

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**FEBRUARY 10, 2014**

**AGENDA PACKAGE**

RH

**Piney-Z Community Development District**

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**Severn Trent Services, Management Services Division**

210 North University Drive, Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 753-5841 • Fax: (954) 345-1292

February 3, 2014

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, February 10, 2014 the Board of Supervisors of the Piney-Z Community Development District will hold a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the meeting:

1. Roll Call
2. Pledge of Allegiance
3. Audience Comments
4. Approval of the Minutes of the January 13, 2014 Regular Meeting
5. Acceptance of the December 2013 Financial Statements and Approval of the Check Register and Invoices
6. Attorney's Report
7. Manager's Report
8. Property Manager's Report (including Access and Revenue Reports)
  - A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)
9. Supervisor Requests
  - A. Discuss Possibly Scheduling Next Two (2) Workshops (Supervisor Didier)
  - B. CDD Extension Beyond 2019 and Phase 9 Negotiation Discussion (Supervisor Didier)
  - C. 2014 Cost Saving Measures (Supervisor Didier)
  - D. 2014 Project Priorities and Board Goals (Supervisor Didier)
10. Adjournment

Enclosed under the fourth order of business for your review are the minutes of the January 13, 2014 meeting.

The fifth order of business is acceptance of the December 2013 financials statements and approval of the check register and invoices.

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

Piney-Z CDD  
February 3, 2014  
Page 2

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

Sincerely,

  
Janice Eggleton Davis/ms  
District Manager

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

# MINUTES

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

A regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held on Monday, January 13, 2014 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Michael Lee	Chairman
Joe Didier	Vice Chairman
Jan Bridges	Assistant Secretary
Richard Kessler	Assistant Secretary
Cheryl Hudson	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager/Secretary
Maureen Daughton	District Counsel
Lance Rogers	Property Manager
Michael Eckert	HGS
Residents	

*The following is a summary of the discussions and actions taken at January 13, 2014 Piney-Z Community Development District Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the  
November 12, 2013 Workshop and  
Regular Meeting**

- Discussion followed on more abbreviated minutes.
- Edits were made to the November 12, 2013 regular meeting which will be incorporated in the minutes.

On MOTION by Ms. Hudson seconded by Mr. Didier, the November 12, 2013 workshop and regular meeting minutes were approved as amended with votes as follows:

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

**FIFTH ORDER OF BUSINESS**

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

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

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

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

- Ms. Daughton provided an update on actions to extend the CDD past 2019.
- Ms. Daughton addressed meetings and discussions with Piney Z Land Company and their counsel and provided a handout titled *For Settlement Purposes Only - Status of Settlement Negotiations*, a copy of which is attached hereto and made part of the public record.
- Mr. Kessler provided a handout titled - *FEE Increase effects by removing 85 properties from the CDD*, a copy of which is attached hereto and made part of the public record.
- Mr. Bridges outlined the negotiations with Piney Z Land Company on their request to amend the District boundary and discussion followed.
- Extensive discussion followed on the handout - *For Settlement Purposes*

*Only - Status of Settlement Negotiations.*

Mr. Lee MOVED to propose Piney Z Land Company payment of O&M for FY 2015, FY 2016 and FY 2017 at 100% of the FY 2014 O&M Assessment, FY 2018 at 50% and FY 2019 at 25% and Mr. Bridges seconded the motion.

- Discussion followed on the motion.
- Public comment was taken on the Phase 9 Boundary Amendment issue.
- A continuation or a special meeting for Monday, January 27<sup>th</sup> for this topic was suggested.

Mr. Lee withdrew the prior motion.

On MOTION by Mr. Lee seconded by Mr. Kessler to schedule a special meeting for January 27, 2014 at 6:30 p.m. for Phase 9 boundary amendment and resolution of obligations was approved with votes as follows:

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

- Mr. Bridges to continue discussions and negotiations with Piney Z Land Company regarding the payment of O&M assessments.
- Discussion followed on communicating with the community regarding the special meeting and topic.

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

- Mr. Kessler addressed extracting the Eagle Refuge from the CDD.

Mr. Kessler MOVED to include in future terms and conditions for extraction of properties from the CDD to allow existing property owners to participate equally in any the terms and conditions offered to the Piney Z Land Company for Phase 9. The motion failed due to lack of a second.

**SEVENTH ORDER OF BUSINESS**

**Manager's Report - Review of  
Bank Fee Analysis and  
Authorization to Change Banks**

- Ms. Davis reported on Wells Fargo's response to the District's request to Wells Fargo for a reduction in fees and a credit for past fees and outlined the bank fee analysis.
- Mr. Didier addressed his discussions with Wells Fargo, BB&T and other banks. Mr. Didier provided handouts regarding bank fees which are attached hereto and made part of the public record.

On MOTION by Mr. Bridges seconded by Mr. Lee to change CDD operating account banking to BB&T was approved with votes as follows:

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

**Update on Insurance Claims**

- Ms. Davis reported the insurance claim for the repair to the pavilion has been paid in full less the \$1,000 deductible. With regard to the water damage to the fitness center wall, the insurance carrier has made a determination they will not cover it as they believe it to be a maintenance issue and a request was made asking the carrier to reconsider the claim. After their discussions with the repair contractor, they still maintain this damage was a result of a maintenance issue.
- A question was raised of whether the District has flood insurance.

**EIGHTH ORDER OF BUSINESS**

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

- A. Piney-Z CDD Amenities (Fitness Center, Lodge, Pavilion, Playground, Pool and Grounds)**
- Mr. Rogers reviewed the Property Manager's Report.



**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Kessler inquired if they are clear on what to do for the special meeting and what information Mr. Rogers needs to announce the meeting. He wants to be sure residents know and get information about the continuance of the CDD and the Phase 9 extraction.
- Ms Daughton directed to work with staff to draft a notice for website, e-blast and the public notice.
- Mr. Didier addressed Mr. Rogers' mileage reimbursement. Mr. Lee noted he has been signing off on it.
- Mr. Didier would like the supervisors to do a walkthrough with Mr. Rogers' prior to the next workshop. He requested District staff provide suggestions for cutting expenses or reducing costs.
- Mr. Lee would like discussion of the pool on the March agenda.
- The key fob maintenance is on track to begin February 2<sup>nd</sup>.
- Discussion followed on the topic(s) for the January 27<sup>th</sup> meeting.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

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Janice Eggleton Davis  
Secretary

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Michael Lee  
Chairman

# FINANCIALS

**PINEY-Z**  
**Community Development District**

*Financial Report*  
*December 31, 2013*

**Prepared by**



# **PINEY-Z**

## **Community Development District**

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### **Table of Contents**

<u><b>FINANCIAL STATEMENTS</b></u>	<b>Page #</b>
Memorandum to the Financials .....	1
Balance Sheet - All Funds .....	2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund .....	3 - 4
Debt Service Funds .....	5 - 6
 <u><b>SUPPORTING SCHEDULES</b></u>	
Non-Ad Valorem Special Assessments - Schedule .....	7
Cash and Investment Report .....	8
Bank Reconciliations .....	9
Check Register .....	10 - 11

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**Piney-Z**  
**Community Development District**

Financial Statements

(Unaudited)

December 31, 2013

## MEMORANDUM



**TO:** Board of Supervisors  
**FROM:** Tiziana Cessna, District Accountant  
**CC:** Janice Davis, District Manager / Stephen Bloom, Assistant Treasurer  
**DATE:** February 10, 2014  
**SUBJECT:** Piney-Z CDD – December Financial Report

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Please find enclosed the December 2013 financials for Piney-Z CDD. At this point in the fiscal year (through December), expenditures should be at approximately 25% of the adopted budget. Overall, the General Fund is at or below target. Below is some other top level information on the District's current financial position. Included in the financial report are notes explaining variances in the spending for the year to date. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

### **Assets**

- The operating checking account maintains a solid liquid cash balance to cover approximately 2 months of operating expenses. Excess funds are invested in a Money Market account to earn better interest rates. The debt service trust funds are held by US Bank and invested in a government obligation fund and commercial papers.
- Due From Other Funds account is the balance of the Debt Service Funds's portion of collected assessments from the Tax Collector. The balance was transferred in January.
- The SBA restricted B Pool account has not been released yet and as of 9/30/13 there was a positive fair market value adjustment.
- Prepaid items are for the Health plan premium of the property manager.

### **Liabilities**

- At the end of December 2013, some expenditures were accrued because invoices were not received by the end of the cut off time in preparing the financials.
- Due To Other Funds account is the balance of the Debt Service Funds's portion of collected assessments from the Tax Collector. The balance was transferred in January.

### **General Fund**

The total revenues for the General Fund are at approximately 92% of the annual budget.

- The YTD Non-Ad Valorem assessments collections are at approximately 93% compared to 92% last year at the same time.
- Amenity revenues are on target.

Total Expenditures through December 2013 were at 85% of the YTD budget with the following notes for the fiscal year:

- Legal expenditures are as of December and are slightly over budget.

### **Debt Service Funds**

On November 1, 2013, the semi-annual interest payments were made.

### **Other Updates**

The audit is in progress and should be completed by March. The District opened a new checking account with BB&T in January. In February, the District will move the funds from Wells Fargo and close the account when all outstanding checks are cleared.

**Balance Sheet**  
December 31, 2013

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 438,886	\$ -	\$ -	\$ 438,886
Due From Other Funds	-	14,050	39,003	53,053
Investments:				
Money Market Account	73,846	-	-	73,846
SBA Account	2,874	-	-	2,874
SBA Account - Restricted	500	-	-	500
Redemption Fund	-	645	-	645
Revenue Fund	-	145,772	297,119	442,891
FMV Adjustment	84	-	-	84
Prepaid Items	1,962	-	-	1,962
<b>TOTAL ASSETS</b>	<b>\$ 518,152</b>	<b>\$ 160,467</b>	<b>\$ 336,122</b>	<b>\$ 1,014,741</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 13,544	\$ -	\$ -	\$ 13,544
Due To Other Funds	53,053	-	-	53,053
<b>TOTAL LIABILITIES</b>	<b>66,597</b>	<b>-</b>	<b>-</b>	<b>66,597</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	1,962	-	-	1,962
<b>Restricted for:</b>				
Debt Service	18,500	160,467	336,122	515,089
<b>Assigned to:</b>				
Operating Reserves	97,361	-	-	97,361
Reserves - CDD Amenity	52,805	-	-	52,805
<b>Unassigned:</b>	280,927	-	-	280,927
<b>TOTAL FUND BALANCES</b>	<b>\$ 451,555</b>	<b>\$ 160,467</b>	<b>\$ 336,122</b>	<b>\$ 948,144</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 518,152</b>	<b>\$ 160,467</b>	<b>\$ 336,122</b>	<b>\$ 1,014,741</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 550	\$ 138	\$ 111	\$ (27)
Special Assmnts- Tax Collector	394,411	131,470	368,006	236,536
Special Assmnts- Discounts	(15,776)	(5,258)	(15,296)	(10,038)
Settlements	-	-	3,122	3,122
Pavilion Rental	900	225	-	(225)
Lodge Rental	10,500	2,625	2,800	175
Pool Rental	600	-	-	-
<b>TOTAL REVENUES</b>	<b>391,185</b>	<b>129,200</b>	<b>358,743</b>	<b>229,543</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	11,000	3,000	2,000	1,000
FICA Taxes	842	230	153	77
ProfServ-Engineering	500	125	-	125
ProfServ-Legal Services	35,000	8,751	9,833	(1,082)
ProfServ-Mgmt Consulting Serv	54,275	13,569	13,569	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,500	-	-	-
Communication - Telephone	240	60	1	59
Postage and Freight	2,000	501	239	262
Insurance - General Liability	10,954	5,478	3,754	1,724
Printing and Binding	2,500	624	487	137
Legal Advertising	1,500	500	656	(156)
Miscellaneous Services	1,200	300	276	24
Misc-Assessmnt Collection Cost	11,832	3,944	10,581	(6,637)
Misc-Contingency	2,000	501	-	501
Office Supplies	500	126	149	(23)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>142,655</b>	<b>42,521</b>	<b>46,510</b>	<b>(3,989)</b>
<b>Field</b>				
Contr-Landscape-Amenities Area	12,040	3,010	3,010	-
Misc-Contingency	8,500	2,124	96	2,028
<b>Total Field</b>	<b>20,540</b>	<b>5,134</b>	<b>3,106</b>	<b>2,028</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Parks and Recreation - General</b>				
Payroll-Salaries	118,000	23,000	18,844	4,156
FICA Taxes	9,027	1,760	1,466	294
Pension Benefits	2,250	2,250	2,250	-
Life and Health Insurance	11,772	2,943	2,943	-
Workers' Compensation	4,884	2,442	2,460	(18)
ProfServ-Pool Maintenance	4,800	1,200	1,200	-
Contracts-Security Services	2,504	626	645	(19)
Communication - Teleph - Field	2,280	570	462	108
Postage and Freight	900	225	159	66
Utility - General	28,000	6,999	3,677	3,322
Utility - Other	3,000	750	573	177
R&M-General	14,100	3,525	2,964	561
R&M-Equipment	2,300	576	500	76
R&M-Pest Control	790	132	145	(13)
R&M-Pools	5,500	1,374	15	1,359
Misc-Contingency	6,000	1,500	77	1,423
Office Supplies	3,000	750	1,644	(894)
Op Supplies - Pool Chemicals	5,000	1,251	652	599
Capital Outlay	25,000	6,249	-	6,249
<b>Total Parks and Recreation - General</b>	<b>249,107</b>	<b>58,122</b>	<b>40,676</b>	<b>17,446</b>
<b>Reserves</b>				
Reserve - CDD Amenity	32,805	-	-	-
<b>Total Reserves</b>	<b>32,805</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>445,107</b>	<b>105,777</b>	<b>90,292</b>	<b>15,485</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(53,922)	23,423	268,451	245,028
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(53,922)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(53,922)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (53,922)	\$ 23,423	\$ 268,451	\$ 245,028
<b>FUND BALANCE, BEGINNING (OCT 1, 2013)</b>	<b>183,104</b>	<b>183,104</b>	<b>183,104</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 129,182</b>	<b>\$ 206,527</b>	<b>\$ 451,555</b>	

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50	\$ 12	\$ 12	\$ -
Special Assmnts- Tax Collector	81,881	27,294	76,398	49,104
Special Assmnts- Discounts	(3,275)	(1,092)	(3,175)	(2,083)
<b>TOTAL REVENUES</b>	<b>78,656</b>	<b>26,214</b>	<b>73,235</b>	<b>47,021</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Trustee	2,700	-	-	-
Misc-Assessmnt Collection Cost	2,456	818	2,197	(1,379)
<b>Total Administration</b>	<b>5,156</b>	<b>818</b>	<b>2,197</b>	<b>(1,379)</b>
<b>Debt Service</b>				
Principal Debt Retirement	55,000	-	-	-
Interest Expense	18,500	9,250	9,250	-
<b>Total Debt Service</b>	<b>73,500</b>	<b>9,250</b>	<b>9,250</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>78,656</b>	<b>10,068</b>	<b>11,447</b>	<b>(1,379)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	16,146	61,788	45,642
Net change in fund balance	\$ -	\$ 16,146	\$ 61,788	\$ 45,642
<b>FUND BALANCE, BEGINNING (OCT 1, 2013)</b>	<b>98,679</b>	<b>98,679</b>	<b>98,679</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,679</b>	<b>\$ 114,825</b>	<b>\$ 160,467</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2013

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 100	\$ 27	\$ 19	\$ (8)
Special Assmnts- Tax Collector	227,306	75,768	212,087	136,319
Special Assmnts- Discounts	(9,092)	(3,030)	(8,815)	(5,785)
<b>TOTAL REVENUES</b>	<b>218,314</b>	<b>72,765</b>	<b>203,291</b>	<b>130,526</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Trustee	3,800	-	-	-
Misc-Assessmnt Collection Cost	6,819	2,274	6,098	(3,824)
<b>Total Administration</b>	<b>11,619</b>	<b>2,274</b>	<b>6,098</b>	<b>(3,824)</b>
<b>Debt Service</b>				
Principal Debt Retirement	165,000	-	-	-
Interest Expense	46,138	23,069	23,069	-
<b>Total Debt Service</b>	<b>211,138</b>	<b>23,069</b>	<b>23,069</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>222,757</b>	<b>25,343</b>	<b>29,167</b>	<b>(3,824)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(4,443)	47,422	174,124	126,702
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(4,443)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(4,443)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (4,443)	\$ 47,422	\$ 174,124	\$ 126,702
<b>FUND BALANCE, BEGINNING (OCT 1, 2013)</b>	<b>161,998</b>	<b>161,998</b>	<b>161,998</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 157,555</b>	<b>\$ 209,420</b>	<b>\$ 336,122</b>	

**PINEY-Z**  
**Community Development District**

Supporting Schedules

December 31, 2013

**PINEY-Z**  
**Community Development District**

**All Funds**

Non-Ad Valorem Special Assessments - Leon County Tax Collector  
 (Monthly Assessment Collection Distributions)  
 For the Fiscal Year Ending September 30, 2014

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount Received	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2014				\$ 703,600	\$ 394,414	\$ 81,881	\$ 227,306
Allocation %				100%	56%	12%	32%
11/06/13	\$ 4,311	\$ 234	\$ 133	\$ 4,678	\$ 2,622	\$ 544	\$ 1,511
11/26/13	90,276	4,898	2,792	97,966	54,916	11,401	31,649
12/11/13	395,014	16,968	12,217	424,198	237,791	49,366	137,042
12/31/13	120,728	5,186	3,734	129,648	72,676	15,088	41,884
TOTAL	\$ 610,328	\$ 27,286	\$ 18,876	\$ 656,491	\$ 368,006	\$ 76,398	\$ 212,087

% COLLECTED 93% 93% 93% 93%

## Community Development District

## Cash and Investment Report

December 31, 2013

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>					
Operating Checking Account (1)	Wells Fargo	Government Advantage Interest	n/a	0.10%	\$420,386
- Restricted for DS Reserve requirement (2)	Wells Fargo	Government Advantage Interest	n/a	0.10%	\$18,500
				<b>Subtotal</b>	<b>\$438,886</b>
Public Funds Money Market Account	Florida Shore\$ Bank SW	Money Market Account	n/a	0.45%	\$73,846
Operating Account - FUND A	SBA	Investment Pool	n/a	0.18%	\$2,874
Operating Account - FUND B (Restricted)	SBA	Investment Pool	n/a	0.00%	\$500
				<b>Subtotal</b>	<b>\$3,374</b>
<b>DEBT SERVICE FUNDS</b>					
Series 2002 Redemption Account	US Bank	Government Obligation Fund	n/a	0.00%	\$645
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.05%	\$145,772
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	n/a	0.05%	\$297,119
				<b>Total</b>	<b>\$959,642</b>

Note (1) The District opened a new checking account with BBT&T to reduce bank charges. The account will be available in February 2014.

Note (2) Reserve requirement is 5% of the remaining bond balance - (\$370,000)

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

**Bank Account No.** 6166  
**Statement No.** 12-13  
**Statement Date** 12/31/13

<b>G/L Balance (\$)</b>	438,885.99
<b>G/L Balance</b>	438,885.99
<b>Positive Adjustments</b>	0.00
<b>Subtotal</b>	438,885.99
<b>Negative Adjustments</b>	0.00
<b>Ending G/L Balance</b>	438,885.99
<b>Difference</b>	0.00

<b>Statement Balance</b>	483,161.71
<b>Outstanding Deposits</b>	0.00
<b>Subtotal</b>	483,161.71
<b>Outstanding Checks</b>	44,275.72
<b>Total Differences</b>	0.00
<b>Ending Balance</b>	438,885.99

<u>Posting Date</u>	<u>Document Type</u>	<u>Document No.</u>	<u>Description</u>	<u>Amount</u>	<u>Cleared Amount</u>	<u>Difference</u>
<b>Outstanding Checks</b>						
08/26/13	Payment	55004	CHERYL M. HUDSON	173.87	0.00	173.87
12/20/13	Payment	55173	US BANK NATIONAL ASSOC	10,505.70	0.00	10,505.70
12/20/13	Payment	55174	US BANK NATIONAL ASSOC	29,164.54	0.00	29,164.54
12/30/13	Payment	55179	CAPITAL HEALTH PLAN	980.97	0.00	980.97
12/30/13	Payment	55180	DAVIS SAFE & LOCK INC.	558.00	0.00	558.00
12/30/13	Payment	55181	FITNESS PRO	55.00	0.00	55.00
12/30/13	Payment	55182	PEDDIE CHEMICAL COMPANY	652.20	0.00	652.20
12/30/13	Payment	55183	VERIZON WIRELESS	54.76	0.00	54.76
12/31/13	Payment	55175	D. LANCE ROGERS	1,611.71	0.00	1,611.71
12/31/13	Payment	55176	RICHARD B. STOWERS	315.80	0.00	315.80
12/31/13	Payment	55177	MARIA E. ZEA	36.94	0.00	36.94
12/31/13	Payment	55178	TAWNI S. O'NEILL	166.23	0.00	166.23
<b>Total Outstanding Checks</b>				<b>44,275.72</b>		

**Piney-Z**  
**Community Development District**

Check Register by Fund  
For the Period from 12/1/13 to 12/31/13  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
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**GENERAL FUND - 001**

001	55151	12/13/13	ALAN COX AQUATICS, INC.	120113	Pool Management December 2013	ProfServ-Pool Maintenance	531034-57201	\$400.00
001	55152	12/13/13	BARINEAU HEATING & AIR CONDITIONING	112713RENEWAL	Heating & Cooling System & Air Condit. Renewal	R&M-General	546001-57201	\$429.95
001	55153	12/13/13	CITY OF TALLAHASSEE	112713-385610	Service 10/25/13-11/25/13	Utility - General	543001-57201	\$924.81
001	55153	12/13/13	CITY OF TALLAHASSEE	112713-485610	Services 10/25-11/24/13	Utility - General	543001-57201	\$213.20
001	55154	12/13/13	DAVIS SAFE & LOCK INC.	210420	8 Padlocks	R&M-General	546001-57201	\$257.44
001	55155	12/13/13	FEDEX	2-477-11719	Services through 11/26/13	Postage and Freight	541006-51301	\$18.54
001	55156	12/13/13	FITNESS PRO	5390	Preventive Maintenance Dec 2013	R&M-Equipment	546022-57201	\$100.00
001	55157	12/13/13	FLORIDA MUNICIPAL INSURANCE TR	120113-0827	Second Installment Billing 13/14 Fund Year	Workers' Compensation	524001-57201	\$1,230.00
001	55157	12/13/13	FLORIDA MUNICIPAL INSURANCE TR	120113-0827	Second Installment Billing 13/14 Fund Year	General Liability	545002-51301	\$1,282.75
001	55157	12/13/13	FLORIDA MUNICIPAL INSURANCE TR	120113-0827	Second Installment Billing 13/14 Fund Year	Property	545002-51301	\$1,124.25
001	55158	12/13/13	JOHN HURST OUTDOOR SERVICES	2195	Mowing of Amenities December 2013	Contr-Landscape-Amenities Area	534053-53901	\$1,003.34
001	55159	12/13/13	PAK MAIL 450	120213	UPS Ground Services November 2013	Postage and Freight	541006-57201	\$12.68
001	55160	12/13/13	PICKINWEE CORP	8766	Surge Protector, Utility Knife, Cords	R&M-General	546001-57201	\$67.96
001	55161	12/13/13	SAM'S CLUB	112713	Refreshments, Cleaning Supplies	Office Supplies	551002-57201	\$331.99
001	55162	12/13/13	SEVERN TRENT ENVIRONMENTAL	STES 2070726	November 2013 Mgmt Svsc/Reimbursements	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,522.92
001	55162	12/13/13	SEVERN TRENT ENVIRONMENTAL	STES 2070726	November 2013 Mgmt Svsc/Reimbursements	Postage and Freight	541006-51301	\$64.16
001	55162	12/13/13	SEVERN TRENT ENVIRONMENTAL	STES 2070726	November 2013 Mgmt Svsc/Reimbursements	Printing and Binding	547001-51301	\$216.00
001	55162	12/13/13	SEVERN TRENT ENVIRONMENTAL	STES 2070726	November 2013 Mgmt Svsc/Reimbursements	Office Supplies	551002-51301	\$49.50
001	55162	12/13/13	SEVERN TRENT ENVIRONMENTAL	STES 2070726	November 2013 Mgmt Svsc/Reimbursements	Communication - Telephone	541003-51301	\$0.20
001	55163	12/13/13	SNIFFEN & SPELLMAN, P.A.	11442	Legal Services November 2013	ProfServ-Legal Services	531023-51401	\$4,522.50
001	55170	12/20/13	CITY OF TALLAHASSEE	121113-1485610	Services 11/9-12/11/13	Utility - General	543001-57201	\$105.08
001	55171	12/20/13	FEDEX	2-490-97699	Services through 12/10/13	Postage and Freight	541006-51301	\$9.64
001	55172	12/20/13	TALLAHASSEE DEMOCRAT	693375	Legal Ad 11/5/13 Workshop Meeting	Legal Advertising	548002-51301	\$277.84
001	55179	12/30/13	CAPITAL HEALTH PLAN	02012014	ARAC00014724 Daryl L Rogers 2/2014	Prepaid Items	155000	\$980.97
001	55180	12/30/13	DAVIS SAFE & LOCK INC.	210486	Pavilion Masterkey/ 20 duplicate	R&M-General	546001-57201	\$162.00
001	55180	12/30/13	DAVIS SAFE & LOCK INC.	210487	Community Center Masterkey/duplicate	R&M-General	546001-57201	\$396.00
001	55181	12/30/13	FITNESS PRO	5477	Repair Cable on Apollo gym	R&M-Equipment	546022-57201	\$55.00
001	55182	12/30/13	PEDDIE CHEMICAL COMPANY	410021393	Calcium Hypochlorite/Chlorine Sticks	Op Supplies - Pool Chemicals	552009-57201	\$652.20
001	55183	12/30/13	VERIZON WIRELESS	9716631502	Service 12/13-1/12-14	Communication - Teleph - Field	541005-57201	\$54.76
001	55147	12/04/13	D. LANCE ROGERS	PAYROLL	December 04, 2013 Payroll Posting			\$1,642.02
001	55148	12/04/13	RICHARD B. STOWERS	PAYROLL	December 04, 2013 Payroll Posting			\$225.22
001	55149	12/04/13	MARIA E. ZEA	PAYROLL	December 04, 2013 Payroll Posting			\$166.23
001	55150	12/04/13	TAWNI S. O'NEILL	PAYROLL	December 04, 2013 Payroll Posting			\$144.07
001	55166	12/18/13	D. LANCE ROGERS	PAYROLL	December 18, 2013 Payroll Posting			\$1,611.71
001	55167	12/18/13	RICHARD B. STOWERS	PAYROLL	December 18, 2013 Payroll Posting			\$237.57
001	55168	12/18/13	MARIA E. ZEA	PAYROLL	December 18, 2013 Payroll Posting			\$138.52
001	55169	12/18/13	TAWNI S. O'NEILL	PAYROLL	December 18, 2013 Payroll Posting			\$238.26
001	55175	12/31/13	D. LANCE ROGERS	PAYROLL	December 31, 2013 Payroll Posting			\$1,611.71
001	55176	12/31/13	RICHARD B. STOWERS	PAYROLL	December 31, 2013 Payroll Posting			\$315.80



**Piney-Z**  
**Community Development District**

Check Register by Fund  
For the Period from 12/1/13 to 12/31/13  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	55177	12/31/13	MARIA E. ZEA	PAYROLL	December 31, 2013 Payroll Posting			\$36.94
001	55178	12/31/13	TAWNIE S. O'NEILL	PAYROLL	December 31, 2013 Payroll Posting			\$166.23
Fund Total								<u>\$25,999.96</u>
<b><u>SERIES 2002 DEBT SERVICE FUND - 202</u></b>								
202	55164	12/13/13	US BANK NATIONAL ASSOC	121213	Trsf Assessment Collections 2013-14	Due From Other Funds	131000	\$45,969.16
202	55173	12/20/13	US BANK NATIONAL ASSOC	121613	Trsf Assessment collections 2013-14	Due From Other Funds	131000	\$10,505.70
Fund Total								<u>\$56,474.86</u>
<b><u>SERIES 2008 DEBT SERVICE FUND - 203</u></b>								
203	55165	12/13/13	US BANK NATIONAL ASSOC	121213A	Trsf Assessment Collections 2013-14	Due From Other Funds	131000	\$127,613.59
203	55174	12/20/13	US BANK NATIONAL ASSOC	121613A	Trsf Assessment collections 2013-14	Due From Other Funds	131000	\$29,164.54
Fund Total								<u>\$156,778.13</u>
Total Checks Paid								<u>\$239,252.95</u>

## **Eighth Order of Business**

Piney-Z Community Development District  
Property Manager's Report  
February 10, 2014

**Events / Facilities Use**

As of this writing the events, activities and meetings that took place or were scheduled to take place at the CDD Amenities between January 13, 2014 (last regular meeting) and February 10, 2014 are as follows:

3 Resident sponsored parties or functions.

5 Zumba Exercise Classes

4 Jewelry Classes

1 Amenities Key Fob Registration Social

Several Tours: Each month I give several tours of the Amenities or the Lodge room to residents considering having a function, drop-ins considering purchasing in the neighborhood, etc.

**Piney-Z CDD Amenities**

(Fitness Center, Lodge, Pavilion, Rosemary White Playground / Gazebo Park,  
Swimming Pool / Aquatics Grounds)

**General Comments Concerning the Amenities areas since the last CDD Meeting:**

**Fitness Center:** Regular weekly maintenance was performed by staff. Fitness Pro performed the regular monthly preventative maintenance. In addition to the regular monthly maintenance two walk belts had to be replaced that wore out on two treadmills.

**Lodge / Garage:** Regular weekly maintenance was performed by staff in the Lodge, Kitchen, Restrooms and Garage. Parties, functions and meetings were properly accommodated. Some necessary electrical work took place to repair light fixtures in the kitchen over the sink, a light fixture on front porch and another in the garage. And a lamp cord was repaired while they were here.

Regular servicing of the AC and Heating units was scheduled for February 4. Interstate Fire Systems came and did the inspection of the Sprinkler System in the garage and the Guardian Fire Suppression System over the stove. Their technicians explained that every 12 years a special inspection of the Suppression System device over the stove is required. That involved them removing the device and taking it back to their shop to service it. They brought the device back and reinstalled it.

As of this writing I am waiting for their detailed report concerning anything the sprinkler system might need.

**Pavilion:** Regular weekly maintenance was performed by staff at the pavilion. Necessary electrical work was performed at the pavilion after the pavilion was repaired from the damage the tree caused. The light at that corner was made functional again.

Rosemary White Playground / Gazebo Park: Regular weekly maintenance was performed at the playground and gazebo areas. The areas were checked for hazards and trash bags changed regularly.

Swimming Pool / Aquatics: In addition to the services provided per the agreement with Alan Cox Aquatics (ACA) staff performed regular maintenance in-between ACA weekly servicing visits.

Necessary repairs and upgrades were made to the showers on the pool deck. I was asked to invite Alan Cox to the March Board meeting to discuss the pool and aquatics. I did so and he said he could come to the CDD Board Meeting on March 10.

Grounds: Regular maintenance took place. Outdoor trash can were maintained and bags replaced as needed.

### **Property Manager's Log of Payments Received from Rental of the Amenities**

Fiscal Year 2014 (Refer to previous Agenda Booklets for past FY2014 reports)

Date sent to CDD Accounting	Piney-Z Resident and / or Name on Check	Check #	Amenity Area	Date of Event	Amount
1/14/14	Jose Rosario / Ivelisse Laureano Money Order: 14-821891705 (added more attenders)		Lodge	1/25/14	\$150.00
1/14/14	Sarah Smith / Rosanne Tomasi	9389 Rental	Lodge	2/28/14	\$250.00
1/14/14	Rebeka N. Buckman	784 Base Fee	Lodge	5/9/14	<u>\$150.00</u>
				Total	<u>\$550.00</u>

### **Key Fob Access Reports: October, November, December 2013**

Fitness Center Fob Entries: October 2013

Fob Entries: **219**

Households Represented: **55**

Swimming Pool Entries: October 2013

Note: The Swimming Pool was only open 4 days in October. (October 5, 6, 12, 13)

Fob Entries: **105**

Households Represented: **15**

Number that went to the pool as recorded on the sign-in sheets: **76**

*Note: The pool was closed in November and December / No Reports*

Fitness Center Fob Entries: November 2013

Fob Entries: **422**

Households Represented: **86**

Fitness Center Fob Entries: December 2013

Fob Entries: **406**

Households Represented: **80**