, and market value as of the date of the report and are to be made publicly available for review.

As you can see, the requirements of the new legislation are quite voluminous. Due to the detail involved, the Government Finance Officers Association has compiled a Sample Investment Policy to address the above requirements. I would propose that the District adopt this policy for its own Investment Policy. Please review the attached and provide me with any comments you may have on the same. In order to meet the investment policy requirements for new Districts, we will be asking each new Board of Supervisors to adopt an Investment Policy at its April, 1997 regular meeting and thereafter at the new District's first Organizational Meeting. Please feel free to call me should you have any questions.

LOCAL GOVERNMENT INVESTMENT POLICIES ESTABLISHMENT OF INTERNAL CONTROLS

(In accordance with Section 218.415, Florida Statutes)

INTERNAL CONTROLS. The Chief Financial Officer of the District is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Chief Financial Officer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- a. **Control of collusion.** Collusion is a situation where two or more employees are working in conjunction to defraud their employer. The investment transactions for all surplus funds of the District shall be handled by the office of the Finance Director.
- b. **Separation of transaction authority from accounting and record keeping.** By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved. The responsibility for the accounting of all investment transactions made by the Finance Director shall be that of the Staff Accountant, to be reviewed by the Accounting Manager assigned to each District.
- c. **Custodial safekeeping.** Securities purchased from any bank or dealer including appropriate collateral (as defined by State Law) shall be placed with an independent third party for custodial safekeeping.
- d. **Avoidance of physical delivery securities.** Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- e. **Clear delegation of authority to subordinate staff members.** Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

- f. **Written confirmation of telephone transactions for investments and wire transfers.** Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures. All investment transactions shall be supported by written confirmations signed by the Finance Director.

- g. **Development of a wire transfer agreement with the lead bank or third party custodian.** This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers. See adopted resolutions between the District and State Board of Administration.

From time to time, investors may choose to invest in instruments offered by minority and community financial institutions. These financial institutions may not meet all the criteria under Paragraph 1. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. Also, these types of investment purchases should be approved by the appropriate legislative body in advance.

PROPOSED

DISTRICT
INVESTMENT POLICY

**GOVERNMENT FINANCE OFFICERS ASSOCIATION
SAMPLE INVESTMENT POLICY**

Agenda Page 167

I. Scope

II. Objective

1. Safety
 - A. Credit Risk
 - B. Interest Rate Risk
2. Liquidity
3. Yield

III. Standards of Care

1. Prudence
2. Ethics and Conflicts of Interest
3. Delegation of Authority

IV. Safekeeping and Custody

1. Authorized Financial Dealer and Institution
2. Internal Controls
3. Delivery vs. Payment (DVP)

V. Suitable and Authorized Investments

1. Investment Types
2. Collateralization
3. Repurchase Agreements

VI. Investment Parameters

1. Diversification
2. Maximum Maturities

VII. Reporting

1. Methods
2. Performance Standards
3. Marking to Market

VIII. Policy

1. Exemption
2. Amendments

IX. Glossary of Terms [to be added]

X. Investment Pools

[Adapted from and under revision with National Association of State Treasurers]

1. Definition
2. Questionnaire

XI. GFOA Recommended Practices

I. Scope

The purpose of this investment policy is to aid the general membership of GFOA in the preparation of their investment policy. This policy is not intended to supplant verbatim an existing policy. Each entity needs to use this as a model and customize a policy to fit their needs and comply with state and local law, regulations and other policies concerning the investment of public funds.

This policy applies to investment short-term operating funds. There should be a policy for the investment of longer-term funds, including investments of employees investment retirement funds and proceeds from certain bond issues.

II. Objective

The primary objectives, in priority order, of investment activities shall be:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

A. Credit Risk

Credit Risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

- Limiting investments to the safest types of securities;
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business; and
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

B. Interest Rate Risk

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- By investing operating funds primarily in shorter-term securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- 1) a declining credit security could be sold early to minimize loss of principal;
- 2) a security swap would improve the quality, yield, or target duration in the portfolio; or
- 3) liquidity needs of the portfolio require that the security be sold.

III. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.

3. Delegation of Authority

Authority to manage the investment program is granted to (designated official) derived from the following: (insert code citation, ordinances or statutes). Responsibility for the operation of the investment program is hereby delegated to the (title of designated official), who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the (title of designated official). The (title of designated official) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

IV. Safekeeping and Custody

1. Authorized Financial Dealer and Institution

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by creditworthiness (minimum capital requirement \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- audited financial statements

- proof of National Association of Securities Dealers (NASD) certification
- proof of state registration
- completed broker/dealer questionnaire
- certification of having read the entity's investment policy

An annual review of the financial condition and registration of qualified bidders will be conducted by (title of designated official).

2. Internal Controls

The (title of designated official) is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the (title of designated official) shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- a. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- b. Separation of transaction authority from accounting and record keeping. By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- c. Custodial safekeeping. Securities purchased from any bank or dealer including appropriate collateral (as defined by State Law) shall be placed with an independent third party for custodial safekeeping.
- d. Avoidance of physical delivery securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- e. Clear delegation of authority to subordinate staff members. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear

delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

- f. Written confirmation or telephone transactions for investments and wire transfers. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.
- g. Development of a wire transfer agreement with the lead bank or third party custodian. This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.

From time to time, investors may choose to invest in instruments offered by minority and community financial institutions. These financial institutions may not meet all the criteria under Paragraph 1. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. Also, these types of investment purchases should be approved by the appropriate legislative body in advance.

3. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. Payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

V. Suitable and Authorized Investments

1. Investment Types

Consistent with the GFOA Recommended Practice on State Statutes Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state law where applicable:

- a. U.S. Government obligations, U.S. Government agency obligations, and U.S. Government instrumentality obligations
- b. Canadian Government obligations (payable in local currency)
- c. Repurchase agreements
- d. Certificates of deposit
- e. Savings and loan association deposits

- f. Prime bankers acceptances
- g. Prime commercial paper
- h. Investment-grade obligations of state, provincial and local governments and public authorities
- i. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of domestic securities
- j. Statewide investment pools

Consistent with the GFOA Recommended Practice on Use of Derivatives by State and Local Governments, extreme caution should be exercised in the use of derivative instruments. State and local governments should carefully consider the factors outlined in the GFOA Recommended Practice.

(See GFOA Recommended Practices, Section XI) ____

2. Collateralization

In accordance with state law and the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on two types of investments: certificates of deposit and repurchase agreements.

(See GFOA Recommended Practices, Section XI)

3. Repurchase Agreements

Use of repurchase agreements should be consistent with GFOA Recommended Practices on Repurchase Agreements.

(See GFOA Recommended Practices, Section XI)

VI. Investment Parameters

1. Diversification

The investments will be diversified by security type and institution.

2. Maximum Maturities

Entities should limit their maximum final stated maturities to five years unless specific authority is given to exceed. To the extent possible, the entity will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the entity will not directly invest in securities maturing more than five (5) years from the date of purchase. Entities should determine what the appropriate average weighted maturity of

the portfolio should be.

Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The ability of investing these types of funds should be disclosed to the legislative body including appropriate time restrictions disclosed, if any apply.

VII. Reporting

1. Methods

The (title of designated official) shall prepare an investment report at least quarterly, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the entity to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the (title of designated official), the legislative body, and any pool participants. The report will include the following:

- a. A listing of individual securities held at the end of the reporting period.
- b. Unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
- c. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks
- d. Listing of investment by maturity date
- e. The percentage of the total portfolio which each type of investment represents.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

3. Marking to Market

A statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that the minimal amount of review has been performed on the investment portfolio in terms of value and subsequent price

volatility. Review should be consistent with the GFOA Recommended Practice on Mark-to Market Practices for State and Local Government Investment Portfolios and Investment Pools.

(See GFOA Recommended Practices, Section XI)

VIII. Policy

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendment

This policy shall be reviewed on an annual basis. Any changes must be approved by the (title of designated official) and any other appropriate authority, as well as the individual(s) charged with maintaining internal controls.

IX. Glossary (to be provided)

X. Investment Pools

1. Definition

In most states there are provisions for the creation and operation of a government investment pool. The purpose of the Pool is to allow political subdivisions to pool investable funds in order to achieve a potentially higher yield.

There are basically three (3) types of pools: 1) state-run pools; 2) pools that are operated by a political subdivision where allowed by law and the political subdivision is the trustee; and 3) pools that are operated for profit by third parties. Prior to any political subdivision being involved with any type of pool, a thorough investigation of the pool and its policies and procedures must be reviewed.

2. Pool Questionnaire

Prior to entering a pool, the following questions and issues should be considered.

SECURITIES

Government pools may invest in a broader range of securities than your entity invests in. It is important that you are aware of , and are comfortable with, the securities the pool buys.

1. Does the pool provide a written statement of investment policy and objectives?
2. Does the statement contain:
 - a. a description of eligible investment instruments?
 - b. the credit standards for investments?
 - c. the allowable maturity range of investments?
 - d. the maximum allowable dollar weighted average portfolio maturity?
 - e. the limits of portfolio concentration permitted for each type of security?
 - f. the policy on reverse repurchase agreements, options, short sales and futures?
3. Are changes in the policies communicated to the pool participants?
4. Does the pool contain only the types of securities that are permitted by your investment policy?

INTEREST

Interest is not reported in a standard format, so it is important that you know how interest is quoted, calculated and distributed so that you can make comparisons with other investment alternatives.

Interest Calculations

1. Does the pool disclose the following about yield calculations:
 - a. the methodology used to calculate interest? (Simple maturity, yield to maturity, etc.)
 - b. the frequency of interest payments?
 - c. how interest is paid? (credited to principal at the end of the month, each quarter; mailed?)
 - d. how are gains/losses reported? factored monthly or only when realized?

Reporting

1. Is the yield reported to participants of the pool monthly? (If not, how often?)
2. Are expenses of the pool deducted before quoting the yield?
3. Is the yield generally in line with the market yields for securities in which you usually invest?
4. How often does the pool report, and does that report include the market value of securities?

SECURITY

The following questions are designed to help you safeguard your funds from loss of principal and loss of market value.

1. Does the pool disclose safekeeping practices?
2. Is the pool subject to audit by an independent auditor?
3. Is a copy of the audit report available to participants?
4. Who makes the portfolio decisions?
5. How does the manager monitor the credit risk of the securities in the pool?
6. Is the pool monitored by someone on the board of a separate neutral party external to the investment function to ensure compliance with written policies?
7. Does the pool have specific policies with regards to the various investment vehicles?
 - a. what are the different investment alternatives?
 - b. what are the policies for each type of investment?
8. Does the pool mark the portfolio to its market value?
9. Does the pool disclose the following about how portfolio securities are valued:

- a. the frequency with which the portfolio securities are valued?
- b. the method used to value the portfolio (cost, current value, or some other method)?

OPERATIONS

The answers to these questions will help you determine whether this pool meets your operational requirements:

1. Does the pool limit eligible participants?
2. What entities are permitted to invest in the pool?
3. Does the pool allow multiple accounts and sub-accounts?
4. Is there a minimum or maximum account size?
5. Does the pool limit the number of transactions each month? What is the number of transactions permitted each month?
6. Is there a limit on transaction amounts for withdrawals and deposits?
 - a. what is the minimum and maximum withdrawal amount permitted?
 - b. what is the minimum and maximum deposit amount permitted?
7. How much notice is required for withdrawals/deposits?
8. What is the cutoff time for deposits and withdrawals?
9. Can withdrawals be denied?
10. Are the funds 100% withdrawable at anytime?
11. What are the procedures for making deposits and withdrawals?
 - a. what is the paperwork required, if any?
 - b. what is the wiring process?
12. Can an account remain open with a zero balance?
13. Are confirmations sent following each transaction?

STATEMENTS

It is important for you and the agency's trustee (when applicable), to receive statements monthly so the pool's records of your activity and holding are reconciled by you and your trustee.

1. Are statements for each account sent to participants?
 - a. what are the fees?
 - b. how often are they passed?
 - c. how are they paid?
 - d. are there additional fees for wiring funds (what is the fee?)
2. Are expenses deducted before quoting the yield?

QUESTIONS TO CONSIDER FOR BOND PROCEEDS

It is important to know (1) whether the pool accepts bond proceeds and (2) whether the pool qualifies with the U.S. Department of the Treasury as an acceptable commingled fund for arbitrage purposes.

1. Does the pool accept bond proceeds subject to arbitrage rebate?
2. Does the pool provide accounting and investment records suitable for proceeds of bond issuance subject to arbitrage rebate?
3. Will the yield calculation reported by the pool be acceptable to the IRS or will it have to be recalculated?
4. Will the pool accept transaction instructions from a trustee?
5. Are you allowed to have separate accounts for each bond issue so that you do not commingle the interest earnings of funds subject to rebate with funds not subject to regulations?

XI. GFOA Recommended Practices

1. Governmental Relationships with Securities Dealers (1986)
2. Repurchase Agreements (1986)
3. Collateralization of Public Deposits (1987 and 1993)
4. Use of Various Types of Mutual Funds by Public Cash Managers (1987)
5. Federal Regulation of Investment Advisers (1992)
6. State Statutes Concerning Investment Practices (1992)
7. Use of Derivatives by State and Local Governments (1994)

8. Market Risk (Volatility) Ratings (1995)
9. Reverse Repurchase Agreements, Leveraging, and Prudent Investment Practices for Cash Management (1995)
10. Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools (1995)
11. Master Trust and Custodial Bank Security Lending Programs (1995)
12. Use and Application of Voluntary Agreements and Guidelines (1995)

6/21/95

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Governmental Relationships with Securities Dealers

Governmental investors are expected to protect public funds from losses arising from default and to ensure that securities are purchased and sold at the best price available in the competitive marketplace. Special care is therefore required in selecting depositories and securities dealers for purposes of investment transactions.

The GFOA recommends that:

1. Depositories, custodians, and dealers be selected or qualified through competitive procedures, including requests for proposals for banking services.
2. Securities dealers conducting transactions with governmental entities be required to comply with the Federal Reserve Bank of New York's capital adequacy guidelines as a condition of doing business. Before investing public funds, governmental investors should obtain compliance certifications from the dealer and an independent auditor.
3. Governmental investors secure acknowledgement from their depositories and dealers that they have received written copies of their investment policies, portfolio risk constraints, and investment trading requirements.
4. Governmental investors be aware of reasonably foreseeable risks of market price loss, illiquidity, nonmarketability, or default of investment instruments before they purchase them. Additionally, securities dealers have a responsibility to disclose unreasonable risks.
5. Governmental investment officials seek competitive prices and yield quotations on investment securities prior to executing transactions.

Adopted: June 3, 1986

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Policy Statement and Recommended Practice

Repurchase Agreements

Repurchase agreements (repos) are the sale by a bank or dealer of a government security with the simultaneous agreement to repurchase the security on a later date. Repos are commonly used by public entities to secure money market rates of interest.

The Government Finance Officers Association (GFOA) affirms that repurchase agreements are an integral part of an investment program of state and local governments. Furthermore, public finance officers are encouraged to develop policies and procedures to insure the safety of such investments.

Governmental entities and investment officers should exercise special caution in selecting parties with whom they will conduct repurchase transactions, and be able to identify the parties acting as principals to the transaction.

Proper collateralization practices are necessary to protect the public funds invested in repurchase agreements. Risk is significantly reduced by delivery of underlying securities through physical delivery or safekeeping with the purchaser's custodian. Over-collateralization, commonly called "haircuts," or marking-to-market practices should be mandatory procedures.

To protect public funds, the GFOA will work with securities dealers, banks, and their respective associations, to promote improved repurchase agreement procedures through master repurchase agreements that protect purchasers' interests, universal standards for delivery procedures, and written risk disclosures.

GFOA recommends general use of master repurchase agreements, subject to appropriate legal and technical review. Governments using the prototype agreement developed by the Public Securities Association should include appropriate supplemental provisions regarding delivery, substitution, margin maintenance, margin amounts, seller representations and governing law.

Despite contractual agreements to the contrary, receivers, bankruptcy courts and federal agencies have interfered with the liquidation of repurchase agreement collateral. Therefore, the GFOA encourages Congress to eliminate statutory and regulatory obstacles to perfected security interests and liquidation of repurchase collateral in the event of default.

Adopted June 3, 1986

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Collateralization of Public Deposits

Safety of public funds should be the foremost objective in managing public funds. Collateralization of public deposits through pledging of appropriate securities is the only way to fully guarantee the safety of such deposits.

Additionally, public entities should implement programs of prudent risk control. Such programs could include a formal depository, risk policy, credit analysis and use of fully secured investments.

Statewide collateralization programs have generally proved to be cost effective and beneficial for both the public sector and its depositories. In the absence of an effective statewide collateral program, local officials should establish and implement collateralization procedures.

Adopted: June 2, 1987

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Policy Statement and Recommended Practice

Collateralization of Public Deposits

The Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) imposes certain limitations on collateral agreements between financial institutions and public entities to provide adequate collateral for public entities to secure sizeable public unit deposits. Recent judicial opinions indicate that, under certain circumstances, the Federal Deposit Insurance Corporation (FDIC) would thus be able to avoid a perfected security interest and leave the public depositor with only the right to share with other creditors in the pro rata distribution of the assets of a failed institution.

FIRREA provides that a depositor's security agreement which tends to diminish or defeat the interest of the FDIC in an asset acquired by it as receiver of an insured depository shall not be valid against the FDIC unless the agreement (1) is in writing, (2) was executed by the depository institution and any person claiming adverse interest thereunder, contemporaneously with the acquisition of the asset by the depository institution, (3) was approved by the board of directors of the depository or its loan committee and (4) has been, continuously, from the time of its execution, an official record of the depository institution.

In addition, FIRREA also appears to offer no other right to a public entity when a security agreement is deemed unenforceable other than as a pro rata distributee of the assets of the failed financial institution.

The Government Finance Officers Association (GFOA) urges state and local government depositors to take all possible actions to comply with the FIRREA requirements in order to ensure that their security interests in collateral pledged to secure deposits are enforceable against the receiver of a failed financial institution.

GFOA strongly urges that federal statutory and regulatory limitations which restrict the sovereign ability of public entities to protect collateralized funds be removed.

Adopted: May 4, 1993

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Use of Various Types of Mutual Funds by Public Cash Managers

Government cash managers can sometimes benefit from investing public funds through regulated mutual funds. Portfolio diversification, liquidity and professional management are desirable features of these investment vehicles. Investors using mutual funds should study the fund's prospectus and statement of additional information to determine

- the integrity and experience of the investment company,
- sales fees and operating expenses.
- fundamental portfolio policies, and
- portfolio composition.

Government cash managers should use special care when investing in bond mutual funds. Mutual funds investing exclusively in short- and intermediate-term instruments may be appropriate investments in some jurisdictions. However, mutual funds investing in long-term securities should be avoided by investors of short-term funds. Market price risks could impair the safety of assets, which is the foremost objective of public cash managers.

The Government Finance Officers Association has endorsed the use of money market mutual funds by public cash managers through the association's model investment legislation for state and local governments. This statement is intended to clarify and supplement the Government Finance Officers Association's model legislation.

Adopted: June 2, 1987

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Policy Statement and Recommended Practice

Federal Regulation of Investment Advisers

Some state and local governments have augmented their investment programs by retaining investment advisers to perform various portfolio services ranging from advice-only consultation to fully discretionary management. In many cases, the results of these engagements have been favorable, but there have also been cases of reported investment losses resulting from governmental units transacting business with certain investment advisers. Unlike the highly regulated bank trust and mutual fund sectors, federal regulatory inspection of independent investment advisers is presently infrequent and relatively superficial.

The Government Finance Officers Association (GFOA) has consistently recommended that state and local governments exercise caution in their selection of investment advisers and implement an ongoing risk control management program. The Association urges governmental entities considering or retaining independent investment advisers to carefully review the credentials, procedures, and controls of firms offering investment advisory services. Recommended precautionary measures include delivery versus payment, third-party custody arrangements, prohibitions against self-dealing, audits, timely reconciliations, and other appropriate internal control measures.

GFOA supports federal legislation amending the Investment Advisers Act of 1940 to provide the additional resources and authority required by the Securities and Exchange Commission to perform more frequent inspections and more thorough oversight of advisers who conduct transactions involving governmental funds. GFOA further recommends that such legislation include express suitability and bonding requirements for investment advisers.

Adopted: June 23, 1992

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Use of Derivatives by State and Local Governments

A derivative is a financial instrument created from or whose value depends on (is derived from) the value of one or more underlying assets or indexes of asset values. The term "derivative products" refers to instruments or features such as collateralized mortgage obligations (CMOs), interest-only (IOs) and principal-only (POs), forwards, futures, currency and interest rate swaps, options, floaters/inverse floaters, and caps/floors/collars. State and local governments are potential users of derivatives in their roles as debt, cash, and pension fund managers.

The Government Finance Officers Association (GFOA) urges government finance officers to exercise extreme caution in the use of derivative instruments and to consider their use only when they have developed a sufficient understanding of the products and the expertise to manage them. Because new derivative products are increasingly complex, state and local governments considering derivatives should use these instruments only if they can evaluate the following factors, among others, to determine the appropriateness of derivative use for their jurisdiction:

1. Government entities must observe the objectives of sound asset and liability management policies that ensure safety, liquidity, and yield. Because of the risks involved, the use of derivatives by government entities should receive particular scrutiny. Certain derivative products may not be appropriate for all government investors. Characteristics of such products can include:
 - high price volatility;
 - illiquid markets;
 - products that are not market-tested;
 - highly leveraged products;
 - products requiring a high degree of sophistication to manage; and
 - products that are difficult to value.
2. Government entities should understand that state and local laws may not specifically address the use of derivatives. Therefore, analysis should include an examination of considerations, such as:
 - The constitutional and statutory authority of the governmental entity to execute derivative contracts.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

State Statutes Concerning Investment Practices

Many state and local governments have improved their cash management and investment practices in order to increase the rate of return on invested public funds. Some state and local laws and practices inhibit the abilities of state and local governments to benefit from safe and high-yielding investment instruments.

The Government Finance Officers Association encourages state legislatures to remove artificial restrictions upon the efficient investment of public funds by:

1. Amending state statutes regulating local government investment authority to permit prudent investment of public funds in prime money market instruments and investment securities, such as: U.S. Government obligations, U.S. Government agency obligations, U.S. Government instrumentality obligations, Canadian government obligations (payable in local currency), repurchase agreements, certificates of deposit, savings and loan association deposits, prime bankers acceptances, prime commercial paper, investment-grade obligations of state, provincial and local governments and public authorities, and money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of domestic securities.
2. Authorizing and encouraging the efficient, professional investment of public funds in statewide investment pools to take advantage of portfolio diversification and liquidity. In addition to state-administered investment pools, states should effectively promote investment pools through joint powers statutes and other "intergovernmental agreement" legislation.

Adopted: June 23, 1992

- The potential for violating constitutional or statutory provisions limiting the entity's authority to incur debt resulting from the transaction.
 - The application of the government entity's procurement statutes to derivative transactions.
3. Government entities should be aware of the risks incurred as a result of use of derivatives. These include, in addition to legal risk, counterparty credit risk, custodial risk, market risk, settlement risk and operating risk.
 4. Government entities should establish internal controls for each type of derivative in use to ensure that these risks are adequately managed. Examples include:
 - The entity should provide a written statement of purpose and objectives for derivative use.
 - Written procedures should be established that provide for periodic monitoring of derivative instruments.
 - Managers should have sufficient expertise and technical resources to oversee derivative programs. Periodic training should be provided.
 - Recordkeeping systems should be sufficiently detailed to allow governing bodies, auditors, and examiners to determine if the program is functioning in accordance with established objectives.
 - Managers should report regularly on the use of derivatives to their governing body, and appropriate disclosure should be made in official statements and other disclosure documents.
 - Reporting on derivative use should be in accordance with generally accepted accounting principles. Because use of these instruments is a complex matter, early discussion with public accountants is essential. Specialized reporting may be required.
 5. Government entities should be aware if the broker or dealer with whom they are dealing is merely acting as an agent or intermediary in a derivative transaction or is taking a proprietary position. Any possible conflict of interest should be taken into consideration before entering into a transaction.

6. Government entities should be aware that there may be little or no pricing information or standardization for some derivatives. Competitive price comparisons are recommended before entering into a transaction.
7. Government entities should exercise caution in their selection of brokers, dealers or investment managers and ensure that these agents are knowledgeable about, understand, and provide disclosure regarding the use of derivatives, including benefits and risks. The entity should secure written acknowledgement from the broker or dealer that they have received, read, and understood the entity's debt and investment policies, including whether derivatives are currently authorized under the entity's investment policy, and that the broker, dealer or investment manager has ascertained that the recommended product is suitable for the government entity.
8. Government entities are responsible for ensuring this same level of safeguards when derivative transactions are conducted by a third party acting on behalf of the governmental entity.

Adopted: June 7, 1994

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Market Risk (Volatility) Ratings

Governments have long relied on credit ratings as an independent analytical source to gauge the credit risk of an investment option. However, credit risk analysis alone is not sufficient to safeguard against the assumption of other risk components, including market, interest rate, and liquidity risks.

The Government Finance Officers Association (GFOA) encourages investors to augment information they receive from brokers, dealers or advisors with independent research when conducting due diligence of potential investments. Information sources include historical trading ranges, trend and volume data, brokerage firm research, cash flow and present value analysis, and credit ratings and research.

Through the securitization and structuring process, AAA rated securities and funds also may carry extreme market and other risks that are wholly unaddressed by credit ratings. Rating agencies now provide market risk ratings that evaluate the volatility of the security under a wide range of potential interest rate and mortgage prepayment scenarios.

Risk components, such as interest rate, prepayment, credit, spread and liquidity, and currency risks are analyzed to assess how aggressively the fund uses derivatives and leveraging, and what risks their use presents to fund managers and investors in the fund. Results indicate the degree of potential variability in the prospective fund performance. Historical performance and volatility of fund returns relative to appropriate benchmarks also are evaluated.

Market risk ratings when also applied to individual collateralized mortgage obligations (CMOs) provide a useful benchmark to government entities as they establish guidelines for prudent management of derivative investments.

GFOA encourages investment in only those funds that seek market risk ratings from rating agencies to provide comprehensive disclosure of risks to public investors. Although volatility ratings currently are not mandatory, public investors may wish to consider limiting their investments to CMOs and funds that have received favorable volatility ratings from a nationally recognized rating agency.

Adopted: June 13, 1995

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Reverse Repurchase Agreements, Leveraging, and Prudent Investment Practices for Cash Management

Losses of public funds have occurred as the result of the inappropriate use of reverse repurchase agreements (reverse repos) in leveraging portfolios to increase investment returns and as a result of other unsound investment practices.

In a reverse repo, an investor owns securities, such as a Treasury note, U.S. government agency bond or other security, that a bank or dealer purchases under an agreement to sell back to the investor on a specified date, at an agreed-upon interest rate.

Reverse repos generally have two basic uses: first, reverse repos may be one way to avoid liquidating a portfolio to meet unexpected or immediate cash flow requirements. This straightforward use of the instruments is accepted by most public finance officers as a legitimate cash management practice.

The second, potentially more controversial, use of the reverse repo is to enhance portfolio returns through the purchase of securities financed through repurchase transactions. The cash obtained can then be invested in another higher-yielding instrument. The conservative and prudent approach to this use of reverse repos involves short-term contracts in which the term of the reverse repo is matched with the maturity of the reinvestment.

Reverse repo proceeds generally should not be invested in securities whose maturity does not match the term of the reverse repo. For example, borrowing short to lend long can produce losses in adverse markets. Further, the possibility exists that other factors can go wrong, such as default by the dealer or adverse market changes that erode the value of the underlying securities.

The use of reverse repos should be considered only by entities that have the expertise and resources required to successfully engage in the technique. Additionally, state statutes may prohibit or discourage the use of reverse repos. The Government Finance Officers Association (GFOA) advises government officials who engage in reverse repos to verify whether such uses of reverse repos are legally sanctioned.

Other concerns that have been raised about such investment practices include purchasing securities on margin (by borrowing funds from a counterparty), selling securities short (by borrowing the security from a third party and selling in anticipation of higher interest rates), purchasing long-term bonds with short-term funds, and trading futures contracts without an exact offsetting cash market position. GFOA discourages public officials from engaging in such investment practices.

Adopted: June 13, 1995

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Mark-to-market Practices for State and Local Government Investment Portfolios and Investment Pools

As the investment portfolios of state and local governments are subjected to increased scrutiny, it is essential that reporting standards be enhanced so that investors, governing bodies and the public remain informed of the current market value of the portfolio.

State and local government officials responsible for investment portfolio reporting should determine the market value of all securities in the portfolio on at least a quarterly basis. These values should be obtained from a reputable and independent source and disclosed to the governing body or other oversight body at least quarterly in a written report. It is recommended that the report include the market value, book value and unrealized gain or loss of the securities in the portfolio.

Many state and local government officials are allowed to invest in various state and local government investment pools available in their state or region. Pool administrators should, on at least a monthly basis, determine the market value of all securities in the pool and report this information to all pool participants on at least a quarterly basis. These values should be obtained from a reputable and independent source. This information should be included in the report to the governing body prepared on at least a quarterly basis.

Adopted: June 13, 1995

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Master Trust and Custodial Bank Security Lending Programs

The lending of securities helps to maintain an orderly market while providing incremental income to the participant. Broker/dealers borrow primarily to cover fails (the non-delivery of a security expected to be delivered on a date certain) and short sales (the sale of a security not presently owned by the seller in order to take advantage of an expected lower market price) and to execute arbitrage transactions. Their preferred partners in these transactions are the master trust and custodial banks since their huge portfolios basically offer "one-stop shopping."

As part of their trust and custody management services, banks, like other money managers, offer to lend securities owned by institutional clients to brokers in exchange for collateral. The collateral, which is usually cash, is reinvested at a rate higher than the rebate rate paid to the broker. The resulting proceeds are subsequently split between the lending agent and the client.

A security lending transaction is similar to a reverse repurchase transaction and subject to many of the same risks. While the indemnifications offered may vary, the lending agreement may provide that broker credit risk, broker default risk, and collateral maintenance are risks undertaken by the lending agent. The degree of risk assumed by the lending agent generally is reflected in the split of proceeds. Lending agent credit risk, lending agent default risk and collateral reinvestment risks are undertaken by the institutional client.

Liquidity requirements are often accepted by and guaranteed by the lending agent upon one day's notice, as substitution of the lending client in large lending programs is easily accomplished and essentially riskless. Programs that require the client to undertake responsibility for managing the liquidity present greater risks and require that the client place limits on the amount of the portfolio which may be put on loan. The term of the securities on loans and the reinvestment of the proceeds must be carefully established by the client and strictly managed.

Unsound collateral reinvestment practices can result in some master trust and custodial banks incurring losses on behalf of their institutional security lending program customers. Additionally, rapidly changing interest rates, lending short and investing long, investing in speculative derivatives, and paying a fixed rebate rate while investing in floating rebate rate securities under adverse market conditions are examples of situations that can produce investment losses.

- 2 -

Master Trust and Custodial Bank Security Lending Programs

While investment strategies that include security lending programs are not inherently risky when employed judiciously with appropriate precautions and controls, the Government Finance Officers Association (GFOA) urges government officials to exercise extreme caution in their use of security lending programs. Prior to participating in a security lending program, finance officers should carefully evaluate

- whether security lending is legally permissible under state statute and the jurisdiction's written investment policy,
- the terms of the lending agreements.
- the indemnification provisions.
- the reinvestment guidelines and terms of the lending, including the maturity of loans as well as the securities purchased.
- the liquidity provisions and risks.
- the credit risks to be undertaken, and
- the resources required to monitor compliance with the agreement.

Adopted: June 13, 1995

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Recommended Practice

Use and Application of Voluntary Agreements and Guidelines

The Government Finance Officers Association (GFOA), working with other state and local public interest groups and the President's Working Group on Financial Markets, has committed to (1) promote the use of model investment guidelines; (2) provide educational materials; (3) conduct training programs; (4) share information and relevant guidelines developed by federal regulators; and (5) identify possible regulatory or oversight issues.

Representatives of all sectors of the investment community are undertaking voluntary efforts to clarify the relationship of parties to investment transactions. Examples of such undertakings by the broker/dealer industry are the Derivatives Policy Group Voluntary Oversight Framework and the Principles and Practices for Wholesale Financial Market Transactions. Examples of such initiatives on the investor side are the GFOA Sample Broker/Dealer Agreement and sample investment policies and legislation.

Public investors should consider carefully the many agreements and guidelines in use which may affect a public entity's rights and responsibilities in a given transaction. Some of these documents contain legal assumptions that might affect the validity of a transaction. Others would require certain statements to be in writing in order to be effective. Although the enforceability of such guidelines is uncertain, state and local government investors should be aware of their existence and the possibility that their counterparties may be operating under these or similar guidelines.

GFOA recommends that:

1. Governmental investors be aware of the federal, state and local laws that govern investment contracts and agreements, as well as statutes and regulations affecting suitability obligations of broker/dealers, which require that a broker/dealer should only recommend a product after that broker/dealer has taken steps to determine that it is suitable for the customer;
2. Governmental investors use the GFOA-developed Broker/Dealer Request for Information, Sample Agreement for Securities Service and (Optional) Statement of Work in dealing with brokers and dealers, modified as necessary, which have been formulated specifically by and for state and local government investors;
3. Governmental investors use the GFOA-developed Sample Agreement for Investment Advisory Services when contracting for investment advisers; and

- 2 -

Use and Application of Voluntary Agreements and Guidelines

4. Governmental investors protect their existing statutory and regulatory rights by ensuring that such rights are not inadvertently waived through the use of "boiler-plate" language in contracts with counterparties.

Adopted: June 13, 1995

Unit Information

Unit ID: 300298

Year: 2016

Unit Name: Piney Z Community Development District

Unit Status: Active

Unit Dependency: Independent

Location Information

Name: Mr. Peter Brill

Title: Accounting Manager

Phone: (954) 753-5841

Fax: (954) 345-1292

Address:

210 N. University Dr., Suite 702
Coral Springs, FL 33071

Contact Information

Name: Mrs. Tiziana Cessna

Title: Accountant

Phone: (954) 753-5841

Email: tiziana.cessna@Stservices.com

Address:

210 N. University Dr., Suite 702
Coral Springs, FL 33071

AFR Details

Original AFR

AFR Status: In Process

AFR Received Date:

Audit Received Date:

Submission Type:

Debt Information

Long-Term Debt: \$490,000

Audit Information

Was an audit performed? Yes

Audit Performed Date: 2/10/2017

Auditor Name: Berger, Toombs, Elam, Gaines & Frank

Address:
600 Citrus Avenue, Suite 200
Fort Pierce, FL 34950

Certification

Chief Financial Officer

Name: Stephen Bloom

Title: Assistant Treasurer

Chairman/Elected Official

Name: Cheryl Hudson

Title: Chairman

Yes No

Have You Experienced a Financial Emergency in this year?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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If Yes, Have You Complied With Section 218.503(2), Florida Statutes?

<input type="checkbox"/>	<input type="checkbox"/>
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Auditor General Rule: Section 10.554(1)(h)6.b): If applicable, does the Annual Financial Report agree with the Audited Financial Statement? (Do total revenues and expenditures per fund group on the AFR balance to the audited Statement of Revenues and Expenditures?)

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Revenues Report for FYE 2016

Account Code	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
325200 - Special Assessments - Charges for Public Services	379,983		259,961								639,944
347900 - Service Charge - Other Culture/Recreation Charges	11,295										11,295
361100 - Interest	1,152		261								1,413
369300 - Settlements	33,925										33,925
369900 - Other Miscellaneous Revenues	5,591										5,591
Grand Total	431,946		260,222								692,168

Expenditures Report for FYE 2016

Agenda Page 201

Account/Object Code	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
511.10 - Legislative - Personal Services	17,870										17,870
513.30 - Financial and Administrative - Operating Expenses	86,546		16,234								102,780
514.30 - Legal Counsel - Operating Expenses	24,000										24,000
517.70 - Debt Service Payments - Debt Service			283,138								283,138
539.30 - Other Physical Environment - Operating Expenses	15,709										15,709
572.10 - Parks/Recreation - Personal Services	119,075										119,075
572.30 - Parks/Recreation - Operating Expenses	88,535										88,535
572.60 - Parks/Recreation - Capital Outlay	13,380										13,380
Grand Total	365,115		299,372								664,487

Component Unit	Type	Total Revenues	Total Expenditures	Total Debt
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Piney Z Community Development District

- ☐ Prepare and mail audit confirmations.
- ☐ Let District Attorney's review Audit Engagement Letters prior to getting them signed.
- ☐ Prepare audit work papers.
- ☐ Save summary trial balance report to SP (Jet Report).
- ☐ Run detailed trial balance report (Navigator). (Saving this file to SP is not required)
- ☐ Save trust statements to SP.
- ☐ Request update on all bankruptcies & foreclosures. – (Ask DM and attorney for status report).
- ☐ Request update on construction projects. (Talk to engineer and DM)
- ☐ Request assessment recap from Tax Collector.
- ☐ Reconcile all revenue and accounts receivable accounts.
 - Record uncollected assessments & other revenue – Determine if collectible and when will be availability.
 - Finalize assessment summary schedule and document variances.
 - Finalize AR reconciliation schedule.
 - Post excess fees against collection costs.
- ☐ Reconcile deposit and prepaid accounts.
- ☐ Verify that the beginning fund balance did not change. (compare to PY audit report)
- ☐ Record Accounts Payable and other accruals.
- ☐ Record payroll accruals that meet threshold. > 1,000K
- ☐ Record compensated absences / sick time (if applicable) – Keep calculations.
- ☐ Record interest receivable that meet threshold. > 1000K (Semiannual/Quarterly)
- ☐ Record fair market value adjustment that meet threshold. > 1,000K
- ☐ Identify Park and Recreation expenditures (only when P&R fixed assets, but no organization unit)
- ☐ Identify and request paperwork for all conveyances.– (Check minutes, ask attorney, DM)
- ☐ Record all new capital assets in fixed asset software that meet thresholds.
 - Review trial balance to ensure there were no misclassifications of capital outlays.
 - Close fiscal year in software.
 - Prepare roll forward fixed asset schedule
- ☐ Record deposits in transit
- ☐ Prepare budget amendments (60 days) - post amendments in Navigator

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Eleventh Order of Business

11B.

May 10, 2018

Dear Piney-Z CDD Board of Directors:

A small group of five to seven amateur musicians is requesting the use of the PineyZ lodge free of charge to play old-time music for two hours each week. Currently, our group meets at a home in PineyZ. We are interested in securing a larger space so that we can invite a few more amateur musicians to join us. Jam sessions feature musicians sitting in a circle playing non-amplified acoustic instruments, such as mandolin, fiddle, guitar, and ukulele. Typical tunes played are Angeline the Baker, Liberty, Soldier's Joy, Fly Around My Pretty Little Miss, Bonaparte Crossing the Rhine, and other old-time tunes.

We would welcome other PineyZ residents who would like to join us! No experience needed! Playing music together is a wonderful community activity and a great way to connect with our neighbors.

Currently we meet on Tuesdays from 1:30-3:30 pm. We would like to maintain this schedule, if possible. However, if the current time interferes with office operations, we could meet after the office closes, which might enable more musicians to join us.

We are responsible people! We will put the chairs back to where we found them and sweep the floor. Currently, all of the musicians in our group are retired and we hope that any fees for use of the lodge could be waved.

If approved we would also ask that information about the Piney-Z old-time jam be included in the Piney-Z Plantation Newsletter to help spread the word. Thank you for your consideration of this request.

Sincerely,

Vicki Morrison
1031 Kingdom Drive

Heidi Guhrt
1046 Piney-Z Plantation Road