

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

MAY 20, 2019

AGENDA PACKAGE

Piney-Z Community Development District
Inframark, Infrastructure Management Services
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May 9, 2019

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, May 20, 2019 the Board of Supervisors of the Piney-Z Community Development District will hold a meeting at 6:00 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 25, 2019 Meeting**
- 5. Acceptance of the March and April, 2019 Financial Statements and Approval of the Check Registers and Invoices**
- 6. Discussion of Proposed Budget for FY 2020**
 - A. Consideration of Resolution 2019-3 Approving the Tentative Budget and Setting the Public Hearing**
- 7. CDD Manager's Report**
- 8. District Manager's Report**
 - A. Report on Number of Registered Voters – 1,397**
 - B. Bonds Update**
 - C. Requirements for Special Meeting**
 - D. Years Remaining on Audit Agreement**
- 9. Old Business**
 - A. FUNctional Fitness Classes**
- 10. New Business**
- 11. Supervisor Requests**
 - A. Pool Discussion (Kirby)**
- 12. District Attorney's Report**
 - A. Sunshine Law**
- 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

**PINEY-Z
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, March 25, 2019 at 6:00 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Gerry Cashin	Chairperson
Cheryl Hudson	Vice Chairperson
Ann Pincus	Assistant Secretary
Art Kirby	Assistant Secretary
Philip Wilcox	Assistant Secretary

Also present were:

Bob Nanni	District Manager / Secretary
Melinda Parker	CDD Manager
Rick Evans	Buildings & Grounds Manager
Residents	

The following is a summary of the discussions and actions taken at the March 25, 2019 Piney-Z Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Cashin called the meeting to order at 6:00 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)

Mr. Reiner Kirsten provided handouts to the Board, copies of which are incorporated hereby, and addressed the payoff of the bonds, the budget and the oversight costs of same.

FOURTH ORDER OF BUSINESS

Website Updates (Josh Elis/Abby Dunn)

- A. ADA Remediation Contract Results**
- B. Security/General Updating Contract Results**
- Mr. Ellis reported:
 - They have completed the second and third contracts.

- Upgraded WordPress.
- Upgraded the themes associated with the website, making them more secure.
- Most pdfs on the website have been made accessible for screen readers.
- Mr. Kirby noted he would encourage comments from the residents regarding the website.

FIFTH ORDER OF BUSINESS

**Approval of Minutes of the
January 28, 2019 Meeting**

On MOTION by Ms. Hudson seconded by Mr. Kirby, the January 28, 2019 meeting minutes were approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

SIXTH ORDER OF BUSINESS

**Acceptance of the January and
February, 2019 Financial
Statements and Approval of the
Check Registers and Invoices**

On MOTION by Ms. Pincus seconded by Ms. Hudson, the January and February 2019, check registers and invoices were approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

SEVENTH ORDER OF BUSINESS

CDD Manager's Report

A. Presentation of FY 2020 Draft Budget

- Ms. Parker outlined the FY 2020 draft budget, reviewing more than two dozen lines individually.
 - Narrative has been edited.
- Items not addressed in the budget include the following:

- Pavilion still has painting to be done
- Interior of Lodge will need painting and wallpaper removed.
- The new asphalt path needs a railing. The railing estimate for the new short path and half of the long path is \$5,000. Discussion followed on exploring the possibility of matching the existing wrought iron (through salvage facilities). It was noted new railings would need to be ADA compliant.
- Ms. Parker hopes to provide an estimate to renovate the pavilion at the May meeting.
- Mr. Kirby addressed the playground equipment; it is aged and he would like to see some type of architectural rendering on a new playground. He knows it will be a capital outlay, but feels it is the next step.
 - Mr. Wilcox noted the playground is posted on a home school website. He has asked that they post on their website that this is a neighborhood playground and not a City-wide playground.
 - Discussion returned to playground equipment and funding. Ms. Hudson suggested they address replacing the equipment with the HOA prior to doing so.
- Mr. Kirby noted he would like to entertain discussion on the payroll; his opinion is that the 3% is too low.
 - Discussion continued on an increase, with 5% being suggested.
 - Ms. Cashin inquired how other communities handle staff, noting Piney-Z staff is irreplaceable.
 - Mr. Nanni noted benefits are primarily time off or overtime.
 - Discussion followed on overtime.
 - Mr. Kirby noted Ms. Parker and Mr. Evans did not know he was going to bring up this topic this evening.
 - Ms. Parker is to provide a revised budget for the next meeting based on 5% increases.

Ms. Pincus MOVED to approve staff payroll increases at 5% and Mr. Kirby seconded the motion.

- It was noted the increase is based on assessments remaining flat.

The MOTION was approved, with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

- Discussion followed on utilizing pool attendants for setup of weekend events to offset some of the time Mr. Evans is spending onsite.
- Discussion followed on the Sunday evening event with regard to the condition of how the grounds and facility were left.

B. Consideration of Lawn Care Contract Bids

- Mr. Evans outlined the bids for the lawn care contract.
 - S&R - \$25,975
 - Rainbow Irrigation and Outdoor Services - \$23,794.76
 - Heinz Nurseries – No bid
- Mr. Evans is recommending Rainbow Irrigation and Outdoor Services.
- Mr. Kirby noted the current contract is month-to-month, and inquired if the plan is to make the change now and into the next fiscal year.
 - Ms. Parker noted the plan is to make the change in 30 days. She further noted there are currently \$6,000 in the budget for the removal of old vegetation that will be used to fund the new contract.

Ms. Hudson MOVED to provide a 30-day notice of termination of services [terminating May 1, 2019] to S&R Landscaping and Ms. Pincus seconded the motion.

- Discussion followed on when the 30-day notice would be effective with it being noted tomorrow.

The MOTION was approved, with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

Mr. Wilcox MOVED to accept the Rainbow Irrigation and Outdoor Services bid in the amount of \$23,794.76 annually and Ms. Pincus seconded the motion.

- Discussion ensued on permitting Ms. Parker to contact and pay Rainbow [double pay] should S&R not perform as contracted during the termination period.

The motion, as amended, providing authority to Ms. Parker to pay for additional landscape services from Rainbow Irrigation and Outdoor Services if necessary during the termination period was approved, with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

C. Consideration of Pavilion Gutter Contract Bids

- Mr. Evans outlined the gutter bids.
 - Gutterhawk - \$3,500 [Residential services company]
 - Metal Building Services - \$7,726.32 [Commercial]
- Mr. Evans is recommending Metal Building Services because it is bidding a commercial gutter system as is now on the pavilion.

Mr. Kirby MOVED to accept the Metal Building Services bid in the amount of \$7,726.32 and Mr. Wilcox seconded the motion.

- Mr. Evans noted the funds are in reserve. They will need a vote to spend the funds and also to move the remaining funds to Amenity – General.
- The bid does not include the underground piping for the runoff. Mr. Kirby inquired if they need to have the lines scoped to make sure they are performing properly.
 - Mr. Evans noted they would use McNeil Plumbing to do the work, but currently he is not seeing any evidence of a break or blockage.
- It will be approximately four months before the gutter work begins with Metal Building Services.

The MOTION, as amended to include the use of Gutter Reserves to fund the \$7,726.32 contract cost, and to transfer the remaining reserves of \$773.68 to Amenity - General was approved, with votes as follows:
Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

EIGHTH ORDER OF BUSINESS

District Manager's Report

A. Acceptance of the Audit for Fiscal Year 2018

- Mr. Nanni outlined the audit for Fiscal Year 2018 noting it is a clean audit.
- Ms. Parker inquired if any of the Board members would like to receive a bound copy of the audit going forward; the consensus is no.

On MOTION by Ms. Hudson seconded by Mr. Wilcox, the audit for fiscal year ended September 30, 2018 was accepted, with votes as follows:
Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

NINTH ORDER OF BUSINESS

District Attorney's Report

There being none, the next item followed.

TENTH ORDER OF BUSINESS

New Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

- Ms. Pincus inquired if Ms. Parker and Mr. Evans get sick leave.
 - Ms. Parker noted they receive 12 personal days per year [one day per month]; they are not defined as to use.
 - Discussion continued on vacation and sick time.
- An unidentified speaker noted the HOA plans to go to an electronic newsletter. Copies will be printed for those who do not have internet access and they are requesting permission to place those copies in the CDD office.

Mr. Kirby MOVED to allow the HOA to place the quarterly newsletter printed copies in the office with the caveat that if there is any resistance or issues they are permitted to provide an HOA representatives phone number to contact directly.

Ms. Hudson seconded the motion.

- Discussion continued with Ms. Parker requesting that a couple of lines be added to the newsletter that the CDD does not have the authority or information to answer questions about HOA issues. The HOA President, Cindy Saginario, noted it is already at the printers, but it can be included in further newsletters.

The motion was approved, with votes as follows:
Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

- Mr. Kirby addressed Ms. Laura Kitchens not providing proper credentials for the exercise classes.

- Ms. Cashin noted she needs to contact her; it is not the first time she has spoken with her about this matter. If she does not comply by the next meeting they can address it then.
- Discussion followed on the classes provided by Ms. Kitchens with it being noted she has been asked to provide a business license and a certificate of insurance naming the CDD as certificate holder.
- Discussion followed on discontinuing the classes if the documentation being requested is not provided.

Mr. Wilcox MOVED to disallow immediately Ms. Kitchen's use of the CDD facilities for exercise classes and Ms. Pincus seconded the motion.

- Mr. Evans noted for clarification that it is three days at the Lodge, and once the pool opens, two days in the Lodge and one day at the pool per week.
- Mr. Kirby noted he would like to see a termination date to provide sufficient notice to those residents affected. He suggested May 1 as the date for discontinuing the classes.
- Discussion continued on the CDD's liability with regard to the classes.

The motion, as amended to terminate effective immediately, was approved with votes as follows:
Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Nay
Gerry Cashin – Aye

- Mr. Kirby inquired how they will be handling delivery of the notice of the canceling of the exercise classes to Ms. Kitchens.
 - Ms. Cashin noted she will email Ms. Kitchens to let her know the Board has voted to disallow the classes at CDD facilities.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Pincus seconded by Mr. Wilcox, with all in favor, the meeting was adjourned at 8:15 p.m.
--

Bob Nanni
Secretary

Geraldine Cashin
Chair

Fifth Order of Business

PINEY-Z

Community Development District

Financial Report

March 31, 2019

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

PINEY-Z

Community Development District

Financial Statements

(Unaudited)

March 31, 2019

Balance Sheet

March 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 61,110	\$ -	\$ -	\$ 61,110
Cash On Hand/Petty Cash	250	-	-	250
Accounts Receivable	361	-	-	361
Due From Other Funds	-	360	531	891
Investments:				
Money Market Account	431,982	-	-	431,982
Prepayment Account	-	1,500	1	1,501
Redemption Fund	-	650	-	650
Reserve Fund	-	3,000	-	3,000
Revenue Fund	-	56,719	199,718	256,437
Prepaid Items	624	-	-	624
TOTAL ASSETS	\$ 494,327	\$ 62,229	\$ 200,250	\$ 756,806
<u>LIABILITIES</u>				
Accounts Payable	\$ 6,992	\$ -	\$ -	\$ 6,992
Accrued Expenses	2,000	-	-	2,000
Due To Other Funds	891	-	-	891
TOTAL LIABILITIES	9,883	-	-	9,883

Balance Sheet

March 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	624	-	-	624
Restricted for:				
Debt Service	-	62,229	200,250	262,479
Assigned to:				
Operating Reserves	100,459	-	-	100,459
Reserves - CDD Amenity	57,304	-	-	57,304
Reserves-Lodge	7,050	-	-	7,050
Reserve-Mulch	3,250	-	-	3,250
Reserves - Park	8,500	-	-	8,500
Reserves-Pool Equipment	4,170	-	-	4,170
Reserves-Pool Filters	1,000	-	-	1,000
Reserves-Pool Pumps	8,000	-	-	8,000
Unassigned:	294,087	-	-	294,087
TOTAL FUND BALANCES	\$ 484,444	\$ 62,229	\$ 200,250	\$ 746,923
TOTAL LIABILITIES & FUND BALANCES	\$ 494,327	\$ 62,229	\$ 200,250	\$ 756,806

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 1,000	\$ 500	\$ 1,364	\$ 864
Interest - Tax Collector	-	-	548	548
Special Assmnts- Tax Collector	394,707	382,850	377,388	(5,462)
Special Assmnts- Discounts	(15,788)	(15,313)	(14,388)	925
Settlements	8,481	8,481	8,480	(1)
Other Miscellaneous Revenues	130	65	797	732
Access Cards	540	270	117	(153)
Pavilion Rental	400	200	1,240	1,040
Lodge Rental	13,500	6,750	13,625	6,875
TOTAL REVENUES	402,970	383,803	389,171	5,368
EXPENDITURES				
Administration				
P/R-Board of Supervisors	9,000	4,500	1,800	2,700
FICA Taxes	689	345	138	207
ProfServ-Legal Services	24,000	12,000	12,000	-
ProfServ-Mgmt Consulting Serv	44,775	22,388	22,388	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	150	75	179	(104)
Insurance - General Liability	11,795	8,846	7,239	1,607
Printing and Binding	200	100	123	(23)
Legal Advertising	1,200	600	-	600
Miscellaneous Services	150	75	99	(24)
Misc-Assessmnt Collection Cost	11,841	11,485	10,890	595
Misc-Contingency	115	58	-	58
Office Supplies	250	125	-	125
Annual District Filing Fee	175	175	175	-
Total Administration	112,127	68,559	62,818	5,741
Field				
Contr-Landscape-Amenities Area	14,452	7,226	5,223	2,003
R&M-Trees and Trimming	3,000	1,500	-	1,500
Misc-Contingency	4,000	2,000	-	2,000
Total Field	21,452	10,726	5,223	5,503

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Maintenance	6,495	3,248	5,831	(2,583)
Payroll-Administrative	47,262	23,631	25,650	(2,019)
FICA Taxes	4,112	2,056	2,408	(352)
Workers' Compensation	3,747	2,810	2,717	93
Contracts-Janitorial Services	2,340	1,170	1,150	20
Contracts-Security Services	1,480	740	390	350
Contracts-Fire Exting. Insp.	350	175	175	-
Contract-Copier Maintenance	100	50	29	21
Contract-Dumpster Rental	312	156	156	-
Contracts-Pest Control	498	249	145	104
Contracts-Fire Insp Sprinkler System	300	-	-	-
Contract-Website Hosting	97	48	-	48
Communication - Teleph - Field	100	50	-	50
Postage and Freight	50	25	-	25
Utility - General	16,500	8,250	6,875	1,375
Utility - Other	3,520	1,760	1,403	357
Electricity - Streetlighting	1,500	750	650	100
Utility - Irrigation	3,000	1,500	841	659
Utility - Refuse Removal	1,200	600	587	13
R&M-General	3,000	1,500	489	1,011
R&M-Electrical	400	200	14	186
R&M-Roof	300	150	-	150
R&M-Fire Equipment	100	50	-	50
R&M-Flooring	1,360	680	-	680
R&M-Plumbing	250	125	66	59
Misc-Contingency	3,000	1,500	-	1,500
Misc-Information Technology	886	443	3,211	(2,768)
Misc-Mileage Reimbursement	450	225	124	101
Office Supplies	2,000	1,000	326	674
Supplies-Cleaning & Paper	400	200	107	93
Subscriptions and Memberships	1,000	500	-	500
Total Parks and Recreation - General	106,109	53,841	53,344	497

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Maintenance	15,154	7,577	3,224	4,353
Payroll-Administrative	6,752	3,376	3,117	259
Payroll-Pool Attendants	22,022	11,011	1,227	9,784
FICA Taxes	3,360	1,680	579	1,101
Communication - Teleph - Field	715	358	319	39
R&M-General	500	250	16	234
R&M-Electrical	200	100	-	100
R&M-Pools	1,000	500	-	500
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	3,000	1,500	230	1,270
Op Supplies - Pool Chemicals	3,275	1,637	46	1,591
Reserves-Pool Pumps	4,700	-	-	-
Total Swimming Pool	60,928	27,989	8,758	19,231
<u>Fitness Center</u>				
Payroll-Maintenance	2,165	1,082	862	220
Payroll-Administrative	6,751	3,376	1,559	1,817
FICA Taxes	682	341	185	156
Contracts-Janitorial Services	1,560	780	920	(140)
Contracts-Fitness Equipment	1,200	600	600	-
Contracts-Pest Control	215	107	73	34
R&M-General	400	200	-	200
R&M-Electrical	150	75	-	75
R&M-Equipment	1,500	750	55	695
Misc-Contingency	750	375	-	375
Supplies-Cleaning & Paper	750	375	217	158
Total Fitness Center	16,123	8,061	4,471	3,590

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	19,484	9,742	13,085	(3,343)
Payroll-Administrative	6,752	3,376	3,117	259
FICA Taxes	2,007	1,004	1,239	(235)
Contracts-Janitorial Services	1,300	650	230	420
Contracts-Roof	145	73	-	73
Contracts-Pest Control	325	163	73	90
R&M-General	1,750	875	723	152
R&M-Electrical	400	200	24	176
R&M-Irrigation	1,250	625	-	625
R&M-Vegetation Removal	6,000	3,000	-	3,000
R&M-Backflow Inspection	316	158	-	158
Misc-Hurricane Expense	-	-	2,350	(2,350)
Misc-Contingency	2,000	1,000	850	150
Supplies-Cleaning & Paper	225	113	58	55
Non-Capitalized New Equipment	3,000	-	-	-
Reserve-Gutters	4,250	-	-	-
Reserve-Mulch	2,250	-	3,250	(3,250)
Reserve - Parking Lot	29,000	-	44,695	(44,695)
Total Park & Grounds	80,454	20,979	69,694	(48,715)
<u>Reserves</u>				
Reserve - CDD Amenity	5,777	-	-	-
Total Reserves	5,777	-	-	-
TOTAL EXPENDITURES & RESERVES	402,970	190,155	204,308	(14,153)
Excess (deficiency) of revenues				
Over (under) expenditures	-	193,648	184,863	(8,785)
Net change in fund balance	\$ -	\$ 193,648	\$ 184,863	\$ (8,785)
FUND BALANCE, BEGINNING (OCT 1, 2018)	299,581	299,581	299,581	
FUND BALANCE, ENDING	\$ 299,581	\$ 493,229	\$ 484,444	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 25	\$ 41	\$ 16
Special Assmnts- Tax Collector	55,899	54,220	53,450	(770)
Special Assmnts- Discounts	(2,236)	(2,169)	(2,038)	131
TOTAL REVENUES	53,713	52,076	51,453	(623)
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,502	-	-	-
Misc-Assessmnt Collection Cost	1,677	1,626	1,542	84
Total Administration	5,179	1,626	1,542	84
<u>Debt Service</u>				
Principal Debt Retirement	60,000	-	-	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	3,000	1,500	1,500	-
Total Debt Service	63,000	1,500	6,500	(5,000)
TOTAL EXPENDITURES	68,179	3,126	8,042	(4,916)
Excess (deficiency) of revenues				
Over (under) expenditures	(14,466)	48,950	43,411	(5,539)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(14,466)	-	-	-
TOTAL FINANCING SOURCES (USES)	(14,466)	-	-	-
Net change in fund balance	\$ (14,466)	\$ 48,950	\$ 43,411	\$ (5,539)
FUND BALANCE, BEGINNING (OCT 1, 2018)	18,818	18,818	18,818	
FUND BALANCE, ENDING	\$ 4,352	\$ 67,768	\$ 62,229	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 100	\$ 50	\$ 221	\$ 171
Special Assmnts- Tax Collector	82,500	80,021	78,880	(1,141)
Special Assmnts- Discounts	(3,300)	(3,201)	(3,007)	194
TOTAL REVENUES	79,300	76,870	76,094	(776)
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Trustee Fees	4,400	-	-	-
Misc-Assessmnt Collection Cost	2,475	2,400	2,276	124
Total Administration	7,875	3,400	2,276	1,124
<u>Debt Service</u>				
Principal Debt Retirement	185,000	-	-	-
Interest Expense	7,863	3,932	3,931	1
Total Debt Service	192,863	3,932	3,931	1
TOTAL EXPENDITURES	200,738	7,332	6,207	1,125
Excess (deficiency) of revenues				
Over (under) expenditures	(121,438)	69,538	69,887	349
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(121,438)	-	-	-
TOTAL FINANCING SOURCES (USES)	(121,438)	-	-	-
Net change in fund balance	\$ (121,438)	\$ 69,538	\$ 69,887	\$ 349
FUND BALANCE, BEGINNING (OCT 1, 2018)	130,363	130,363	130,363	
FUND BALANCE, ENDING	\$ 8,925	\$ 199,901	\$ 200,250	

FINANCIALS (2)

MEMORANDUM

TO: Board of Supervisors, Piney-Z CDD
FROM: Sonia Rowley, District Accountant
CC: Bob Nanni, District Manager
DATE: May 6, 2019
SUBJECT: April Financials

Please find attached the April 2019 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 sonia.rowley@inframark.com.

General Fund

Fund Balance

- Assigned Reserves: The balances have been adjusted to reflect the new total of \$186,482
- Unassigned Balance: Represents the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Total Revenues for the General Fund were at 99% of adopted budget.

- The YTD Non-Ad Valorem assessments collections are at 97%.

Total Expenditures through April were at a favorable 56% of adopted budget.

- Parks & Recreation - Payroll-Maintenance
 - ▶ Includes \$2,500 bonus paid to Rick Evans.
- Parks & Recreation - Payroll-Administrative
 - ▶ Includes \$2,500 bonus paid to Melinda Parker.
- Parks & Recreation - Misc-Information Technology
 - ▶ Includes \$1,920 paid to Joshua Ellis to bring web site up to ADA standards.
- Parks & Grounds - Payroll-Maintenance
 - ▶ Includes \$37 paid to employees other than Ricky Evans for miscellaneous grounds maintenance.
- Hurricane Expense
 - ▶ \$1,350 paid to S&R Landscape for storm clean up and \$1,000 to Millers Tree Service for tree removal.
- Reserve - Mulch
 - ▶ \$3,250 paid to Rainbow Outdoor Services for mulch for playground, walking trails and seating areas.
- Reserve - Parking Lot
 - ▶ \$44,695 paid to Jack Kelly Services for asphalt repaving.

PINEY-Z

Community Development District

Financial Report

April 30, 2019

Prepared by



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet - All Funds	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	2-5
Debt Service Funds	6-7
<u>SUPPORTING SCHEDULES</u>	
Non-Ad Valorem Special Assessments - Schedule	8
Cash and Investment Report	9
Bank Reconciliation	10
Check Register	11-12

PINEY-Z

Community Development District

Financial Statements

(Unaudited)

April 30, 2019

Balance Sheet

April 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 46,660	\$ -	\$ -	\$ 46,660
Cash On Hand/Petty Cash	250	-	-	250
Accounts Receivable	361	-	-	361
Investments:				
Money Market Account	432,266	-	-	432,266
Prepayment Account	-	1,500	1	1,501
Redemption Fund	-	650	-	650
Reserve Fund	-	3,000	-	3,000
Revenue Fund	-	57,995	201,629	259,624
Prepaid Items	346	-	-	346
TOTAL ASSETS	\$ 479,883	\$ 63,145	\$ 201,630	\$ 744,658
<u>LIABILITIES</u>				
Accounts Payable	\$ 5,119	\$ -	\$ -	\$ 5,119
Accrued Expenses	4,700	-	-	4,700
TOTAL LIABILITIES	9,819	-	-	9,819
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	346	-	-	346
Restricted for:				
Debt Service	-	63,145	201,630	264,775
Assigned to:				
Operating Reserves	100,459	-	-	100,459
Reserves - CDD Amenity	58,077	-	-	58,077
Reserves-Lodge	7,050	-	-	7,050
Reserves - Park	7,726	-	-	7,726
Reserves-Pool Equipment	4,170	-	-	4,170
Reserves-Pool Filters	1,000	-	-	1,000
Reserves-Pool Pumps	8,000	-	-	8,000
Unassigned:	283,236	-	-	283,236
TOTAL FUND BALANCES	\$ 470,064	\$ 63,145	\$ 201,630	\$ 734,839
TOTAL LIABILITIES & FUND BALANCES	\$ 479,883	\$ 63,145	\$ 201,630	\$ 744,658

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 1,000	\$ 583	\$ 1,648	\$ 1,065
Interest - Tax Collector	-	-	589	589
Special Assmnts- Tax Collector	394,707	394,707	383,942	(10,765)
Special Assmnts- Discounts	(15,788)	(15,788)	(14,388)	1,400
Settlements	8,481	8,481	8,480	(1)
Other Miscellaneous Revenues	130	76	797	721
Access Cards	540	315	288	(27)
Pavilion Rental	400	233	1,320	1,087
Lodge Rental	13,500	7,875	14,330	6,455
TOTAL REVENUES	402,970	396,482	397,006	524
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	9,000	5,250	1,800	3,450
FICA Taxes	689	402	138	264
ProfServ-Legal Services	24,000	14,000	14,000	-
ProfServ-Mgmt Consulting Serv	44,775	26,119	26,119	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	150	88	194	(106)
Insurance - General Liability	11,795	8,846	7,239	1,607
Printing and Binding	200	117	150	(33)
Legal Advertising	1,200	700	-	700
Miscellaneous Services	150	87	120	(33)
Misc-Assessmnt Collection Cost	11,841	11,841	11,087	754
Misc-Contingency	115	67	-	67
Office Supplies	250	146	-	146
Annual District Filing Fee	175	175	175	-
Total Administration	112,127	75,625	68,809	6,816
<u>Field</u>				
Contr-Landscape-Amenities Area	14,452	8,430	6,198	2,232
R&M-Trees and Trimming	3,000	1,750	-	1,750
Misc-Contingency	4,000	2,333	-	2,333
Total Field	21,452	12,513	6,198	6,315

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Maintenance	6,495	3,789	6,235	(2,446)
Payroll-Administrative	47,262	27,570	29,482	(1,912)
FICA Taxes	4,112	2,399	2,732	(333)
Workers' Compensation	3,747	2,810	2,717	93
Contracts-Janitorial Services	2,340	1,365	1,310	55
Contracts-Security Services	1,480	863	585	278
Contracts-Fire Exting. Insp.	350	204	175	29
Contract-Copier Maintenance	100	58	201	(143)
Contract-Dumpster Rental	312	182	182	-
Contracts-Pest Control	498	291	423	(132)
Contracts-Fire Insp Sprinkler System	300	-	-	-
Contract-Website Hosting	97	57	-	57
Communication - Teleph - Field	100	58	100	(42)
Postage and Freight	50	29	-	29
Utility - General	16,500	9,625	8,075	1,550
Utility - Other	3,520	2,053	1,654	399
Electricity - Streetlighting	1,500	875	760	115
Utility - Irrigation	3,000	1,750	949	801
Utility - Refuse Removal	1,200	700	682	18
R&M-General	3,000	1,750	663	1,087
R&M-Electrical	400	233	14	219
R&M-Roof	300	175	-	175
R&M-Fire Equipment	100	58	-	58
R&M-Flooring	1,360	793	-	793
R&M-Plumbing	250	146	66	80
Misc-Contingency	3,000	1,750	-	1,750
Misc-Information Technology	886	517	3,211	(2,694)
Misc-Mileage Reimbursement	450	263	144	119
Office Supplies	2,000	1,167	358	809
Supplies-Cleaning & Paper	400	233	144	89
Subscriptions and Memberships	1,000	583	-	583
Total Parks and Recreation - General	106,109	62,346	60,862	1,484

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Maintenance	15,154	8,840	4,175	4,665
Payroll-Administrative	6,752	3,939	3,637	302
Payroll-Pool Attendants	22,022	12,846	1,316	11,530
FICA Taxes	3,360	1,960	698	1,262
Communication - Teleph - Field	715	417	473	(56)
R&M-General	500	292	16	276
R&M-Electrical	200	117	-	117
R&M-Pools	1,000	583	-	583
Misc-Licenses & Permits	250	-	250	(250)
Misc-Contingency	3,000	1,750	1,825	(75)
Op Supplies - Pool Chemicals	3,275	1,910	730	1,180
Reserves-Pool Pumps	4,700	-	-	-
Total Swimming Pool	60,928	32,654	13,120	19,534
<u>Fitness Center</u>				
Payroll-Maintenance	2,165	1,263	946	317
Payroll-Administrative	6,751	3,938	1,818	2,120
FICA Taxes	682	398	211	187
Contracts-Janitorial Services	1,560	910	1,000	(90)
Contracts-Fitness Equipment	1,200	700	700	-
Contracts-Pest Control	215	125	73	52
R&M-General	400	233	-	233
R&M-Electrical	150	88	-	88
R&M-Equipment	1,500	875	55	820
Misc-Contingency	750	438	-	438
Supplies-Cleaning & Paper	750	438	302	136
Total Fitness Center	16,123	9,406	5,105	4,301

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	19,484	11,366	15,024	(3,658)
Payroll-Administrative	6,752	3,939	3,637	302
FICA Taxes	2,007	1,171	1,428	(257)
Contracts-Janitorial Services	1,300	758	270	488
Contracts-Roof	145	85	-	85
Contracts-Pest Control	325	190	73	117
R&M-General	1,750	1,021	738	283
R&M-Electrical	400	233	29	204
R&M-Irrigation	1,250	729	-	729
R&M-Vegetation Removal	6,000	3,500	-	3,500
R&M-Backflow Inspection	316	184	-	184
Misc-Hurricane Expense	-	-	2,350	(2,350)
Misc-Contingency	2,000	1,167	850	317
Supplies-Cleaning & Paper	225	131	85	46
Non-Capitalized New Equipment	3,000	-	-	-
Reserve-Gutters	4,250	-	-	-
Reserve-Mulch	2,250	-	3,250	(3,250)
Reserve - Parking Lot	29,000	-	44,695	(44,695)
Total Park & Grounds	80,454	24,474	72,429	(47,955)
<u>Reserves</u>				
Reserve - CDD Amenity	5,777	-	-	-
Total Reserves	5,777	-	-	-
TOTAL EXPENDITURES & RESERVES	402,970	217,018	226,523	(9,505)
Excess (deficiency) of revenues				
Over (under) expenditures	-	179,464	170,483	(8,981)
Net change in fund balance	\$ -	\$ 179,464	\$ 170,483	\$ (8,981)
FUND BALANCE, BEGINNING (OCT 1, 2018)	299,581	299,581	299,581	
FUND BALANCE, ENDING	\$ 299,581	\$ 479,045	\$ 470,064	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 29	\$ 57	\$ 28
Special Assmnts- Tax Collector	55,899	55,899	54,378	(1,521)
Special Assmnts- Discounts	(2,236)	(2,236)	(2,038)	198
TOTAL REVENUES	53,713	53,692	52,397	(1,295)
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,502	3,502	-	3,502
Misc-Assessmnt Collection Cost	1,677	1,677	1,570	107
Total Administration	5,179	5,179	1,570	3,609
<u>Debt Service</u>				
Principal Debt Retirement	60,000	-	-	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	3,000	1,500	1,500	-
Total Debt Service	63,000	1,500	6,500	(5,000)
TOTAL EXPENDITURES	68,179	6,679	8,070	(1,391)
Excess (deficiency) of revenues				
Over (under) expenditures	(14,466)	47,013	44,327	(2,686)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(14,466)	-	-	-
TOTAL FINANCING SOURCES (USES)	(14,466)	-	-	-
Net change in fund balance	\$ (14,466)	\$ 47,013	\$ 44,327	\$ (2,686)
FUND BALANCE, BEGINNING (OCT 1, 2018)	18,818	18,818	18,818	
FUND BALANCE, ENDING	\$ 4,352	\$ 65,831	\$ 63,145	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 100	\$ 58	\$ 272	\$ 214
Special Assmnts- Tax Collector	82,500	82,500	80,250	(2,250)
Special Assmnts- Discounts	(3,300)	(3,300)	(3,007)	293
TOTAL REVENUES	79,300	79,258	77,515	(1,743)
<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	2,475	2,475	2,317	158
Total Administration	7,875	7,875	2,317	5,558
<u>Debt Service</u>				
Principal Debt Retirement	185,000	-	-	-
Interest Expense	7,863	3,932	3,931	1
Total Debt Service	192,863	3,932	3,931	1
TOTAL EXPENDITURES	200,738	11,807	6,248	5,559
Excess (deficiency) of revenues				
Over (under) expenditures	(121,438)	67,451	71,267	3,816
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(121,438)	-	-	-
TOTAL FINANCING SOURCES (USES)	(121,438)	-	-	-
Net change in fund balance	\$ (121,438)	\$ 67,451	\$ 71,267	\$ 3,816
FUND BALANCE, BEGINNING (OCT 1, 2018)	130,363	130,363	130,363	
FUND BALANCE, ENDING	\$ 8,925	\$ 197,814	\$ 201,630	

PINEY-Z

Community Development District

Supporting Schedules

April 30, 2019

Non-Ad Valorem Special Assessments - Leon County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2019

					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 FY2019				\$ 533,109	\$ 394,706	\$ 55,903	\$ 82,500
Allocation %				100%	74%	10%	15%
11/14/18	\$ 2,757	\$ 115	\$ 85	\$ 2,957	\$ 2,189	\$ 310	\$ 458
11/29/18	\$ 30,609	\$ 1,275	\$ 947	\$ 32,831	\$ 24,308	\$ 3,443	\$ 5,081
12/13/18	\$ 406,027	\$ 16,918	\$ 12,558	\$ 435,502	\$ 322,440	\$ 45,668	\$ 67,395
12/20/18	\$ 15,085	\$ 629	\$ 467	\$ 16,181	\$ 11,980	\$ 1,697	\$ 2,504
01/23/19	\$ 9,639	\$ 298	\$ 298	\$ 10,235	\$ 7,578	\$ 1,073	\$ 1,584
02/21/19	\$ 8,029	\$ 164	\$ 248	\$ 8,442	\$ 6,250	\$ 885	\$ 1,306
03/21/19	\$ 3,431	\$ 35	\$ 106	\$ 3,571	\$ 2,644	\$ 375	\$ 553
04/10/19	\$ 8,586	\$ -	\$ 266	\$ 8,852	\$ 6,554	\$ 928	\$ 1,370
				-	-	-	-
TOTAL	\$ 484,163	\$ 19,433	\$ 14,974	\$ 518,571	\$ 383,942	\$ 54,378	\$ 80,250
% COLLECTED					97%	97%	97%
TOTAL OUTSTANDING					\$ 14,539	\$ 1,525	\$ 2,250

Cash and Investment Report

April 30, 2019

<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%	\$46,660
Petty Cash	Petty Cash	Cash	0.00%	\$250
Public Funds Money Market Account	Centennial Bank	Money Market Account	0.40%	\$432,266
			Subtotal	<u>\$479,176</u>
DEBT SERVICE FUNDS				
Series 2002 Prepayment Account	US Bank	Government Obligation Fund	0.00%	\$1,500
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$650
Series 2002 Reserve Account	US Bank	US Bank Money Market	0.10%	\$3,000
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.30%	\$57,995
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.30%	\$201,629
			Subtotal	<u>\$264,775</u>
			Total	<u><u>\$743,951</u></u>

Piney-Z CDD

Bank Reconciliation

Bank Account No. 2471 BB&T - GF Checking
Statement No. 04-19
Statement Date 4/30/2019

G/L Balance (LCY)	46,659.54	Statement Balance	47,623.78
G/L Balance	46,659.54	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	47,623.78
Subtotal	46,659.54	Outstanding Checks	964.24
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	46,659.54	Ending Balance	46,659.54
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
12/12/2018	Payment	57228	CITY OF TALLAHASSEE	102.44	0.00	102.44
2/1/2019	Payment	57261	CHERYL M. HUDSON	180.53	0.00	180.53
3/29/2019	Payment	57302	CHERYL M. HUDSON	180.53	0.00	180.53
4/16/2019	Payment	57323	FLORIDA DEPARTMENT OF HEALTH	250.00	0.00	250.00
4/26/2019	Payment	57330	COMCAST	250.74	0.00	250.74
Total Outstanding Checks.....				964.24		964.24

PINEY-Z

Community Development District

Payment Register by Bank Account

For the Period from 4/01/2019 to 4/30/2019

(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 CHECKING - (ACCT# XXXXX2471)									
Check	57308	04/02/19	Vendor	BB&T	032519-0985	SVC 2/27-3/24/19	GAS FOR EQUIPMENT	001-546001-57240	\$10.70
Check	57308	04/02/19	Vendor	BB&T	032519-0985	SVC 2/27-3/24/19	AC FILTERS FOR LODGE	001-546001-57201	\$28.44
Check	57308	04/02/19	Vendor	BB&T	032519-0985	SVC 2/27-3/24/19	HOSE REEL FOR POOL	001-546001-57205	\$4.98
Check	57308	04/02/19	Vendor	BB&T	032519-0985	SVC 2/27-3/24/19	LEAF RAKE FOR POOL	001-552009-57205	\$19.98
Check	57308	04/02/19	Vendor	BB&T	032519-0985	SVC 2/27-3/24/19	OIL FOR EQUIPMENT	001-546001-57240	\$17.94
Check	57308	04/02/19	Vendor	BB&T	032519-0985	SVC 2/27-3/24/19	ANT KILLER	001-546001-57240	\$11.91
Check	57308	04/02/19	Vendor	BB&T	032519-0985	SVC 2/27-3/24/19	POWER SUPPLY FOR DOLPHIN	001-549900-57205	\$218.99
Check	57308	04/02/19	Vendor	BB&T	032519-0985	SVC 2/27-3/24/19	LED FLOODLIGHTS	001-546020-57240	\$23.56
Check	57309	04/04/19	Vendor	FEDEX	6-500-84444	SVC 3/14/19	Postage and Freight	001-541006-51301	\$13.97
Check	57310	04/04/19	Vendor	QUALITY FLOOR CLEANING, LLC	7654	GENERAL CLEANING MARCH 2019	Contracts-Janitorial Services	001-534026-57240	\$40.00
Check	57310	04/04/19	Vendor	QUALITY FLOOR CLEANING, LLC	7654	GENERAL CLEANING MARCH 2019	Contracts-Janitorial Services	001-534026-57214	\$160.00
Check	57310	04/04/19	Vendor	QUALITY FLOOR CLEANING, LLC	7654	GENERAL CLEANING MARCH 2019	Contracts-Janitorial Services	001-534026-57201	\$200.00
Check	57311	04/04/19	Vendor	RICK EVANS	033119	MILEAGE MARCH 2019	Misc-Mileage Reimbursement	001-549951-57201	\$20.47
Check	57312	04/04/19	Vendor	S & R LANDSCAPING, LLC	2753	LAWN CARE MARCH 2019	Contr-Landscape-Amenities Area	001-534053-53901	\$804.00
Check	57313	04/08/19	Vendor	CITY OF TALLAHASSEE	032919	SVC 2/27/19-3/27/19	Utility - Refuse Removal	001-543020-57201	\$97.76
Check	57313	04/08/19	Vendor	CITY OF TALLAHASSEE	032919	SVC 2/27/19-3/27/19	Utility - General	001-543001-57201	\$1,431.32
Check	57314	04/08/19	Vendor	TONY ICHITE	040319	CANCELLATION OF 5/18 EVENT	Lodge Rentals	369943	\$500.00
Check	57315	04/11/19	Vendor	CITY OF TALLAHASSEE	32919-5610	SVC 2/27/19-3/27/19	Utility - Irrigation	001-543014-57201	\$119.96
Check	57316	04/11/19	Vendor	FEDEX	6-508-36060	SVC 3/22/19	Postage and Freight	001-541006-51301	\$19.21
Check	57317	04/11/19	Vendor	INFRAMARK, LLC	39463	MGMT FEES MARCH 2019	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$3,731.25
Check	57317	04/11/19	Vendor	INFRAMARK, LLC	39463	MGMT FEES MARCH 2019	Postage and Freight	001-541006-51301	\$9.50
Check	57317	04/11/19	Vendor	INFRAMARK, LLC	39463	MGMT FEES MARCH 2019	Printing and Binding	001-547001-51301	\$7.72
Check	57318	04/11/19	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-129726	PROFESSIONAL SVC MAR 2019	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	57319	04/11/19	Vendor	OFFICE BUSINESS SYSTEMS INC	055513	EXCESS BILLING 2/28/19	Contract-Copier Maintenance	001-534097-57201	\$170.33
Check	57320	04/11/19	Vendor	MELINDA PARKER	041019	REIMBURSE ANNUAL TRACFONES	Communication - Teleph - Field	001-541005-57205	\$99.99
Check	57320	04/11/19	Vendor	MELINDA PARKER	041019	REIMBURSE ANNUAL TRACFONES	Communication - Teleph - Field	001-541005-57201	\$99.99
Check	57321	04/11/19	Vendor	MUMTAZ ALBIBI	040919	DAMAGE CHECK DEPOSIT	Lodge Rentals	369943	\$125.00
Check	57322	04/11/19	Vendor	PEDDIE CHEMICAL COMPANY	410053551	POOL CHEMICALS	Op Supplies - Pool Chemicals	001-552009-57205	\$676.60
Check	57323	04/16/19	Vendor	FLORIDA DEPARTMENT OF HEALTH	37-BID-4123270	#37-60-00331 POOL PERMIT	Misc-Licenses & Permits	001-549066-57205	\$250.00
Check	57324	04/16/19	Vendor	PINEY - Z CDD C/O US BANK NATIONAL ASSOC	041119-2002	TFR ASSESSMENT SERIES 2002	Due From Other Funds	131000	\$1,260.12
Check	57325	04/16/19	Vendor	PINEY - Z CDD C/O US BANK NATIONAL ASSOC	041119-2008	TRF ASSESSMENT SERIES 2008	Due From Other Funds	131000	\$1,859.66
Check	57326	04/19/19	Vendor	CITY OF TALLAHASSEE	41119	STREET LIGHTS THRU 4/11/19	SVC 3/13/19-4/11/19	001-543014-57201	\$108.32
Check	57327	04/19/19	Vendor	DAVID KEY HEATING & COOLING	41809	RE-PROGRAM THERMOSTAT	R&M-General	001-546001-57201	\$143.00
Check	57328	04/19/19	Vendor	MAURICE EDINGTON	041119	REFUND ROOM RENTAL	Lodge Rentals	369943	\$280.00
Check	57329	04/19/19	Vendor	SPRAY WASH EXTERIOR CLEANING, LLC	10578	EXTERIOR POOL AREA CLEANING	Misc-Contingency	001-549900-57205	\$820.00

PINEY-Z
Community Development District

Payment Register by Bank Account

For the Period from 4/01/2019 to 4/30/2019

(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
Check	57330	04/26/19	Vendor	COMCAST	041119-3478	SVC 4/25/19-5/24/19	Utility - Other	001-543004-57201	\$250.74
Check	57331	04/26/19	Vendor	MARPAN SUPPLY CO., INC.	1529131	CONTAINER RENTAL 5/1/19	Contract-Dumpster Rental	001-534098-57201	\$26.00
ACH	DD000584	04/03/19	Employee	MELINDA J. PARKER	PAYROLL	April 03, 2019 Payroll Posting			\$1,929.39
ACH	DD000585	04/03/19	Employee	RICKY S EVANS	PAYROLL	April 03, 2019 Payroll Posting			\$1,436.40
ACH	DD000586	04/03/19	Employee	DIANA ORGAZ	PAYROLL	April 03, 2019 Payroll Posting			\$96.97
ACH	DD000587	04/17/19	Employee	MELINDA J. PARKER	PAYROLL	April 17, 2019 Payroll Posting			\$1,883.72
ACH	DD000588	04/17/19	Employee	RICKY S EVANS	PAYROLL	April 17, 2019 Payroll Posting			\$1,426.83
ACH	DD000589	04/17/19	Employee	DIANA ORGAZ	PAYROLL	April 17, 2019 Payroll Posting			\$19.40
Account Total									\$22,454.12

Total Amount Paid	\$22,454.12
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	19,334.34
Series 2002 Debt Service Fund - 202	1,260.12
Series 2008 Debt Service Fund - 203	1,859.66
Total	22,454.12

Sixth Order of Business

PINEY-Z
Community Development District

Annual Operating Budget
Fiscal Year 2020

Version 2 - Revised Proposed Budget:
(Printed on 5/8/2019 11am)

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>SUPPORTING BUDGET SCHEDULES</u>	
2019-2020 Non-Ad Valorem Assessment Summary	20

Piney-Z
Community Development District

Operating Budget
Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APRIL-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES								
Interest - Investments	\$ 1,152	\$ 1,343	\$ 1,939	\$ 1,000	\$ 1,649	\$ 1,178	\$ 2,827	\$ 2,000
Interest - Tax Collector	-	-	357	-	589	-	589	-
Special Assmnts- Tax Collector	394,706	394,706	394,971	394,707	383,942	10,765	394,707	394,706
Special Assmnts- Discounts	(14,723)	(15,030)	(14,974)	(15,788)	(14,388)	-	(14,388)	(15,788)
Settlements	33,925	33,924	37,210	8,481	8,480	-	8,480	-
Other Miscellaneous Revenues	4,260	785	1,675	130	797	-	797	522
Access Cards	1,331	763	918	540	288	\$ 206	494	675
Pavilion Rental	240	320	1,340	400	1,320	\$ 943	2,263	1,000
Lodge Rental	10,895	13,225	13,434	13,500	14,330	-	14,330	16,000
Pool Rental	160	-	-	-	-	-	-	-
Insurance Reimbursements	-	28,730	(28,730)	-	-	-	-	-
TOTAL REVENUES	431,946	458,766	408,140	402,970	397,007	13,091	410,098	399,115
EXPENDITURES								
<i>Administrative</i>								
P/R-Board of Supervisors	16,600	8,600	4,600	9,000	1,800	5,000	6,800	8,000
FICA Taxes	1,270	658	352	689	138	383	521	612
ProfServ-Legal Services	24,000	24,042	24,117	24,000	14,000	10,000	24,000	24,000
ProfServ-Mgmt Consulting Serv	54,275	54,275	50,317	44,775	26,119	18,656	44,775	44,775
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,150	3,150	3,150	3,150	3,150	-	3,150	3,150
Postage and Freight	447	345	818	150	194	139	333	150
Insurance - General Liability	9,851	9,748	10,016	11,795	7,239	2,586	9,825	11,893
Printing and Binding	1,119	238	176	200	150	107	257	200
Legal Advertising	1,054	811	1,170	1,200	-	1,200	1,200	1,200
Miscellaneous Services	363	279	109	150	120	86	206	150
Misc-Assessmnt Collection Cost	11,399	11,390	11,400	11,841	11,087	323	11,410	11,841
Misc-Contingency	-	1,000	41	115	-	48	48	100

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APRIL-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Office Supplies	77	-	-	250	-	104	104	200
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	128,417	119,348	111,078	112,127	68,809	38,630	107,439	111,083
Field								
Contr-Landscape-Amenities Area	8,545	10,031	12,099	14,452	6,198	4,427	10,625	24,000
R&M-Trees and Trimming	1,385	2,500	2,500	3,000	-	1,250	1,250	3,000
Misc-Hurricane Expense	-	2,150	-	-	-	-	-	-
Misc-Contingency	5,779	5,377	3,260	4,000	-	1,667	1,667	4,000
Total Field	15,709	20,058	17,859	21,452	6,198	7,344	13,542	31,000
Parks and Recreation - General								
Payroll-Maintenance	7,263	7,805	7,946	6,495	6,235	2,760	8,995	6,820
Payroll-Administrative	51,908	47,765	47,115	47,262	29,482	20,280	49,762	49,625
Payroll-Other	-	-	-	-	-	-	-	1,000
FICA Taxes	4,527	4,479	1,467	4,112	2,732	1,763	4,495	4,395
Workers' Compensation	2,616	3,038	3,406	3,747	2,717	906	3,623	4,165
Contracts-Janitorial Services	3,250	2,505	2,160	2,340	1,310	936	2,246	2,340
Contracts-Security Services	3,557	1,846	1,655	1,480	585	418	1,003	1,305
Contracts-Fire Exting. Insp.	-	350	350	350	175	-	175	350
Contract-Copier Maintenance	-	-	137	100	201	144	345	250
Contract-Dumpster Rental	-	-	312	312	182	130	312	312
Contracts-Pest Control	-	-	499	498	423	302	725	498
Contracts-Fire Insp Sprinkler System	-	250	250	300	-	125	125	250
Contract-Website Hosting	-	-	-	97	-	40	40	326
Communication - Teleph - Field	-	100	90	100	100	-	100	120
Postage and Freight	-	40	-	50	-	21	21	55
Utility - General	15,116	15,504	15,551	16,500	8,075	5,768	13,843	17,000
Utility - Other	2,389	3,129	3,285	3,520	1,654	1,181	2,835	3,400
Electricity - Streetlighting	1,290	1,183	1,326	1,500	760	543	1,303	1,500
Utility - Irrigation	2,372	3,116	3,932	3,000	949	678	1,627	3,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APRIL-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Utility - Refuse Removal	1,372	1,007	1,144	1,200	682	487	1,169	1,250
Rental Dumpster	-	312	-	-	-	-	-	-
R&M-General	7,973	3,081	2,115	3,000	663	474	1,137	3,000
R&M-Electrical	-	440	390	400	14	10	24	425
R&M-Pest Control	858	858	-	-	-	-	-	-
R&M-Roof	-	75	-	300	-	125	125	1,035
R&M-Emergency& Disaster Relief	-	3,750	-	-	-	-	-	-
R&M-Fire Equipment	-	12	40	100	-	42	42	100
R&M-Flooring	-	1,236	-	1,360	-	567	567	1,360
R&M-Plumbing	-	11	3	250	66	47	113	250
R&M-Copier	-	82	-	-	-	-	-	-
Misc-Training	887	-	-	-	-	-	-	-
Misc-Hurricane Expense	6,057	-	-	-	-	-	-	-
Misc-Contingency	49	1,785	1,133	3,000	-	1,250	1,250	3,000
Misc-Information Technology	365	1,075	1,036	886	3,211	-	3,211	600
Misc-Mileage Reimbursement	-	303	336	450	144	188	332	400
Office Supplies	2,739	3,260	3,087	2,000	358	833	1,191	2,000
Supplies-Cleaning & Paper	-	504	261	400	144	167	311	400
Subscriptions and Memberships	750	-	-	1,000	-	417	417	-
Capital Outlay	13,380	4,287	(4,287)	-	-	-	-	-
Non-Capitalized New Equipment	-	4,335	4,287	-	-	-	-	-
Reserve - Lodge	-	-	-	-	-	-	-	8,016
Total Parks and Recreation - General	128,718	117,523	99,026	106,109	60,862	40,599	101,461	118,547

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APRIL-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<i>Swimming Pool</i>								
Payroll-Salaries	17,280	-	-	-	-	-	-	-
Payroll-Lifeguards	-	18,654	18,067	-	-	-	-	-
Payroll-Maintenance	5,519	11,784	11,591	15,154	4,175	10,979	15,154	15,912
Payroll-Administrative	6,803	11,621	6,249	6,752	3,637	3,115	6,752	7,090
Payroll-Pool Attendants	-	-	-	22,022	1,316	20,706	22,022	21,037
Payroll - Overtime	569	-	-	-	-	-	-	-
FICA Taxes	2,308	3,510	4,972	3,360	698	2,662	3,360	3,369
ProfServ-Pool Maintenance	6,000	1,500	-	-	-	-	-	-
Communication - Teleph - Field	147	102	473	715	473	338	811	780
R&M-General	1,848	140	218	500	16	208	224	400
R&M-Electrical	-	148	-	200	-	83	83	150
R&M-Pools	2,322	1,359	4,570	1,000	-	417	417	1,000
Misc-Licenses & Permits	275	250	250	250	250	104	354	250
Misc-Hurricane Expense	150	209	-	-	-	-	-	-
Misc-Contingency	1,440	2,284	3,426	3,000	1,825	1,250	3,075	3,000
Op Supplies - Pool Chemicals	2,665	2,568	2,242	3,275	730	1,365	2,095	3,000
Capital Outlay	4,273	-	-	-	-	-	-	-
Capital Outlay - Pool	-	-	51,893	-	-	-	-	-
Non-Capitalized New Equipment	-	3,904	-	-	-	-	-	-
Reserve - Pool	-	-	25,000	-	-	-	-	7,810
Reserves-Pool Pumps	-	-	-	4,700	-	-	-	-
<i>Total Swimming Pool</i>	51,599	58,033	128,951	60,928	13,120	41,227	54,347	63,798

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APRIL-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<i>Fitness Center</i>								
Payroll-Maintenance	1,873	988	1,282	2,165	946	1,219	2,165	2,273
Payroll-Administrative	983	2,286	3,084	6,751	1,818	4,933	6,751	7,088
FICA Taxes	218	289	275	682	211	471	682	716
Contracts-Janitorial Services	-	1,345	1,440	1,560	1,000	714	1,714	1,560
Contracts-Fitness Equipment	-	1,200	1,100	1,200	700	500	1,200	1,200
Contracts-Pest Control	-	-	214	215	73	52	125	215
R&M-General	626	65	291	400	-	167	167	400
R&M-Electrical	-	37	84	150	-	63	63	150
R&M-Equipment	2,863	-	735	1,500	55	625	680	1,250
Misc-Contingency	-	-	95	750	-	313	313	500
Supplies-Cleaning & Paper	-	614	234	750	302	216	518	600
Capital Outlay	4,993	-	-	-	-	-	-	-
Non-Capitalized New Equipment	-	9,064	-	-	-	-	-	-
Reserve-Equipment	-	-	-	-	-	-	-	2,500
Total Fitness Center	11,556	15,888	8,834	16,123	5,105	9,271	14,376	18,452
<i>Park & Grounds</i>								
Payroll-Maintenance	15,761	21,717	20,651	19,484	15,024	4,460	19,484	20,458
Payroll-Administrative	2,085	3,899	6,023	6,752	3,637	3,115	6,752	7,090
Payroll - Overtime	569	-	-	-	-	-	-	-
FICA Taxes	1,409	2,150	1,754	2,007	1,428	579	2,007	2,107
Contracts-Janitorial Services	-	1,150	1,200	1,300	270	193	463	1,300
Contracts-Roof	-	-	75	145	-	-	-	300
Contracts-Pest Control	-	-	145	325	73	52	125	145
R&M-General	1,750	1,428	446	1,750	738	527	1,265	1,500
R&M-Electrical	-	359	81	400	29	21	50	200
R&M-Irrigation	-	1,244	875	1,250	-	521	521	1,000
R&M-Vegetation Removal	-	-	-	6,000	-	2,500	2,500	-
R&M-Backflow Inspection	-	315	315	316	-	132	132	315

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU APRIL-2019	PROJECTED MAY- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Misc-Hurricane Expense	604	10,304	-	-	2,350	-	2,350	-
Misc-Contingency	2,843	157	5,620	2,000	850	607	1,457	2,500
Supplies-Cleaning & Paper	-	185	66	225	85	61	146	250
Capital Outlay	4,101	-	-	-	-	-	-	-
Non-Capitalized New Equipment	-	1,683	-	3,000	-	3,000	3,000	-
Reserve-Gutters	-	-	-	4,250	-	-	-	-
Reserve-Mulch	-	-	-	2,250	3,250	-	3,250	2,000
Reserve - Parking Lot	-	-	-	29,000	44,695	-	44,695	1,200
Reserve - Pavilion	-	-	-	-	-	-	-	12,000
Reserve - Playground Equip	-	-	-	-	-	-	-	2,500
Reserve - Irrigation System	-	-	-	-	-	-	-	500
Total Park & Grounds	29,122	44,591	37,251	80,454	72,429	15,768	88,197	55,365
Reserves								
Reserve - CDD Amenity	-	-	-	5,777	-	-	-	869
Total Reserves	-	-	-	5,777	-	-	-	869
TOTAL EXPENDITURES & RESERVES	365,121	375,441	402,999	402,970	226,523	152,840	379,363	399,115
Excess (deficiency) of revenues								
Over (under) expenditures	66,825	83,325	5,141	-	170,484	(139,748)	30,736	-
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-	-
Net change in fund balance	66,825	83,325	5,141	-	170,484	(139,748)	30,736	-
FUND BALANCE, BEGINNING	144,290	211,115	294,440	299,581	299,581	-	299,581	330,317
FUND BALANCE, ENDING	\$ 211,115	\$ 294,440	\$ 299,581	\$ 299,581	\$ 470,065	\$ (139,748)	\$ 330,317	\$ 330,317

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 330,317
Net Change in Fund Balance - Fiscal Year 2020	-
Reserves - Fiscal Year 2020 Additions	37,395
Total Funds Available (Estimated) - 9/30/2020	367,712

ALLOCATION OF AVAILABLE FUNDS***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital		99,779 ⁽¹⁾
Contribution CDD Amenity prior years	58,077	-
Contribution CDD Amenity FY 2020	869 <u>58,946</u>	-
Reserve - Lodge prior years	7,050	
Reserve - Lodge FY 2020	8,016 <u>15,066</u>	
Reserve - Park prior years	7,726	
Reserve - Park FY 2020	- <u>7,726</u>	
Reserve - Equipment prior years	-	
Reserve - Equipment FY 2020	2,500 <u>2,500</u>	
Reserve - Parking Lot prior years	-	
Reserve - Parking Lot FY 2020	1,200 <u>1,200</u>	
Reserve - Pool prior years	-	
Reserve - Pool FY 2020	7,810 <u>7,810</u>	
Reserve - Pool Equipment prior years	4,170	

PINEY-Z

Community Development District

Reserve - Pool Equipment FY 2020	-	<u>4,170</u>	
Reserve - Pool Filters prior years	1,000		
Reserve - Pool Filters FY 2020	-	<u>1,000</u>	
Reserve - Pool Pumps prior years	8,000		
Reserve - Pool Pumps FY 2020	-	<u>8,000</u>	
Reserve - Mulch prior years	-		
Reserve - Mulch FY 2020	2,000	<u>2,000</u>	
Reserve - Playground Equipment prior years	-		
Reserve - Playground Equipment FY 2020	2,500	<u>2,500</u>	
Reserve - Irrigation System prior years	-		
Reserve - Irrigation System FY 2020	500	<u>500</u>	
			111,418
	Subtotal		<u>211,197</u>

Total Allocation of Available Funds	211,197
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Total Unassigned (undesignated) Cash	<u>\$ 156,515</u>
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative

Fiscal Year 2020

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.

Miscellaneous Revenues (369900-3000)

Leon County Supervisor of Elections use of the lodge for voting, pass holder fees, etc.

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.

Budget Narrative

Fiscal Year 2020

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. The budget is based on this year's premium plus 15% anticipated cost increase.

Budget Narrative

Fiscal Year 2020

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.

Budget Narrative

Fiscal Year 2020

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, irrigation repairs, 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.

Payroll - Administrative (512009-57201)

Compensation of one full time CDD Manager.

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 15% 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).

Budget Narrative

Fiscal Year 2020

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.

Contracts - Fire Inspection Sprinkler System (534165-57201)

Inspection of 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.

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 2020

Expenditures – Parks and Recreation - General (continued)**Utility - Irrigation (543014-57201)**

City of Tallahassee charges for irrigation water and pool.

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.

Budget Narrative

Fiscal Year 2020

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, sanding and staining of main floor, re-roof of lodge, re-paint of iron, replacement of HVAC unit and replacement of kitchen appliance.

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 – Pool Attendants (512005-57205)

Compensation of pool attendants (\$10.50 per hour).

Payroll - Maintenance (512006-57205)

Compensation of one part-time Buildings and Grounds Manager.

Payroll - Administrative (512009-57205)

Compensation of one full time CDD Manager.

FICA Taxes (521001-57205)

Payroll tax for above.

Communication - Telephone-Field (541005-57205)

TracFone for attendant station; dedicated 911 phone.

Budget Narrative

Fiscal Year 2020

Expenditures – Swimming Pool (continued)**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, 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.

Reserves - Pool Renovation (TBD)

For renovation of the pool.

Budget Narrative

Fiscal Year 2020

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.

Payroll - Administrative (512009-57214)

Compensation of one full time CDD Manager.

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 fitness center.

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.

Budget Narrative

Fiscal Year 2020

Expenditures – Fitness Center (Continued)**Supplies - Cleaning and Paper (552083-57214)**

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

Reserve - Equipment (568073-57214)

Purchase of exercise pieces for gym.

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.

Payroll - Administrative (512009-57240)

Compensation of one full time CDD Manager.

FICA Taxes (521001-57240)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of pavilion restrooms, in season.

Contracts- Pest Control (534125-57214)

Quarterly treatment of the pavilion.

Budget Narrative

Fiscal Year 2020

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 - Mulch (568109-57214)

Playground Mulch.

Reserves - Parking Lots (568117-57214)

For repair of all asphalt lots.

Reserves – Playground Equipment (568122-57214)

For repair or replacement of playground equipment.

Reserves – Irrigation System (568098-57214)

For repair or replacement of irrigation system.

Piney-Z
Community Development District

Supporting Budget Schedules
Fiscal Year 2020

Comparison of Non-Ad Valorem Assessment Rates Fiscal Year 2020 vs Fiscal Year 2019

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2020	FY2019	Percent Change	FY2020	FY2019	Percent Change	FY2020	FY2019	Percent Change	FY2020	FY2019	Percent Change
36	28	\$522.79	\$522.79	0.00%	\$0.00	\$75.51	-100.00%	\$0.00	\$47.90	-100.00%	\$522.79	\$646.21	-19.10%
40	104	\$522.79	\$522.79	0.00%	\$0.00	\$83.91	-100.00%	\$0.00	\$53.75	-100.00%	\$522.79	\$660.45	-20.84%
50	291	\$522.79	\$522.79	0.00%	\$0.00	\$115.14	-100.00%	\$0.00	\$66.53	-100.00%	\$522.79	\$704.46	-25.79%
60	62	\$522.79	\$522.79	0.00%	\$0.00	\$115.14	-100.00%	\$0.00	\$79.83	-100.00%	\$522.79	\$717.76	-27.16%
75	183	\$522.79	\$522.79	0.00%	\$0.00	\$157.33	-100.00%	\$0.00	\$99.79	-100.00%	\$522.79	\$779.91	-32.97%
90	67	\$522.79	\$522.79	0.00%	\$0.00	\$188.79	-100.00%	\$0.00	\$123.61	-100.00%	\$522.79	\$835.19	-37.40%
65	8	\$522.79	\$522.79	0.00%	\$0.00	\$117.47	-100.00%	\$0.00	\$0.00	n/a	\$522.79	\$640.26	-18.35%
50 gar	12	\$522.79	\$522.79	0.00%	\$0.00	\$117.47	-100.00%	\$0.00	\$9.08	-100.00%	\$522.79	\$649.34	-19.49%
	755												

6A.

RESOLUTION 2019-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2020 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 2020, 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 2020, as may have been amended by the Board at the May 20, 2019 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 22, 2019
Hour: 6:00 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 20th day of May, 2019.

Geraldine Cashin
Chair

Bob Nanni
Secretary

Seventh Order of Business

Piney-Z Community Development District
CDD Manager's Report
May 9, 2019 for
Meeting of May 20, 2019

LODGE/GARAGE

- DVR and 6 digital cameras destroyed in lightning strike of April 25. Working on insurance claim; deductible will be \$1,000.
- received bid of \$1,130.40 to harden further these lightning targets. We intend to proceed with this work.

FITNESS CENTER

- nothing of note to report

PAVILION

- solicited “guide” estimate of cost to renovate, as discussed during consideration of FY 2020 budget on March 25, 2019. Estimate is \$75,000

POOL

- season got underway on April 27. As of this writing we have had 369 sign-ins and processed 207 waivers.
- orientation of pool attendants conducted on April 10. Three attendants sent to Red Cross for CPR-AED training and certification.

PLAYGROUND

- early April gathering resulted in destruction of the Rosemary White plaque.
DOES BOARD WANT THIS REPLACED? Cost estimate of \$250

PARK AND GROUNDS

- asphalt warranty items addressed in early May
- former lawn care contractor refused to return after 30 day notice that it had been replaced. Rainbow began its contract the second week of April. Contract included herewith.

GENERAL

- ADA work on website completed.
- completed draft of FY 2020 budget, with 29 changes made since March 25, 2019 meeting.
- camera footage provided to TPD on April 23 regarding apparent “staging area” set up in pool lot, from which 6 or so individuals with back packs appeared to spread out around the neighborhood for about 40 minutes.

■ Updates since publication	TBD
■ Paid rental reservations booked in March	13
Rental fees banked in March	\$2,760
 Paid rental reservations booked in April	 7
Rental fees banked in April	\$1,690
 Rental reservations booked in calendar 2019:	 34
Rental fees banked in calendar 2019:	\$8,123

N.B. March event figure of 13 takes into account one cancellation (Ichite)

March income figure of \$2,760 takes into account one cancellation totaling \$500

Calendar 2019 event figure of 34 takes into account one January event cancellation (Edington) made in April

Calendar 2019 fees banked figure of \$8,123 takes into account one January event cancellation (\$280) made in April

**AGREEMENT BETWEEN PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT
AND
RAINBOW IRRIGATION AND OUTDOOR SERVICES**

This Contract Agreement is made this 8th day of April, 2019, between the **PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located at 950 Piney-Z Plantation Road, Tallahassee, Florida 32311 (hereinafter "District"), and **RAINBOW IRRIGATION AND OUTDOOR SERVICES**, located at 3180 Olson Road, Tallahassee, Florida 32308 (hereinafter "Contractor").

District owns, or has contract to perform services on, the property located at 950 Piney-Z Plantation Road, Tallahassee, Florida, 32311, and on the approximate 5,460 square foot playground immediately south, and desires to have Contractor perform services described herein. Contractor agrees to perform these services for District under the terms and conditions set forth in this Contract. In consideration of the mutual promises set forth herein, it is agreed by and between the Parties:

1. Scope of Services and Compensation

District agrees to pay Contractor, and Contractor agrees to perform, certain landscape maintenance services pursuant to **Exhibit A**. The contract price is \$23,794.76, as follows:

Weekly mowing, weeding, trimming, etc.	\$ 16,900.00
Twice yearly application of pine straw	\$ 5,030.00
Twice yearly planting of flowers in front of lodge	\$ 250.00
Twice yearly fertilization	\$ 1,614.76

Invoices shall be submitted monthly for work completed.

2. Term of Agreement

This agreement shall commence on April ~~29~~^{11 day}, 2019 and conclude on April ~~28~~^{10 day}, 2020 unless automatically renewed. It may be terminated by either party with 30 days written notice.

3. Warranties by Contractor

Contractor represents and warrants to the District that it has the experience and ability to perform the services required by this agreement; that it will perform said services in a professional and competent manner; and that it has the power to enter into and perform this agreement.

4. Independent Contractor

Contractor acknowledges that the services rendered under this agreement shall be solely as an

independent contractor.

5. Non-Disclosure and Contact Person

Contractor agrees that upon the termination of this agreement it will turn over to the District all documents, papers, and other matter in its possession or control that relate to the District.

Contractor's primary contact person for services provided under this agreement shall be the District's Buildings and Grounds Manager.

6. Insurance

Contractor shall provide insurance and protection from claims set forth below, which may arise out of or result from Contractor's performance of the work and the Contractor's other obligations under the Contract Documents, whether it is to be performed by the Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the work, or by anyone for whose acts any of them may be liable:

- a. claims under workers' compensation, disability benefits, and other similar employee benefit acts;
- b. claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
- c. claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
- d. claims for damages insured by reasonably available personal injury liability coverage which are sustained:
 - i. by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or
 - ii. by any other person for any other reason;
- e. claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; and
- f. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

Minimum policy limits shall be maintained as follow:

General Liability:	\$ 1,000,000 Each Occurrence
	\$ 2,000,000 General Aggregate
Worker's Compensation:	\$ 100,000 Each Accident

7. Indemnity of District

Contractor hereby agrees to indemnify and hold harmless and defend, the District, its officers, directors, employees and agent from and against all claims, causes of action, lawsuits, damages, losses and expenses, whether direct or indirect or consequential, including but not limited to bodily injury, sickness, disease or death, personal injury, or injury to or destruction of real or tangible property, including loss of use, to the extent such claims arise out of or relate to or in any other person or organization employed by the Contractor, negligent or reckless acts or errors or omissions, or wrongful or willful misconduct during the performance of the Work. The Contractor shall also pay any claim, damage, loss or expense attributable to

the negligent failure, neglect or refusal of the Contractor to perform faithfully services required in this Contract, to the extent that any such claim, damage, loss or expense is caused by the Contractor, any subcontractor or any other person or organization employed by the Contractor to perform or furnish any of the services required by the Contract or anyone for whose acts any of them may be liable. This indemnity shall include but not be limited to, reasonable charges of engineers, attorneys, legal assistants, and other professionals, and the costs of both defense and appeal in a court of law, or arbitration, or other tribunal for any reason.

8. Attorneys' Fees

Should litigation be commenced between the Parties concerning this Contract, or the rights and duties of either party in relation to this Contract, the prevailing party shall be entitled to collect from the non-prevailing party all of its costs in such action, including attorneys' fees together with all additional costs incurred in enforcing or collecting any judgment rendered, in addition to any other relief as may be granted by the court.

9. Public Records

Pursuant to Section 119.0701, Florida Statutes:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT INFRAMARK, SANDRA.DEMARCO@INFRAMARK.COM, 954-753-5841, 210 NORTH UNIVERSITY DRIVE, SUITE 702, CORAL SPRINGS, FL 33071.

The contractor shall comply with Chapter 119, Florida Statutes, in regard to public records laws, specifically to:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency 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 this chapter or as otherwise provided by law.
- c. 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 contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt for public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Failure to provide the public records to the public agency within a reasonable time may subject the contractor to penalties under s. 119.10 and s. 119.0701(4), Florida Statutes.

Gregory Bostwick
Rainbow Irrigation and Outdoor Services
By: Greg Bostwick
Its: President
Date: 04/08/19

Ann Pincus
Piney-Z Community Development District
By: Ann Pincus
Its: Assistant Secretary
Date: 04-08-2019

EXHIBIT A

-- weekly mowing, weather permitting, of lawn/grass areas with a mower blade to a height of no more than 4 inches. Reasonable precautions to prevent scalping of uneven areas must be taken. Areas which cannot be serviced with a mower should be so with a weed eater

-- pine needles, leaves and grass clippings are to be mulched in order to achieve a manicured appearance

-- all vines from trees and shrubs are to be taken down and removed from the property

-- all defined beds and mulched playground walkways are to be weeded during each visit, by pulling or by herbicide

-- hedging to a height agreed upon between the Buildings and Grounds Manager and the vendor is to be done as needed during each visit

-- flower beds and all hardscaped areas, such as sidewalks and parking lots, are to be edged at each visit

-- litter and trash are to be picked up, not mowed over, and properly disposed of at each visit

-- all yard waste is to be removed from the property at each visit

-- blowing of the pavilion floor, pool deck, gazebos and all hardscaped areas, such as sidewalks and parking lots, is to be done at each visit

-- fertilization (slow release) of all shrubs, beds and turf, including special fertilizer for the azalea beds, is to be done twice yearly

-- installation of pine straw in all beds, edged to present a manicured appearance, is to be done twice yearly

-- planting of four-inch annuals around the lodge is to be done twice yearly. The beds must be raised slightly to accommodate drainage.

-- all work done inside the pool fence is to be *completed* prior to 8:45 AM

-- ideally service will be provided on Thursday mornings, to ensure that the property is in its best condition for those days of the week on which the greatest number of residents is able to use the amenities

Contractor will be responsible for any damage it causes while on the property.



Eighth Order of Business

8A.



MARK S. EARLEY
SUPERVISOR OF ELECTIONS
LEON COUNTY, FLORIDA

April 15, 2019

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, 2019. The voter registration total that you requested is as follows:

Piney-Z CDD: 1,397 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