

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**SEPTEMBER 23, 2019**

**AGENDA PACKAGE**

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**Piney-Z Community Development District**  
**Inframark, Infrastructure Management Services**  
210 North University Drive, Suite 702 • Coral Springs, Florida 33071  
Telephone: (954) 603-0033 • Fax: (954) 345-1292

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September 12, 2019

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, September 23, 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. The Chair's Perspective**
- 5. Approval of the Minutes of the July 22, 2019 Meeting**
- 6. Acceptance of the July and August, 2019 Financial Statements and Approval of the Check Registers and Invoices**
- 7. CDD Manager's Report**
- 8. District Manager's Report**
- 9. New Business**
- 10. District Attorney's Report**
  - A. Amendments to Rules of Procedure
  - B. Amendments to Amenities Rules
- 11. Supervisor Requests**
  - A. Attorney Communications (Pincus)
  - B. Duties and Authorities of Board Members (Hudson)
  - C. Thermal Blankets for Pool (Kirby)
  - D. Document Reconciliation (Kirby)
- 12. 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

## **Fifth 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, July 22, 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
Chris Lyon	District Counsel
Melinda Parker	CDD Manager
Rick Evans	Buildings & Grounds Manager
Residents	

*The following is a summary of the discussions and actions taken at the July 22, 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)**

Hearing none, the next item followed.

ON MOTION by Ms. Hudson seconded by Mr. Kirby, with all in favor, the regular meeting was closed.
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**FOURTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of the Budget for Fiscal Year 2020 and Levy of Non-Ad Valorem Assessments**

On MOTION by Ms. Hudson seconded by Ms. Pincus, with all in favor, the public hearing was opened.

**A. Consideration of Resolution 2019-4, Annual Appropriation and Adoption of the Budget**

- Ms. Cashin noted the bonds are paid off and that everyone within the community will pay the same assessment, \$522.79.
- Ms. Parker reviewed the FY 2020 budget.
  - The next major project is the pavilion bathrooms.
- Mr. Lyon read Resolution 2019-4 by title.

On MOTION by Ms. Hudson seconded by Mr. Kirby, Resolution 2019-4 the annual appropriation resolution of the Piney-Z Community Development District (the “District”) relating to the annual appropriations and adopting the budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020 was adopted, as amended, with votes as follows:

**Cheryl Hudson - Aye**

**Ann Pincus – Aye**

**Philip Wilcox – Aye**

**Art Kirby – Aye**

**Gerry Cashin - Aye**

**B. Consideration of Resolution 2019-5, Levy of Non-Ad Valorem Maintenance Assessments**

- Mr. Lyon read Resolution 2019-5 by title.

Ms. Pincus MOVED to adopt Resolution 2019-5 a resolution of the Board of Supervisors of the Piney-Z Community Development District imposing special assessments and certifying an assessment roll; providing a severability clause; and providing an effective date and Ms. Hudson seconded the motion.

- Mr. Wilcox inquired if they need to state the amount of the assessment.
  - Ms. Cashin noted the highwater budget was sent to Leon County.

The motion on Resolution 2019-5 was adopted with votes as follows:

**Cheryl Hudson - Aye**

**Ann Pincus – Aye**

**Philip Wilcox – Aye**

**Art Kirby – Aye**

**Gerry Cashin - Aye**

On MOTION by Ms. Hudson seconded by Ms. Pincus, with all in favor, the public hearing was closed, and the regular meeting opened.

#### **FIFTH ORDER OF BUSINESS**

#### **Approval of Minutes of the May 20, 2019 Meeting**

On MOTION by Mr. Kirby seconded by Ms. Pincus, the May 20, 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 May and June 2019 Financial Statements and Approval of the Check Registers and Invoices**

Ms. Pincus MOVED to approve the May and June 2019 financial statements, check registers and invoices and Ms. Hudson seconded the motion.

- Ms. Hudson asked about the payment to Florida Department of Law Enforcement.
  - Ms. Parker noted it was background checks for the two new pool attendants. The cost is \$24 per person.

The MOTION was 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**

- Ms. Parker reported the pool rental they discussed at the last meeting fell through as a result of the decision to charge \$100 per attendant.
- Discussion followed on the charge for pool attendants and evening [after hours] pool rentals.
  - The consensus of the Board is to continue with the \$100 per attendant charge for evening pool rentals.
- Through yesterday they have had 4,822 people through the pool.
- The insurance settlement has been received for the April lightning strike.
- Mr. Evans addressed re-plumbing the supply line to the pool, which allows for faster filling of the pool.
- Ms. Parker noted Mr. Lyon’s law firm, in celebration of its 25<sup>th</sup> anniversary, donated 25,000 meals to Florida’s food banks.
- Discussion followed on two women accessing the pool after hours and “swimming with the dolphin”.
- Discussion followed on camera enhancement for the parking lot.

Mr. Kirby MOVED to approve an amount not to exceed \$3,000 for camera enhancements, specific to but not limited to the pool parking lot, and Ms. Pincus seconded the motion.

The MOTION 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. Meeting Schedule for FY 2020**

- Ms. Cashin distributed a proposed meeting schedule for FY 2020.
  - November 25, 2019
  - January 27, 2020
  - March 30, 2020
  - May 18, 2020
  - July 27, 2020
  - September 28, 2020

Ms. Hudson MOVED to approve the meeting schedule for FY 2020 and Mr. Wilcox seconded the motion.
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- Mr. Kirby addressed his concern that 60 days between meetings does not give them the time to respond to issues as they arise.
- Ms. Cashin noted her observation is to the contrary. They have one more meeting of the third cycle of the six meetings per year and they have not had any real issues.

The motion was approved with votes as follows: <b>Cheryl Hudson - Aye</b> <b>Ann Pincus – Aye</b> <b>Philip Wilcox – Aye</b> <b>Art Kirby - Nay</b> <b>Gerry Cashin - Aye</b>
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**NINTH ORDER OF BUSINESS**

**New Business**

**A. Response from Inframark Regarding Fee Reduction Request**

- Ms. Cashin addressed the request to Inframark for a fee reduction with the payoff of the bonds, noting she has not received a response from Mr. Koncar.
- Discussion followed on the pavilion quotes, with it being noted that the \$70,000 includes all work that could be done.



- Mr. Kirby noted that all the things listed have been mentioned over the past year and can be prioritized. He suggested bidding out the components and setting up a budget schedule.
- Ms. Cashin addressed the bathrooms being a priority.
- Mr. Evans noted his priority would be to stop the water from getting in, which would be caulking and repainting the shell of the building, then moving to the bathrooms, followed by the aesthetic items, such as the girders.
- Mr. Kirby inquired if there is a clear idea of any “behind the wall” infrastructure issues that need to be dealt with before any remodeling.
- Mr. Evans noted we had a roof leak over the women’s bathroom that was repaired last week. He believes a small portion of the ceiling and wall will need to be cut out and replaced.

Mr. Kirby MOVED to bid the project as outlined. The motion died for lack of a second.

- Ms. Cashin reviewed the \$74,676 quote.

Ms. Hudson MOVED to get bids for the pavilion caulking and repainting for shell of the building, the bathrooms and water fountain, Ms. Pincus seconded the motion.

- Discussion followed on bathroom flooring.

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

## TENTH ORDER OF BUSINESS

## Supervisor Requests

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**District Attorney's Report**

**A. Preliminary Discussion of Schedule to Amend Rules of Procedure**

**B. Preliminary Discussion of Schedule to Amend Amenities Rules**

- Ms. Parker distributed a packet for the amenity rules and rules of procedure.
- This item will be reviewed in September and setting a public hearing on both for November.
- President inquired if there is a new exercise class at the pavilion.
  - Discussion followed on the difference between a rental and general use of the pavilion.
- Ms. Parker addressed Mr. Kirby's comment about doing everything right the first time, noting she agrees.
- Ms. Parker shared comments from a former resident who returned her fobs today, noting the comments included how clean the pool is.

**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 7:16 p.m.

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Bob Nanni  
Secretary

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Geraldine Cashin  
Chair

## **Sixth Order of Business**

# **PINEY-Z**

Community Development District

*Financial Report*

*July 31, 2019*

**Prepared by**



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**PINEY-Z**

Community Development District

**Financial Statements**

(Unaudited)

July 31, 2019

**Balance Sheet**

July 31, 2019

<b>ACCOUNT DESCRIPTION</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>	
Cash - Checking Account	\$ 58,221
Cash On Hand/Petty Cash	250
Investments:	
Money Market Account	358,018
Prepaid Items	455
<b>TOTAL ASSETS</b>	<b>\$ 416,944</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 7,416
Accrued Expenses	2,110
<b>TOTAL LIABILITIES</b>	<b>9,526</b>
<b><u>FUND BALANCES</u></b>	
<b>Nonspendable:</b>	
Prepaid Items	455
<b>Assigned to:</b>	
Operating Reserves	100,459
Reserves - CDD Amenity	58,077
Reserves-Lodge	7,050
Reserves-Pool Equipment	4,170
Reserves-Pool Filters	1,000
Reserves-Pool Pumps	8,000
<b>Unassigned:</b>	228,207
<b>TOTAL FUND BALANCES</b>	<b>\$ 407,418</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 416,944</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 1,000	\$ 833	\$ 2,399	\$ 1,566
Interest - Tax Collector	-	-	612	612
Special Assmnts- Tax Collector	394,707	394,707	394,517	(190)
Special Assmnts- Discounts	(15,788)	(15,788)	(14,388)	1,400
Settlements	8,481	8,481	8,480	(1)
Other Miscellaneous Revenues	130	108	1,868	1,760
Access Cards	540	450	1,008	558
Pavilion Rental	400	333	1,400	1,067
Lodge Rental	13,500	11,250	17,173	5,923
<b>TOTAL REVENUES</b>	<b>402,970</b>	<b>400,374</b>	<b>413,069</b>	<b>12,695</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	9,000	7,500	3,000	4,500
FICA Taxes	689	574	230	344
ProfServ-Legal Services	24,000	20,000	20,000	-
ProfServ-Mgmt Consulting Serv	44,775	37,313	37,313	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	150	125	262	(137)
Insurance - General Liability	11,795	11,795	9,824	1,971
Printing and Binding	200	167	181	(14)
Legal Advertising	1,200	1,000	226	774
Miscellaneous Services	150	125	215	(90)
Misc-Assessmnt Collection Cost	11,841	11,841	11,404	437
Misc-Contingency	115	96	-	96
Office Supplies	250	208	-	208
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>112,127</b>	<b>98,706</b>	<b>90,617</b>	<b>8,089</b>
<b><u>Field</u></b>				
Contr-Landscape-Amenities Area	14,452	12,043	10,548	1,495
R&M-Trees and Trimming	3,000	2,500	1,500	1,000
Misc-Contingency	4,000	3,333	930	2,403
<b>Total Field</b>	<b>21,452</b>	<b>17,876</b>	<b>12,978</b>	<b>4,898</b>



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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Parks and Recreation - General</u></b>				
Payroll-Maintenance	6,495	5,413	7,151	(1,738)
Payroll-Administrative	47,262	39,385	43,119	(3,734)
FICA Taxes	4,112	3,427	3,846	(419)
Workers' Compensation	3,747	3,747	3,622	125
Contracts-Janitorial Services	2,340	1,950	1,810	140
Contracts-Security Services	1,480	1,233	1,340	(107)
Contracts-Fire Exting. Insp.	350	292	350	(58)
Contract-Copier Maintenance	100	83	302	(219)
Contract-Dumpster Rental	312	260	260	-
Contracts-Pest Control	498	415	496	(81)
Contracts-Fire Insp Sprinkler System	300	-	250	(250)
Contract-Website Hosting	97	81	-	81
Communication - Teleph - Field	100	83	100	(17)
Postage and Freight	50	42	-	42
Utility - General	16,500	13,750	13,969	(219)
Utility - Other	3,520	2,933	2,406	527
Electricity - Streetlighting	1,500	1,250	1,086	164
Utility - Irrigation	3,000	2,500	1,969	531
Utility - Refuse Removal	1,200	1,000	978	22
R&M-General	3,000	2,500	768	1,732
R&M-Electrical	400	333	350	(17)
R&M-Roof	300	250	-	250
R&M-Fire Equipment	100	83	-	83
R&M-Flooring	1,360	1,133	-	1,133
R&M-Plumbing	250	208	66	142
Misc-Contingency	3,000	2,500	1,238	1,262
Misc-Information Technology	886	738	3,211	(2,473)
Misc-Mileage Reimbursement	450	375	251	124
Office Supplies	2,000	1,667	961	706
Supplies-Cleaning & Paper	400	333	217	116
Subscriptions and Memberships	1,000	833	-	833
<b>Total Parks and Recreation - General</b>	<b>106,109</b>	<b>88,797</b>	<b>90,116</b>	<b>(1,319)</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Swimming Pool</u></b>				
Payroll-Maintenance	15,154	12,628	10,277	2,351
Payroll-Administrative	6,752	5,627	5,455	172
Payroll-Pool Attendants	22,022	18,352	12,843	5,509
FICA Taxes	3,360	2,800	2,186	614
Communication - Teleph - Field	715	596	636	(40)
R&M-General	500	417	156	261
R&M-Electrical	200	167	-	167
R&M-Pools	1,000	833	105	728
Misc-Licenses & Permits	250	250	250	-
Misc-Contingency	3,000	2,500	2,649	(149)
Op Supplies - Pool Chemicals	3,275	2,729	884	1,845
Reserves-Pool Pumps	4,700	-	-	-
<b>Total Swimming Pool</b>	<b>60,928</b>	<b>46,899</b>	<b>35,441</b>	<b>11,458</b>
<b><u>Fitness Center</u></b>				
Payroll-Maintenance	2,165	1,804	1,231	573
Payroll-Administrative	6,751	5,626	2,727	2,899
FICA Taxes	682	568	303	265
Contracts-Janitorial Services	1,560	1,300	1,250	50
Contracts-Fitness Equipment	1,200	1,000	1,000	-
Contracts-Pest Control	215	179	109	70
R&M-General	400	333	209	124
R&M-Electrical	150	125	14	111
R&M-Equipment	1,500	1,250	130	1,120
Misc-Contingency	750	625	-	625
Supplies-Cleaning & Paper	750	625	501	124
<b>Total Fitness Center</b>	<b>16,123</b>	<b>13,435</b>	<b>7,474</b>	<b>5,961</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Park &amp; Grounds</u></b>				
Payroll-Maintenance	19,484	16,237	19,782	(3,545)
Payroll-Administrative	6,752	5,627	5,455	172
FICA Taxes	2,007	1,673	1,931	(258)
Contracts-Janitorial Services	1,300	1,083	890	193
Contracts-Roof	145	121	-	121
Contracts-Pest Control	325	271	109	162
R&M-General	1,750	1,458	1,810	(352)
R&M-Electrical	400	333	29	304
R&M-Irrigation	1,250	1,042	2,225	(1,183)
R&M-Vegetation Removal	6,000	5,000	-	5,000
R&M-Backflow Inspection	316	263	355	(92)
Misc-Hurricane Expense	-	-	2,350	(2,350)
Misc-Contingency	2,000	1,667	1,004	663
Supplies-Cleaning & Paper	225	188	126	62
Non-Capitalized New Equipment	3,000	-	-	-
Reserve-Gutters	4,250	-	7,726	(7,726)
Reserve-Mulch	2,250	-	3,250	(3,250)
Reserve - Parking Lot	29,000	-	44,695	(44,695)
<b>Total Park &amp; Grounds</b>	<b>80,454</b>	<b>34,963</b>	<b>91,737</b>	<b>(56,774)</b>
<b><u>Reserves</u></b>				
Reserve - CDD Amenity	5,777	-	-	-
<b>Total Reserves</b>	<b>5,777</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>402,970</b>	<b>300,676</b>	<b>328,363</b>	<b>(27,687)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	99,698	84,706	(14,992)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interfund Transfer - In	-	-	23,131	23,131
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>23,131</b>	<b>23,131</b>
Net change in fund balance	\$ -	\$ 99,698	\$ 107,837	\$ 8,139
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>299,581</b>	<b>299,581</b>	<b>299,581</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 299,581</b>	<b>\$ 399,279</b>	<b>\$ 407,418</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 50	\$ 41	\$ 73	\$ 32
Special Assmnts- Tax Collector	55,899	55,899	55,876	(23)
Special Assmnts- Discounts	(2,236)	(2,236)	(2,038)	198
<b>TOTAL REVENUES</b>	<b>53,713</b>	<b>53,704</b>	<b>53,911</b>	<b>207</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Trustee Fees	3,502	3,502	-	3,502
Misc-Assessmnt Collection Cost	1,677	1,677	1,615	62
<b>Total Administration</b>	<b>5,179</b>	<b>5,179</b>	<b>1,615</b>	<b>3,564</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	60,000	60,000	55,000	5,000
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	3,000	3,000	2,875	125
<b>Total Debt Service</b>	<b>63,000</b>	<b>63,000</b>	<b>62,875</b>	<b>125</b>
<b>TOTAL EXPENDITURES</b>	<b>68,179</b>	<b>68,179</b>	<b>64,490</b>	<b>3,689</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(14,466)	(14,475)	(10,579)	3,896
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Operating Transfers-Out	-	-	(8,239)	(8,239)
Contribution to (Use of) Fund Balance	(14,466)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(14,466)</b>	<b>-</b>	<b>(8,239)</b>	<b>(8,239)</b>
Net change in fund balance	\$ (14,466)	\$ (14,475)	\$ (18,818)	\$ (4,343)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>18,818</b>	<b>18,818</b>	<b>18,818</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 4,352</b>	<b>\$ 4,343</b>	<b>\$ -</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 100	\$ 83	\$ 324	\$ 241
Special Assmnts- Tax Collector	82,500	82,500	82,460	(40)
Special Assmnts- Discounts	(3,300)	(3,300)	(3,007)	293
<b>TOTAL REVENUES</b>	<b>79,300</b>	<b>79,283</b>	<b>79,777</b>	<b>494</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
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	2,384	91
<b>Total Administration</b>	<b>7,875</b>	<b>7,875</b>	<b>2,384</b>	<b>5,491</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	185,000	185,000	185,000	-
Interest Expense	7,863	7,863	7,863	-
<b>Total Debt Service</b>	<b>192,863</b>	<b>192,863</b>	<b>192,863</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>200,738</b>	<b>200,738</b>	<b>195,247</b>	<b>5,491</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(121,438)	(121,455)	(115,470)	5,985
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Operating Transfers-Out	-	-	(14,893)	(14,893)
Contribution to (Use of) Fund Balance	(121,438)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(121,438)</b>	<b>-</b>	<b>(14,893)</b>	<b>(14,893)</b>
Net change in fund balance	\$ (121,438)	\$ (121,455)	\$ (130,363)	\$ (8,908)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>130,363</b>	<b>130,363</b>	<b>130,363</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 8,925</b>	<b>\$ 8,908</b>	<b>\$ -</b>	

# **FINANCIALS (2)**

## MEMORANDUM

**TO: Board of Supervisors, Piney-Z CDD**  
**FROM: Sonia Rowley, District Accountant**  
**CC: Bob Nanni, District Manager**  
**DATE: September 4, 2019**  
**SUBJECT: August Financials**

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Please find attached the August 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](mailto:sonia.rowley@inframark.com).

### General Fund

#### Fund Balance

- Assigned Reserves: The balances have been adjusted to reflect the new total of \$101,428.  
Reserves-CDD Amenity includes \$23,131, which represents the excess transferred from the debt service fund.
- Unassigned Balance: Represents the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Total Revenues for the General Fund were at 103% of adopted budget.

- The YTD Non-Ad Valorem assessments collections are at 100%.

Total Expenditures through August were at a favorable 89% 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-Contingency
  - ▶ Includes \$4,398 paid to Capital Security for lightening damage to CCTV and insurance reimbursement of \$3,398.
- 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 - Gutters
  - ▶ \$7,726 paid to Metal Building Services for pavillion gutters and downspouts.
- 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*

*August 31, 2019*

**Prepared by**





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**PINEY-Z**

Community Development District

**Financial Statements**

(Unaudited)

**August 31, 2019**

**Balance Sheet**  
August 31, 2019

<b>ACCOUNT DESCRIPTION</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>	
Cash - Checking Account	\$ 97,782
Cash On Hand/Petty Cash	250
Investments:	
Money Market Account	288,241
Prepaid Items	3,937
<b>TOTAL ASSETS</b>	<b>\$ 390,210</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ -
Accrued Expenses	9,895
<b>TOTAL LIABILITIES</b>	<b>9,895</b>
<b><u>FUND BALANCES</u></b>	
<b>Nonspendable:</b>	
Prepaid Items	3,937
<b>Assigned to:</b>	
Operating Reserves	100,459
Reserves - CDD Amenity	81,208
Reserves-Lodge	7,050
Reserves-Pool Equipment	4,170
Reserves-Pool Filters	1,000
Reserves-Pool Pumps	8,000
<b>Unassigned:</b>	174,491
<b>TOTAL FUND BALANCES</b>	<b>\$ 380,315</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 390,210</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 1,000	\$ 916	\$ 2,620	\$ 1,704
Interest - Tax Collector	-	-	612	612
Special Assmnts- Tax Collector	394,707	394,707	394,517	(190)
Special Assmnts- Discounts	(15,788)	(15,788)	(14,388)	1,400
Settlements	8,481	8,481	8,480	(1)
Other Miscellaneous Revenues	130	119	1,868	1,749
Access Cards	540	495	1,071	576
Pavilion Rental	400	367	1,400	1,033
Lodge Rental	13,500	12,375	19,458	7,083
<b>TOTAL REVENUES</b>	<b>402,970</b>	<b>401,672</b>	<b>415,638</b>	<b>13,966</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	9,000	8,250	3,000	5,250
FICA Taxes	689	632	230	402
ProfServ-Legal Services	24,000	22,000	22,000	-
ProfServ-Mgmt Consulting Serv	44,775	41,044	41,044	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	150	138	282	(144)
Insurance - General Liability	11,795	11,795	9,824	1,971
Printing and Binding	200	183	214	(31)
Legal Advertising	1,200	1,100	226	874
Miscellaneous Services	150	137	253	(116)
Misc-Assessmnt Collection Cost	11,841	11,841	11,404	437
Misc-Contingency	115	105	-	105
Office Supplies	250	229	-	229
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>112,127</b>	<b>105,416</b>	<b>96,439</b>	<b>8,977</b>
<b><u>Field</u></b>				
Contr-Landscape-Amenities Area	14,452	13,248	14,688	(1,440)
R&M-Trees and Trimming	3,000	2,750	1,500	1,250
Misc-Contingency	4,000	3,667	1,044	2,623
<b>Total Field</b>	<b>21,452</b>	<b>19,665</b>	<b>17,232</b>	<b>2,433</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Parks and Recreation - General</u></b>				
Payroll-Maintenance	6,495	5,954	7,460	(1,506)
Payroll-Administrative	47,262	43,324	47,015	(3,691)
FICA Taxes	4,112	3,769	4,167	(398)
Workers' Compensation	3,747	3,747	3,622	125
Contracts-Janitorial Services	2,340	2,145	1,990	155
Contracts-Security Services	1,480	1,357	1,340	17
Contracts-Fire Exting. Insp.	350	321	350	(29)
Contract-Copier Maintenance	100	92	322	(230)
Contract-Dumpster Rental	312	286	286	-
Contracts-Pest Control	498	457	568	(111)
Contracts-Fire Insp Sprinkler System	300	300	250	50
Contract-Website Hosting	97	89	-	89
Communication - Teleph - Field	100	91	100	(9)
Postage and Freight	50	46	-	46
Utility - General	16,500	15,125	15,569	(444)
Utility - Other	3,520	3,227	2,766	461
Electricity - Streetlighting	1,500	1,375	1,195	180
Utility - Irrigation	3,000	2,750	2,369	381
Utility - Refuse Removal	1,200	1,100	1,073	27
R&M-General	3,000	2,750	826	1,924
R&M-Electrical	400	367	350	17
R&M-Roof	300	275	-	275
R&M-Fire Equipment	100	92	-	92
R&M-Flooring	1,360	1,247	-	1,247
R&M-Plumbing	250	229	66	163
Misc-Contingency	3,000	2,750	2,283	467
Misc-Information Technology	886	812	3,211	(2,399)
Misc-Mileage Reimbursement	450	413	289	124
Office Supplies	2,000	1,833	1,382	451
Supplies-Cleaning & Paper	400	367	246	121
Subscriptions and Memberships	1,000	917	-	917
<b>Total Parks and Recreation - General</b>	<b>106,109</b>	<b>97,607</b>	<b>99,095</b>	<b>(1,488)</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Swimming Pool</u></b>				
Payroll-Maintenance	15,154	13,891	11,705	2,186
Payroll-Administrative	6,752	6,189	5,974	215
Payroll-Pool Attendants	22,022	20,187	16,313	3,874
FICA Taxes	3,360	3,080	2,600	480
Communication - Teleph - Field	715	655	691	(36)
R&M-General	500	458	156	302
R&M-Electrical	200	183	-	183
R&M-Pools	1,000	917	105	812
Misc-Licenses & Permits	250	250	250	-
Misc-Contingency	3,000	2,750	2,843	(93)
Op Supplies - Pool Chemicals	3,275	3,002	1,957	1,045
Reserves-Pool Pumps	4,700	-	-	-
<b>Total Swimming Pool</b>	<b>60,928</b>	<b>51,562</b>	<b>42,594</b>	<b>8,968</b>
<b><u>Fitness Center</u></b>				
Payroll-Maintenance	2,165	1,985	1,308	677
Payroll-Administrative	6,751	6,188	2,987	3,201
FICA Taxes	682	625	329	296
Contracts-Janitorial Services	1,560	1,430	1,340	90
Contracts-Fitness Equipment	1,200	1,100	1,100	-
Contracts-Pest Control	215	197	145	52
R&M-General	400	367	209	158
R&M-Electrical	150	138	14	124
R&M-Equipment	1,500	1,375	130	1,245
Misc-Contingency	750	688	-	688
Supplies-Cleaning & Paper	750	688	520	168
<b>Total Fitness Center</b>	<b>16,123</b>	<b>14,781</b>	<b>8,082</b>	<b>6,699</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Park &amp; Grounds</u></b>				
Payroll-Maintenance	19,484	17,860	21,448	(3,588)
Payroll-Administrative	6,752	6,189	5,974	215
FICA Taxes	2,007	1,840	2,098	(258)
Contracts-Janitorial Services	1,300	1,192	1,070	122
Contracts-Roof	145	133	-	133
Contracts-Pest Control	325	298	145	153
R&M-General	1,750	1,604	1,838	(234)
R&M-Electrical	400	367	29	338
R&M-Irrigation	1,250	1,146	2,445	(1,299)
R&M-Vegetation Removal	6,000	5,500	-	5,500
R&M-Backflow Inspection	316	290	355	(65)
Misc-Hurricane Expense	-	-	2,350	(2,350)
Misc-Contingency	2,000	1,833	1,004	829
Supplies-Cleaning & Paper	225	206	166	40
Non-Capitalized New Equipment	3,000	-	-	-
Reserve-Gutters	4,250	-	7,726	(7,726)
Reserve-Mulch	2,250	-	3,250	(3,250)
Reserve - Parking Lot	29,000	-	44,695	(44,695)
<b>Total Park &amp; Grounds</b>	<b>80,454</b>	<b>38,458</b>	<b>94,593</b>	<b>(56,135)</b>
<b><u>Reserves</u></b>				
Reserve - CDD Amenity	5,777	-	-	-
<b>Total Reserves</b>	<b>5,777</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>402,970</b>	<b>327,489</b>	<b>358,035</b>	<b>(30,546)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	74,183	57,603	(16,580)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interfund Transfer - In	-	-	23,131	23,131
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>23,131</b>	<b>23,131</b>
Net change in fund balance	\$ -	\$ 74,183	\$ 80,734	\$ 6,551
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>299,581</b>	<b>299,581</b>	<b>299,581</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 299,581</b>	<b>\$ 373,764</b>	<b>\$ 380,315</b>	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 50	\$ 45	\$ 73	\$ 28
Special Assmnts- Tax Collector	55,899	55,899	55,876	(23)
Special Assmnts- Discounts	(2,236)	(2,236)	(2,038)	198
<b>TOTAL REVENUES</b>	<b>53,713</b>	<b>53,708</b>	<b>53,911</b>	<b>203</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Trustee Fees	3,502	3,502	-	3,502
Misc-Assessmnt Collection Cost	1,677	1,677	1,615	62
<b>Total Administration</b>	<b>5,179</b>	<b>5,179</b>	<b>1,615</b>	<b>3,564</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	60,000	60,000	55,000	5,000
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	3,000	3,000	2,875	125
<b>Total Debt Service</b>	<b>63,000</b>	<b>63,000</b>	<b>62,875</b>	<b>125</b>
<b>TOTAL EXPENDITURES</b>	<b>68,179</b>	<b>68,179</b>	<b>64,490</b>	<b>3,689</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(14,466)	(14,471)	(10,579)	3,892
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Operating Transfers-Out	-	-	(8,239)	(8,239)
Contribution to (Use of) Fund Balance	(14,466)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(14,466)</b>	<b>-</b>	<b>(8,239)</b>	<b>(8,239)</b>
Net change in fund balance	\$ (14,466)	\$ (14,471)	\$ (18,818)	\$ (4,347)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>18,818</b>	<b>18,818</b>	<b>18,818</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 4,352</b>	<b>\$ 4,347</b>	<b>\$ -</b>	



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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 100	\$ 91	\$ 324	\$ 233
Special Assmnts- Tax Collector	82,500	82,500	82,460	(40)
Special Assmnts- Discounts	(3,300)	(3,300)	(3,007)	293
<b>TOTAL REVENUES</b>	<b>79,300</b>	<b>79,291</b>	<b>79,777</b>	<b>486</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
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	2,384	91
<b>Total Administration</b>	<b>7,875</b>	<b>7,875</b>	<b>2,384</b>	<b>5,491</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	185,000	185,000	185,000	-
Interest Expense	7,863	7,863	7,863	-
<b>Total Debt Service</b>	<b>192,863</b>	<b>192,863</b>	<b>192,863</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>200,738</b>	<b>200,738</b>	<b>195,247</b>	<b>5,491</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(121,438)	(121,447)	(115,470)	5,977
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Operating Transfers-Out	-	-	(14,893)	(14,893)
Contribution to (Use of) Fund Balance	(121,438)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(121,438)</b>	<b>-</b>	<b>(14,893)</b>	<b>(14,893)</b>
Net change in fund balance	\$ (121,438)	\$ (121,447)	\$ (130,363)	\$ (8,916)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>130,363</b>	<b>130,363</b>	<b>130,363</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 8,925</b>	<b>\$ 8,916</b>	<b>\$ -</b>	

**PINEY-Z**

Community Development District

**Supporting Schedules**

**August 31, 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	0	266	8,852	6,554	928	1,370
05/14/19	6,327	0	196	6,523	4,830	684	1,009
6/11/2019	2,586	0	80	2,666	1,974	280	413
6/21/2019	4,941	0	153	5,094	3,772	534	788
<b>TOTAL</b>	<b>\$ 498,018</b>	<b>\$ 19,433</b>	<b>\$ 15,403</b>	<b>\$ 532,854</b>	<b>\$ 394,517</b>	<b>\$ 55,876</b>	<b>\$ 82,460</b>
% COLLECTED					100%	100%	100%
<b>TOTAL OUTSTANDING</b>				<b>\$ 256</b>	<b>\$ 189</b>	<b>\$ 27</b>	<b>\$ 40</b>

**Cash and Investment Report**

***August 31, 2019***

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Operating Checking Account	BB&T	Business checking	0.00%	\$97,782
Petty Cash	Petty Cash	Cash	0.00%	\$250
Public Funds Money Market Account	Centennial Bank	Money Market Account	0.40%	\$288,241
			<b>Total</b>	<u><u>\$386,273</u></u>

**Piney-Z CDD**

## Bank Reconciliation

**Bank Account No.** 2471 BB&T - GF Checking  
**Statement No.** 08-19A  
**Statement Date** 8/31/2019

<b>G/L Balance (LCY)</b>	97,781.93	<b>Statement Balance</b>	102,626.75
<b>G/L Balance</b>	97,781.93	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	102,626.75
<b>Subtotal</b>	97,781.93	<b>Outstanding Checks</b>	4,844.82
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	97,781.93	<b>Ending Balance</b>	97,781.93
<b>Difference</b>	0.00		

<b>Posting Date</b>	<b>Document Type</b>	<b>Document No.</b>	<b>Description</b>	<b>Amount</b>	<b>Cleared Amount</b>	<b>Difference</b>
<b>Outstanding Checks</b>						
8/27/2019	Payment	57431	INFRAMARK, LLC	3,784.11	0.00	3,784.11
8/28/2019	Payment	57432	CENTURYLINK	55.31	0.00	55.31
8/30/2019	Payment	57433	CAPITAL SECURITY AND	1,005.40	0.00	1,005.40
<b>Total Outstanding Checks.....</b>				<b>4,844.82</b>		<b>4,844.82</b>

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

**Payment Register by Bank Account**

For the Period from 7/01/2019 to 8/31/2019

(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
<b>BB&amp;T - GF CHECKING - (ACCT# XXXXX2471)</b>									
Check	57386	07/02/19	Vendor	ALWAYS IMPROVING LLC	20072	PREVENTATIVE MAINT JUNE	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	57387	07/03/19	Vendor	OFFICE BUSINESS SYSTEMS INC	056443 1	5/30-6/30/19 EXCESS BILLING	Contract-Copier Maintenance	001-534097-57201	\$37.81
Check	57388	07/03/19	Vendor	RAINBOW OUTDOOR SERVICES	7181	TREE TRIM	Misc-Contingency	001-549900-53901	\$75.00
Check	57388	07/03/19	Vendor	RAINBOW OUTDOOR SERVICES	7180	LEAK IRR REPR FRNT PARKING LOT	R&M-Irrigation	001-546041-57240	\$321.80
Check	57388	07/03/19	Vendor	RAINBOW OUTDOOR SERVICES	7179	GEN IRR REPRS	R&M-Irrigation	001-546041-57240	\$358.85
Check	57389	07/03/19	Vendor	RICK EVANS	070219	6/3-6/27/19 MILEAGE	Misc-Mileage Reimbursement	001-549951-57201	\$36.94
Check	57390	07/11/19	Employee	FRANK CICIONE	PAYROLL	July 11, 2019 Payroll Posting			\$395.08
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	AMERICAN RED CROSS-NELSON CPR TRAINING	001-549900-57205	\$123.00
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	MCKENZIE MARKET-GAS FOR EQUIPMENT	001-546001-57240	\$16.20
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	GLOBAL TEST SUPPLY-FLOWMETER CHLORINATOR	001-546074-57205	\$104.86
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	STAPLES-OFFICE SUPPLIES	001-551002-57201	\$81.65
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-CHEMICALS	001-552009-57205	\$33.36
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-R&M	001-546001-57205	\$32.79
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-PVC CUTTER	001-546001-57201	\$13.98
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-SEAL TAPE	001-546001-57201	\$0.98
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-ELECTRICAL TAPE	001-546020-57201	\$3.98
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-PLUMBING SUPPLIES	001-546001-57205	\$18.29
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	SAMS CLUB-GATORADE FOR STAFF	001-549900-57205	\$38.94
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	SPECIALTY SPORTSWEAR-SHIRTS FOR NELSON	001-549900-57205	\$49.45
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	POOLWEB.COM-COVER LIFT CHAIR	001-549900-57205	\$330.54
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-RAKE/SKIMMER	001-552009-57205	\$40.96
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-ERASERS SCRUB TILES	001-546001-57205	\$31.88
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	HOME DEPOT-DAP	001-546001-57205	\$6.98
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	LOWES-2 CHAISE LOUNGE	001-549900-57205	\$119.96
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	ESPOSITOS-FLAX LILIES FRONT YARD	001-549900-57240	\$68.72
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	SAMS CLUB-CLEANING SUPPLIES	001-552083-57201	\$20.33
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	SAMS CLUB-CLEANING SUPPLIES	001-552083-57214	\$20.33
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	INSTOCK CHAIRS.COM-OFFICE CHAIR	001-551002-57201	\$474.00
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	ESPOSITOS-HYDRANGES/FLAX LILIES FRONT YARD	001-549900-57240	\$85.95
Check	57391	07/08/19	Vendor	BB&T	062519-0985	PURCHASES 5/25-6/18/19 MISC ITEMS	SAMS CLUB-CLEANING SUPPLIES	001-552083-57240	\$20.32
Check	57392	07/12/19	Vendor	CITY OF TALLAHASSEE	062819	SVC 5/29/19-6/26/19	Utility - Irrigation	001-543014-57201	\$192.49
Check	57392	07/12/19	Vendor	CITY OF TALLAHASSEE	062819	SVC 5/29/19-6/26/19	Utility - General	001-543001-57201	\$1,870.22
Check	57392	07/12/19	Vendor	CITY OF TALLAHASSEE	062819	SVC 5/29/19-6/26/19	Utility - Refuse Removal	001-543020-57201	\$97.76
Check	57393	07/12/19	Vendor	RAINBOW OUTDOOR SERVICES	7175	LANDSCAPE MAINT JUNE 2019	Contr-Landscape-Amenities Area	001-534053-53901	\$1,300.00
Check	57394	07/16/19	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-131214	PROF SVCS 6/3/19-6/13/19	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	57395	07/18/19	Vendor	CITY OF TALLAHASSEE	07112019	SVC 6/13-7/11/19	Electricity - Streetlighting	001-543013-57201	\$107.74
Check	57396	07/18/19	Vendor	QUALITY FLOOR CLEANING, LLC	7804	CLEANING JUNE 2019	Contracts-Janitorial Services	001-534026-57201	\$160.00
Check	57396	07/18/19	Vendor	QUALITY FLOOR CLEANING, LLC	7804	CLEANING JUNE 2019	Contracts-Janitorial Services	001-534026-57214	\$80.00
Check	57396	07/18/19	Vendor	QUALITY FLOOR CLEANING, LLC	7804	CLEANING JUNE 2019	Contracts-Janitorial Services	001-534026-57240	\$160.00
Check	57397	07/25/19	Employee	JOSH L. ROBERTS	PAYROLL	July 25, 2019 Payroll Posting			\$362.65
Check	57398	07/25/19	Employee	FRANK CICIONE	PAYROLL	July 25, 2019 Payroll Posting			\$209.16

## PINEY-Z Community Development District

### Payment Register by Bank Account

For the Period from 7/01/2019 to 8/31/2019

(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	57399	07/25/19	Employee	JON M. MCCORD	PAYROLL	July 25, 2019 Payroll Posting			\$227.87
Check	57400	07/23/19	Vendor	ALWAYS IMPROVING LLC	20155	GYM WIPES	Supplies-Cleaning & Paper	001-552083-57214	\$119.84
Check	57401	07/23/19	Vendor	CAPITAL SECURITY AND	74078	MONITORING SVC	Contracts-Security Services	001-534037-57201	\$195.00
Check	57401	07/23/19	Vendor	CAPITAL SECURITY AND	74039	LIGHTNING DAMAGE CCTV	Misc-Contingency	001-549900-57201	\$4,398.00
Check	57402	07/23/19	Vendor	TALLAHASSEE MEDIA GROUP	0002591540	NOTICE OF MEETINGS JUNE 2019	Legal Advertising	001-548002-51301	\$225.78
Check	57403	07/24/19	Vendor	MARPAN SUPPLY CO., INC.	1540636	CONTAINER RENTAL 8/1/19	Contract-Dumpster Rental	001-534098-57201	\$26.00
Check	57404	07/26/19	Employee	PHILIP E. WILCOX	PAYROLL	July 26, 2019 Payroll Posting			\$184.70
Check	57405	07/26/19	Vendor	CENTURYLINK	071119-4553	SVC 7/11-8/10/19	Communication - Teleph - Field	001-541005-57205	\$55.40
Check	57406	07/26/19	Vendor	COMCAST	071119-3478	SVC 7/25-8/24/19	Utility - Other	001-543004-57201	\$359.60
Check	57407	07/26/19	Vendor	METAL BUILDING SERVICES INC	13329	REPAIR ROOF LEAK 7/11/19	R&M-General	001-546001-57240	\$125.00
Check	57408	07/30/19	Vendor	INFRAMARK, LLC	42982	MGMT FEES JULY 2019	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$3,731.25
Check	57408	07/30/19	Vendor	INFRAMARK, LLC	42982	MGMT FEES JULY 2019	Postage and Freight	001-541006-51301	\$19.50
Check	57409	07/30/19	Vendor	LAWSON & LAWSON ELECTRICAL SERVICES, INC.	11350	TROUBLESHOOT LIGHT ON BUILDING	R&M-Electrical	001-546020-57201	\$287.50
Check	57410	07/30/19	Vendor	MILLERS TREE SERVICE, LLC	63910	REMOVE OAKS/STUBS	R&M-Trees and Trimming	001-546099-53901	\$1,500.00
Check	57411	07/30/19	Vendor	PHOENIX FIRE PROTECTION INC	5546	ANNUAL SPRINKLER INSPECTION	Contracts-Fire Insp Sprinkler System	001-534165-57201	\$250.00
Check	57412	08/08/19	Employee	JOSH L. ROBERTS	PAYROLL	August 08, 2019 Payroll Posting			\$491.13
Check	57413	08/08/19	Employee	LAUREN M. RILES	PAYROLL	August 08, 2019 Payroll Posting			\$148.64
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	LOWES-BROOM	001-546001-57214	\$12.98
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	LOWES-BROOM	001-546001-57240	\$12.98
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	LOWES-28" BYPASS LOPPERS	001-546001-57240	\$19.98
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	BATTERY SOURCE-CONNECTORS	001-546001-57240	\$7.96
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	HOME DEPOT-CLOCK	001-552009-57205	\$9.98
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	HOME DEPOT-MATERIALS TO REPAIR IRRIGATION	001-546001-57240	\$28.87
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	ELINOR DOYLE FLORIST-EVAN'S FAMILY FUNERAL	001-549900-57201	\$90.50
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	SAMS-CLEANING	001-552083-57214	\$8.98
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	SAMS-CLEANING	001-552083-57201	\$18.48
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	SAMS-POOL ATTENDANT DRINKS	001-549900-57205	\$25.96
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	CRAIGS LIST-AD POOL ATTENDANT	001-549900-57205	\$15.00
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	HOME DEPOT-LIGHTING	001-546020-57214	\$14.13
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	HOME DEPOT-LIGHTING	001-546020-57201	\$14.13
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	HOME DEPOT-STOVE DRIP PANS	001-546001-57201	\$24.40
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	HOME DEPOT-HYDRAULIC DOOR CLOSER	001-546001-57201	\$64.98
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	MINUTEMAN-WILCOX BUSINESS CARDS	001-551002-57201	\$47.00
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	SAMS-DRINKS POOL STAFF	001-549900-57205	\$36.92
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	SAMS-CLEANING-GYM	001-552083-57214	\$7.99
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	SAMS-CLEANING-LODGE	001-552083-57201	\$7.99
Check	57414	08/05/19	Vendor	BB&T	072519-0985	PURCHASES 7/2-7/18/19	HOME DEPOT-2 PHOTO CONTROL CELLS	001-546020-57201	\$29.96
Check	57415	08/05/19	Vendor	OFFICE BUSINESS SYSTEMS INC	056765 1	EXCESS BILLING 6/30/19-7/30/19	Contract-Copier Maintenance	001-534097-57201	\$17.57
Check	57416	08/05/19	Vendor	RICK EVANS	073119	MILEAGE REIMBURSEMENT JULY 2019	Misc-Mileage Reimbursement	001-549951-57201	\$43.61
Check	57417	08/07/19	Vendor	ALWAYS IMPROVING LLC	20362	MAINT FITNESS CENTER JULY 2019	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	57418	08/07/19	Vendor	CITY OF TALLAHASSEE	07302019	SVC 6/27/19-7/26/19	Utility - Irrigation	001-543014-57201	\$432.54
Check	57418	08/07/19	Vendor	CITY OF TALLAHASSEE	07302019	SVC 6/27/19-7/26/19	Utility - General	001-543001-57201	\$2,125.86
Check	57418	08/07/19	Vendor	CITY OF TALLAHASSEE	07302019	SVC 6/27/19-7/26/19	Utility - Refuse Removal	001-543020-57201	\$97.76

## PINEY-Z Community Development District

### Payment Register by Bank Account

For the Period from 7/01/2019 to 8/31/2019

(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	57419	08/07/19	Vendor	QUALITY FLOOR CLEANING, LLC	7852	CLEANING JULY 2019	Contracts-Janitorial Services	001-534026-57201	\$160.00
Check	57419	08/07/19	Vendor	QUALITY FLOOR CLEANING, LLC	7852	CLEANING JULY 2019	Contracts-Janitorial Services	001-534026-57214	\$80.00
Check	57419	08/07/19	Vendor	QUALITY FLOOR CLEANING, LLC	7852	CLEANING JULY 2019	Contracts-Janitorial Services	001-534026-57240	\$160.00
Check	57420	08/07/19	Vendor	RAINBOW OUTDOOR SERVICES	7227	LANDSCAPE MAINT SVC JULY	Contr-Landscape-Amenities Area	001-534053-53901	\$1,300.00
Check	57420	08/07/19	Vendor	RAINBOW OUTDOOR SERVICES	7226	REPAIR LEAK IN IRRIGATION MAIN	R&M-Irrigation	001-546041-57240	\$618.50
Check	57420	08/07/19	Vendor	RAINBOW OUTDOOR SERVICES	7236	REMOVE OLD LANTANA/SOD	Misc-Contingency	001-549900-53901	\$855.00
Check	57420	08/07/19	Vendor	RAINBOW OUTDOOR SERVICES	7222	NODE BATTERY CONTROLLERS	R&M-Irrigation	001-546041-57240	\$925.66
Check	57421	08/08/19	Employee	JON M. MCCORD	PAYROLL	August 08, 2019 Payroll Posting			\$276.36
Check	57422	08/13/19	Vendor	1ST CHOICE PEST SERVICES	32649	QTRLY PEST SVC	Contract-Pest Control	001-534125-57201	\$72.50
Check	57422	08/13/19	Vendor	1ST CHOICE PEST SERVICES	32649	QTRLY PEST SVC	Contract-Pest Control	001-534125-57214	\$36.25
Check	57422	08/13/19	Vendor	1ST CHOICE PEST SERVICES	32649	QTRLY PEST SVC	Contract-Pest Control	001-534125-57240	\$36.25
Check	57423	08/13/19	Vendor	PEDDIE CHEMICAL COMPANY	410055515	POOL CHEMICALS	Op Supplies - Pool Chemicals	001-552009-57205	\$1,072.63
Check	57424	08/22/19	Employee	JOSH L. ROBERTS	PAYROLL	August 22, 2019 Payroll Posting			\$341.03
Check	57425	08/20/19	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-131764	PROF SVCS JULY 2019	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	57426	08/22/19	Vendor	CITY OF TALLAHASSEE	081219	7/12-8/12/19 ELEC	5501485610 STREET LIGHT	001-543013-57201	\$109.49
Check	57427	08/22/19	Vendor	COMCAST	081119-3478	8/25-9/24/19 SERVICE	8535101700453478	001-543004-57201	\$152.04
Check	57428	08/22/19	Vendor	FLORIDA MUNICIPAL INSURANCE TR	081519-0827	GEN LIAB/PROP/WRKRS COMP FY 2020	Prepaid Expense	001-155000-57201	\$3,689.25
Check	57429	08/22/19	Vendor	RAINBOW OUTDOOR SERVICES	7274	VALVE 4 AT LODGE REPLACED	R&M-Irrigation	001-546041-57240	\$220.08
Check	57430	08/23/19	Vendor	MARPAN SUPPLY CO., INC.	1544701	SEPT CONTAINER RENTAL	Contract-Dumpster Rental	001-534098-57201	\$26.00
Check	57431	08/27/19	Vendor	INFRAMARK, LLC	43719	AUG 2019 MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$3,731.25
Check	57431	08/27/19	Vendor	INFRAMARK, LLC	43719	AUG 2019 MGMNT SERVICES	Postage and Freight	001-541006-51301	\$20.00
Check	57431	08/27/19	Vendor	INFRAMARK, LLC	43719	AUG 2019 MGMNT SERVICES	Printing and Binding	001-547001-51301	\$32.86
Check	57432	08/28/19	Vendor	CENTURYLINK	081119-4553	8/11-9/10/19 SERVICE	471704553	001-541005-57205	\$55.31
Check	57433	08/30/19	Vendor	CAPITAL SECURITY AND		***Voided Voided***			\$0.00
ACH	DD000618	07/10/19	Employee	MELINDA J. PARKER	PAYROLL	July 10, 2019 Payroll Posting			\$1,929.39
ACH	DD000619	07/10/19	Employee	RICKY S EVANS	PAYROLL	July 10, 2019 Payroll Posting			\$1,469.85
ACH	DD000620	07/10/19	Employee	JULIET A. LILES	PAYROLL	July 10, 2019 Payroll Posting			\$310.77
ACH	DD000621	07/10/19	Employee	DIANA ORGAZ	PAYROLL	July 10, 2019 Payroll Posting			\$53.33
ACH	DD000622	07/10/19	Employee	DYLAN S. BARRETT	PAYROLL	July 10, 2019 Payroll Posting			\$424.19
ACH	DD000623	07/10/19	Employee	CARTER D. NELSON	PAYROLL	July 10, 2019 Payroll Posting			\$500.88
ACH	DD000624	07/24/19	Employee	MELINDA J. PARKER	PAYROLL	July 24, 2019 Payroll Posting			\$1,929.39
ACH	DD000625	07/24/19	Employee	RICKY S EVANS	PAYROLL	July 24, 2019 Payroll Posting			\$1,455.52
ACH	DD000626	07/24/19	Employee	JULIET A. LILES	PAYROLL	July 24, 2019 Payroll Posting			\$263.21
ACH	DD000627	07/24/19	Employee	DIANA ORGAZ	PAYROLL	July 24, 2019 Payroll Posting			\$329.08
ACH	DD000628	07/24/19	Employee	DYLAN S. BARRETT	PAYROLL	July 24, 2019 Payroll Posting			\$53.33
ACH	DD000629	07/24/19	Employee	CARTER D. NELSON	PAYROLL	July 24, 2019 Payroll Posting			\$353.93
ACH	DD000630	07/26/19	Employee	DELORES A. PINCUS	PAYROLL	July 26, 2019 Payroll Posting			\$184.70
ACH	DD000631	07/26/19	Employee	ARTHUR R. KIRBY	PAYROLL	July 26, 2019 Payroll Posting			\$180.53
ACH	DD000632	08/07/19	Employee	MELINDA J. PARKER	PAYROLL	August 07, 2019 Payroll Posting			\$1,929.39
ACH	DD000633	08/07/19	Employee	RICKY S EVANS	PAYROLL	August 07, 2019 Payroll Posting			\$1,527.20
ACH	DD000634	08/07/19	Employee	JULIET A. LILES	PAYROLL	August 07, 2019 Payroll Posting			\$250.24
ACH	DD000635	08/07/19	Employee	DIANA ORGAZ	PAYROLL	August 07, 2019 Payroll Posting			\$443.65
ACH	DD000636	08/07/19	Employee	CARTER D. NELSON	PAYROLL	August 07, 2019 Payroll Posting			\$60.61



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

**Payment Register by Bank Account**

For the Period from 7/01/2019 to 8/31/2019

(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
ACH	DD000637	08/07/19	Employee	JON M. MCCORD	PAYROLL	***Voided Voided***			\$0.00
ACH	DD000638	08/21/19	Employee	MELINDA J. PARKER	PAYROLL	August 21, 2019 Payroll Posting			\$1,929.39
ACH	DD000639	08/21/19	Employee	RICKY S EVANS	PAYROLL	August 21, 2019 Payroll Posting			\$1,445.96
ACH	DD000640	08/21/19	Employee	DIANA ORGAZ	PAYROLL	August 21, 2019 Payroll Posting			\$316.12
ACH	DD000641	08/21/19	Employee	CARTER D. NELSON	PAYROLL	August 21, 2019 Payroll Posting			\$288.48
ACH	DD000642	08/21/19	Employee	JON M. MCCORD	PAYROLL	August 21, 2019 Payroll Posting			\$164.84
ACH	DD000643	08/21/19	Employee	LAUREN M. RILES	PAYROLL	August 21, 2019 Payroll Posting			\$295.63
<b>Account Total</b>									<b>\$59,324.74</b>

**CENTENNIAL - GF MMA - (ACCT# XXXXX5680)**

Check	1037	08/15/19	Vendor	PINEY Z CDD	081219-XFER	XFR CENTENNIAL MMA TO BBT CKG	Cash with Fiscal Agent	103000	\$70,000.00
<b>Account Total</b>									<b>\$70,000.00</b>

<b>Total Amount Paid</b>	<b>\$129,324.74</b>
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	129,324.74
<b>Total</b>	<b>129,324.74</b>

## **Seventh Order of Business**

***Piney-Z Community Development District***  
**CDD Manager's Report**  
**September 12, 2019**  
**for**  
**Meeting of September 23, 2019**

**LODGE/GARAGE**

- annual fire sprinkler inspection performed on 7-26-19
- quarterly pest control service performed on 8-8-19

**FITNESS CENTER**

- quarterly pest control service performed on 8-8-19
- Lawson & Lawson installed new ballast, bulb and capacitor in rear security light

**PAVILION**

- bids solicited from three firms for painting and caulking of the exterior of the shell as well as renovation of the bathrooms, water fountain and bar. As of this writing only one has been received; hence, none will be presented at the September meeting. We are soliciting bids from additional firms.

**POOL**

- regular, after hours turning of water, to delay/avoid closing for routine maintenance, continues
- ground rods and surge protectors added to the three pool camera poles

**PLAYGROUND**

- playground equipment, benches, pergola, trash can receptacles and gazebos were pressure/soft washed
- ground rod and surge protector added to the playground camera pole

**PARK AND GROUNDS**

- Miller's Tree trimmed several live oaks and ground two stumps during its visit on July 25, 2019. The live oaks in front of the lodge will require *significant* work next year.
- irrigation valve replaced in front of lodge
- pinestraw added site-wide

**GENERAL**

- Students from the film school at FSU will be shooting a brief film at the pool on Thursday, September 19, 2019. While the pool will remain open to residents, I have decided not to advertise the shoot via email blast so as not to encourage “extras.” (read that any way you wish...)

## **UPDATES SINCE PUBLICATION**

**TBD**

### **FEE INCOME (excluding FOBS)**

■ Paid rental reservations booked in July	3	
Rental fees banked in July		\$1,535.00
 Paid rental reservations booked in August	 7	
Rental fees banked in August		\$2,285
 Rental reservations booked in calendar 2019:	 49	
 Rental fees banked in calendar 2019:		<b>\$13,330.50</b>

## **Tenth Order of Business**

**10A.**

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PINEY Z COMMUNITY DEVELOPMENT DISTRICT GENERAL AND PROCEDURAL RULES

1.1 General.

(1) The Piney Z Community Development District (the "District") was created pursuant to the provisions of Chapter 190, Florida Statutes, to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "Rules") is to describe the general operations of the District.

(2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.

Specific Authority: 190.011, 120.53(4)

Law Implemented: 190.011, 120.53(4)



## 1.2 Board of Supervisors; Officers and Voting.

(1) Board of Supervisors. The Board of Supervisors of the District (the "Board") shall exercise the powers granted to the District. The Board shall consist of five members. Members of the Board must be residents of Florida and citizens of the United States.

(2) Term of Officers. Board members shall hold office pursuant to Section 190.006, Florida Statutes. If, during the term of office of any Board member(s), one or more vacancies occur, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the unexpired term(s).

(3) Vacancies; Quorum. Three members of the Board physically present in the same location shall constitute a quorum for the purposes of conducting its business and exercising its powers and for all other purposes. However, if three or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in these Rules or required by law. Members of the Board, as well as staff or employees of the District may be present by telephone, provided that quorum is present at the meeting location and that such telephone attendance is accomplished by speaker-so that all present may hear and respond to the comments of the party attending by telephone. Nothing herein shall require the District to permit members of the public to attend a Board meeting by telephone.

(4) Officers. At any Board meeting held after each election where the newly elected members take office, the Board may select a chair, vice chair/treasurer/assistant secretary, and secretary. Such selection may be deferred to subsequent meetings.

(a) The chair must be a member of the Board. If the chair resigns from that office or ceases to be a member of the Board, the Board shall select a chair to serve the remaining portion of the term, after filling the board vacancy. The chair may be authorized to sign checks and warrants for the District, countersigned by the treasurer or other persons authorized by the Board. The chair may convene and conduct all meetings of the Board. In the event the chair is unable to attend a meeting, the vice chair or other member of the Board may convene and conduct the meeting.

(b) The vice chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the vice chair resigns from that office or ceases to be a member of the Board, the Board shall select a vice chair to serve the remainder of the term, after filling the Board vacancy.

(c) The secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as secretary.

(d) The treasurer need not be a member of the Board but must be a resident of Florida. The treasurer shall perform duties described in Section 190.007(2) and (3), Florida

Statutes, as well as those assigned by the Board from time to time. The treasurer shall serve at the pleasure of the Board.

(5) Committees. The Board may establish committees of the Board by formal motion referencing this rule, either on a permanent or temporary basis, to perform specifically-designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.

(6) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings of the Piney Z Community Development District," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, bonds and corporate acts.

(7) Meetings. The Board shall establish a schedule of regular meetings and may also meet upon call of the chair or three Board members. Nothing herein shall prevent the Board from holding other meetings as it deems necessary or from canceling any regularly scheduled meetings. A previously noticed regular meeting may be canceled, provided that notice of cancellation shall be given in substantially the same manner as notice for the meeting or in such other manner as may provide substantially equivalent notice of cancellation. All meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.

(8) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interests on matters coming before the Board for a vote. Nothing in this Rule shall prohibit the Board member with a voting conflict of interest from voting on a matter. For the purposes of this section, "voting conflict of interest" shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.

(a) When a Board member knows that he/she has a conflict of interest on a matter coming before the Board, the member should notify the Board's secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes of the meeting. The member may then vote. The Board's secretary shall prepare a memorandum of voting conflict which shall then be signed by the Board member that had the conflict.

(b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict thereon, the member shall immediately notify the Board's secretary. Within fifteen days (15) days of the notification, the member shall file the appropriate memorandum of voting conflict which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum. The Board member's vote shall be unaffected by this filing.

Specific Authority: 190.011(5), 120.525

Law Implemented: 190.006(1), 190.006(4), 190.006(5), 190.006(6), 190.006(7), 190.006(9), 190.007, 112.3143, 120.525, 112.3143(4)(b)

### 1.3 Public Information and Inspection of Records.

(1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Record of Proceedings of the Piney Z Community Development District," may be copied or inspected at the offices of the District Manager or at the Offices of Carlton Fields, 215 South Monroe, Suite 500, Tallahassee, Florida 32301, during regular business hours.

(2) Copies. Copies of public records shall be made available to the requesting person at a charge of \$ .25 per page if not more than 8-1/2 by 14 inches, and for copies in excess of that size at a charge not to exceed the actual cost of reproduction. Certified copies of public records shall be made available at a charge of \$1.00 per page. If the nature or volume of public records requested to be inspected, examined or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, a special service charge, which shall be reasonable and based on the actual cost incurred, may be charged in addition to the actual cost of duplication.

Specific Authority: 190.011(5)

Law Implemented: 190.006(7), 119.07(1)(a), 119.07(1)(b)

#### 1.4 Meetings and Workshops.

(1) Notice. Except in emergencies, or as otherwise provided in these Rules, at least seven (7) days' public notice shall be given of any meeting or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:

- (a) The date, time, and place of the meeting or workshop;
- (b) A brief description of the nature, subjects and purposes of the meeting or workshop;
- (c) The address where persons may obtain a copy of the agenda.

(d) The notice shall state that if a person decides to seek review of any official decision made at the Board meeting, a record of the proceedings will be required and the person intending to appeal will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence necessary for the appeal.

(e) When a previously noticed meeting is canceled, notice of cancellation shall be given in substantially the same manner as notice for the meeting or in any manner that will give adequate notice of cancellation.

(2) Agenda. The District Manager shall prepare a notice of the meeting or workshop and an agenda. The notice and agenda shall be available to the public in the offices of the District Manager at least seven days before each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.

(3) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may advise the District Manager or secretary at the Board's office. Such persons shall furnish a mailing address in writing and may be required to pay the cost of copying and mailing.

(4) Emergency Meeting. The chair, or the vice-chair if the chair is unavailable, may convene an emergency meeting of the Board without first having complied with Subsections (1), (2), and (3), to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the chair shall make reasonable efforts to notify all Board members of an emergency meeting 24 hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

(5) Public Comment. The Board shall set aside a reasonable amount of time at each regular meeting for public comment, which time for audience comment shall be identified in the agenda. Persons wishing to address the Board may be required to notify the secretary of the

Board prior to the "audience comment" section on the agenda. In its discretion, the Board may limit the length of time available to any one speaker in the interest of time or fairness to other speakers.

(6) Budget Hearing; Budget Amendment. Notice of hearing on the annual budget(s) shall be in accordance with Section 190.008, Florida Statutes. Once adopted in accordance with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item. All expenditures in excess of 10% of any line item in the budget must be approved by the Board in advance of incurring such expense; however, in the case of an emergency expenditure affecting the health, safety or welfare of the District, its residents, or landowners, such expenditures must be approved in advance by the chair, or in the absence of the chair, the vice chair.

(7) Continuances. Any meeting of the Board or any item or matter included on the agenda or coming before the Board at a noticed meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the Board meeting where the item or matter came before the Board.

Specific Authority: 190.011(5), 120.525, 120.54(5)

Law Implemented: 190.007(1), 190.008, 120.525, 120.54

## 1.5 Rulemaking Proceedings.

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.

(2) Notice of Rule Development.

(a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available.

(b) All rules should be drafted in accordance with Chapter 120, F.S.

(3) Notice of Proceedings and Proposed Rules.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within 21 days after publication of the notice. The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled. Except when the intended action is the repeal of a rule, the notice shall include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

(b) The notice shall be published in a newspaper of general circulation in the District not less than 28 days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.

(c) The notice shall be mailed to all persons named in the proposed rule. Any person may file a written request with the District Manager or secretary at the Board's office to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least 14 days prior to such mailing, have made requests of the district for advance notice of its proceedings.

(4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the District Chair must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.

(5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address, and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District or has a substantial interest in the rule or action requested. Petitions to initiate rulemaking shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes (1999), except that copies of the petition shall not be sent to the Administrative Procedures Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

(6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
- (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (c) A copy of the statement of estimated regulatory costs if required by Section 120.541; and
- (d) The published notice.

(7) Rulemaking Proceedings - No Hearing. When no hearing is requested and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule-adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.

(8) Rulemaking Proceedings - Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide (upon request) a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule.

(9) Request for a Public Hearing.

(a) A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within 21 days after notice of intent to adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend, or repeal the rule.

(b) If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least 7 days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.

(c) Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made a part of the rulemaking record.

(10) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as practical in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions

(11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.

(12) Variances and Waivers. Variances and waivers from District rules may be granted subject to the provisions and limitations contained in Section 120.542, Florida Statutes.

Specific Authority: 190.011(5), 190.011(15), 120.54, 190.035

Law Implemented: 120.54, 190.035(2)



## 1.6 Decisions Determining Substantial Interests.

(1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the chair shall designate any member of the Board (including the Chair), District Manager, District General Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
2. Rule upon offers of proof and receive relevant evidence;
3. Regulate the course of the hearing, including any prehearing matters;
4. Enter orders;
5. Make or receive offers of settlement, stipulation, and adjustment.

(a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.

(b) The District shall issue a final order within forty-five (45) days:

1. After the hearing is concluded, if conducted by the Board;
2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.

(2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:

- (a) Adopt a resolution identifying the property to be taken;

(b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

Specific Authority: 190.011(5), 190.011(15)

Law Implemented: 190.011(11)

## 1.7 Procedure Under Consultants' Competitive Negotiations Act.

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

### (1) Definitions.

(a) "Professional services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by any architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.

(b) "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.

(c) A "continuing contract" is a contract for professional services (of a type described above), entered into in accordance with this rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.

(d) "Emergency purchase" is a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents or any circumstances or cause beyond the control of the Board in the normal conduct of its business) where the Board decides the delay incident to competitive bidding would be detrimental to the interests of the District.

(2) Qualifying Procedures. In order to be eligible to submit a bid proposal, a firm must, at the time of receipt of the bid:

(a) Hold all required applicable state professional licenses in good standing.

(b) Hold all required applicable federal licenses in good standing, if any.

(c) If the bidder is a corporation, hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.

(d) Meet any prequalification requirements set forth in the project or bid specifications. Qualification standards may include but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

(3) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and the method for interested consultants to apply for consideration. The notice shall appear in at least one newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(4) Competitive Selection.

(a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:

1. The ability and adequacy of the professional personnel employed by each firm.
2. Each firm's past performance for the District in other professional employment settings.
3. The willingness of each firm to meet time and budget requirements.
4. The geographic location of each firm's headquarters or office in relation to the project.
5. The recent, current and projected workloads of each firm.
6. The volume of work previously awarded to each firm.
7. Whether a firm is a certified minority business enterprise.

(b) Nothing in these rules shall prevent the District from evaluating and eventually selecting a firm if less than three responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

(c) If the selection process is administered by any person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(5) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required professional services.

(b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."

(c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

(d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District office for seven (7) days.

(6) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

(7) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: 190.011(5)

Law Implemented: 190.011(3), 287.055, 190.033

## 1.8 Purchase of Goods, Supplies or Materials.

(1) Scope. All purchases of goods, supplies or materials exceeding the amount provided in Section 287.017, Florida Statutes, for category four, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of "goods, supplies and materials" do not include printing, insurance, advertising or legal notices.

### (2) Definitions.

(a) "Invitation to Bid" is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.

(b) "Request for Proposal" is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.

(c) "Responsive bid/proposal" means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

(d) "Lowest responsible bid/proposal" means, in the sole discretion of the Board, the bid or proposal (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(e) "Goods, supplies and materials" do not include printing, insurance, advertising, or legal notices.

(f) "Purchase" means acquisition by sale, rent, lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the state.

(g) "Emergency purchase" means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business),

where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District.

(3) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:

(a) The Board shall cause to be prepared an Invitation to Bid or Request for Proposal, as appropriate.

(b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail.

(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.

(e) The Lowest Responsive and Responsible Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.

(f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District office for seven (7) days.

(g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of goods, supplies or materials.

(h) The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: 190.011(5)

Law Implemented: 190.033



## 1.9 Contracts for Construction of Authorized Project.

(1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida Statutes, the later shall control. A project shall not be divided solely to avoid the threshold bidding requirements.

### (2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposals shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least 30 days prior to the date for submittal of bids.

(b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail.

(c) To be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of its bid or proposal:

1. Hold all required applicable state professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if any.
3. If the bidder is a corporation, hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
4. Meet any special prequalification requirements set forth in the bid/proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

(d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids and proposals shall be evaluated in accordance with the Invitation or Request and these Rules.

(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to factors described in the Invitation to Bid or Request for Proposal, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
2. The past performance of each bidder or proposer for the District and in other professional employment settings.
3. The willingness of each bidder or proposer to meet time and budget requirements.
4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
5. The recent, current and projected workloads of the bidder or proposer.
6. The volume of work previously awarded to each bidder or proposer.
7. Whether the cost components of each bid or proposal are appropriately balanced.
8. Whether a bidder or proposer is a certified minority business enterprise.

(g) The Lowest Responsive and Responsible Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board. If the Board receives fewer than three responses to an Invitation to Bid or Request for Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting the same in the District office for seven (7) days.

Specific Authority: 190.011(5)

Law Implemented: 190.033; 255.0525

## 1.10 Contracts for Maintenance Services.

(1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Sections 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be indexed or amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contractual services and/or goods, supplies or materials as defined in herein. Where a contract for maintenance of such a facility or project includes goods, supplies or materials and/or contractual services, the District may, in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies or materials, and contractual services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

### (2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail.

(c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:

1. Hold the required applicable state professional license in good standing.
2. Hold all required applicable federal licenses in good standing, if any.
3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes if the bidder is a corporation.
4. Meet any special prequalification requirements set forth in the bid proposal specifications.

Evidence of compliance with this Rules may be submitted with the bid, if required by the District.

(d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.

(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to factors described in the Invitation to Bid or Request for Proposal, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
2. The past performance of each bidder or proposer for the District and in other professional employment settings.
3. The willingness of each bidder or proposer to meet time and budget requirements.
4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
5. The recent, current and projected workloads of the bidder or proposer.
6. The volume of work previously awarded to each bidder or proposer.
7. Whether the cost components of each bid or proposal are appropriately balanced
8. Whether a bidder or proposer is a certified minority business enterprise.

(g) The lowest responsive and responsible bid/proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders or proposers to furnish performance and/or other bonds with a responsible surety. If the Board receives fewer than three responses, the Board may, in its discretion, re-advertise for additional bids or proposals without rejecting any submitted bid or proposal. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, all bids/proposals may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover any costs of bid/proposal preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting the same in the District office for seven (7) days.

Specific Authority: 190.011(5)

Law Implemented: 190.033

## 1.11 Design-Build Contract Competitive Proposal Selection Process

### (1) Scope.

The District may utilize design/build contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a design/build contract, the District shall use the following procedure:

### (2) Procedure.

(a) The District shall utilize a design criteria professional meeting the requirements of section 287.055 (2)(K) when developing a design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Rule 1.7, Procedure under Consultants' Competitive Negotiations Act.

(b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.

(c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals based on price, technical, and design aspects of the project, weighted for the project.

(d) After a design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the County in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate.

2. The District may maintain qualification information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.

3. In order to be eligible to submit a proposal: a firm must, at the time of receipt of the proposals:

- a. Hold the required applicable state professional license in good standing, as defined by 287.055 (2) (h);
- b. Hold all required applicable federal licenses in good standing, if any;
- c. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;
- d. Meet any special prequalification requirements set forth in the design criteria package.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

(e) The board shall select no fewer than three design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.

(f) The board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the board determines is fair, competitive, and reasonable. Should the board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the board must terminate negotiations. The board shall then undertake negotiations with the third firm. Should the board be unable to negotiate a satisfactory contract with any of the selected firms, the board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

(g) After the board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

(h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.

(3) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next board meeting.

Specific Authority: 190.011(5)

Law Implemented: 190.033; 255.20

## 1.12 Purchase of Insurance.

(1) Scope. The purchase of life, health, accident, hospitalization, legal expense or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization and legal expense insurance for the dependents of such officers and employees upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rules shall require the District to purchase insurance.

(2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:

(a) The Board shall cause to be prepared a Notice of Invitation to Bid.

(b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of invitations to bid. Persons who provide their name and address to the District office for inclusion on the list shall receive notices by mail.

(d) Bids shall be opened at the time and place noted on the Invitation to Bid.

(e) If only one response to an Invitation to Bid is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, past performance for the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting the same in the District office for seven (7) days.

Specific Authority: 190.011(5)

Law Implemented: 112.08



### 1.13 Bid Protests Under Consultants' Competitive Negotiations Act.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal under Sections 1.7 or 1.11 shall be in accordance with this section.

(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract (including rejection of some or all bids) by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District office for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 1.14 of the Rules of the Piney Z Community Development District shall constitute a waiver of proceedings under those Rules."

(2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest (or failure to file a formal written protest) shall constitute a waiver of all further proceedings.

(3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within (7) days (excluding Saturdays, Sundays and legal holidays) upon receipt of a formal written request.

(5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 1.6.

Specific Authority: 120.57(3), 190.011(5)

Law Implemented: 120.57(3), 190.033

#### 1.14 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal under Sections 1.8, 1.9, 1.10, or 1.11 shall be in accordance with this Section 1.14.

(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract -- including rejection of some or all bids-- by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District office for seven (7) days.

(2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.

(3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days (excluding Saturdays, Sundays and legal holidays) of receipt of a formal written protest.

(5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 1.6.

Specific Authority: 190.011(5)

Law Implemented: 190.033

1.15 Effective Date.

These Rules shall be effective July 10, 2000 except that no election of officers required by these Rules shall be required until after the next regular election for the Board of Supervisors.

**10B.**

RULES OF THE PINEY-Z  
COMMUNITY DEVELOPMENT DISTRICT

ESTABLISHING CERTAIN POLICIES AND PROCEDURES  
FOR THE AMENITIES LOCATED IN THE PINEY-Z  
COMMUNITY DEVELOPMENT DISTRICT

**1.01 Purpose**

To adopt uniform policies and procedures for use of amenities located on property owned or leased by the Piney-Z Community Development District (the "CDD"), including but not limited to the swimming pool area, fitness center, lodge, pavilion and the Rosemary White Playground and Gazebo Park.

Specific Authority Chapter 190.035; 190.011; 190.012; 120.54, Fla. Statute

Law Implemented Chapter 190.011; 190.012; 190.035, Fla. Statute

**1.02 Necessity**

To establish uniform policies and procedures for the CDD amenities

**1.03 Definitions**

- A. The term "Resident" is hereinafter defined as an individual who resides on a regular basis in a home within the CDD as a property owner, renter or member of a household. The term Resident is also defined as an individual or entity owning one or more lots within the CDD.
- B. The term "Pass Holder" is hereinafter defined as a non-resident who pays an annual fee to use the CDD amenities and members of that non-resident's household.
- C. The term "Guest" is hereinafter defined as a non-resident accompanying a Resident or Pass Holder to use the CDD amenities.

**1.04 Annual Non-Resident User Fee**

Non-residents may use the CDD amenities for an annual fee equal to the current annual Operation and Maintenance (General Fund) Assessment. The annual fee may change each fiscal year, so the CDD Manager should be contacted for the most current fee. Payment of the annual fee entitles the non-resident and members of the non-resident's

household to use the CDD amenities in accordance with these Rules 12 months from the date of receipt of payment by the CDD. The fee for the full 12 months must be paid to activate membership. The CDD does not offer monthly or prorated memberships.

### **1.05 Conduct Required of Users**

Users of the CDD amenities shall conduct themselves in a generally acceptable manner and follow all amenities rules. Violations of generally acceptable standards of conduct may result in suspension of any or all privileges. Additionally, Piney-Z CDD Property is a tobacco-free zone.

The CDD amenities' parking lot is for exclusive use by Residents, Pass Holders, and Guests only when they are using the CDD amenities in accordance with these policies and procedures. Vehicles left in parking spaces when the owner is not using the amenities are subject to towing. Additionally, vehicles left in the CDD parking lot between 12:00 a.m. and 5:00 a.m. are subject to towing.

### **1.06 Policies, Procedures, Charges and Regulations for the Swimming Pool Area, Fitness Center and the Rosemary White Playground and Gazebo Park**

- A. An access control device issued by CDD management is required to access both the swimming pool area and the fitness center, and may be obtained from the CDD office located at the lodge.
  - 1. An address with a single occupant is entitled to no more than one access control device. An address with more than a single occupant is entitled to two access control devices. Each access control device requires a non-refundable fee of \$9.00. If the home at an address is a rental, and the property owner resides in Tallahassee, there may still be no more than two access control devices issued for that single address.
  - 2. When applying for an access control device, owner applicants must provide a driver's license or other photo identification, as well as a copy of a utility bill addressed to them at the address at which they are registering. Renter applicants may apply for an access control device and are required to provide a driver's license or other government-issued photo identification, utility bill and lease verification.
  - 3. When a property owner with an active access control device no longer resides within the District, the device may be de-activated.

4. A non-refundable \$9.00 fee shall also be required for replacement access control devices.
  5. At all times the access control device remains the property of the CDD. It may neither be loaned or given to a friend or acquaintance, nor passed on to a subsequent owner or renter. It must be returned to the CDD office when the person to whom it has been issued is done with it.
- B. The “swimming pool area” is defined as the swimming pool and surrounding enclosed area, excluding the restricted area utilized for pool equipment.
1. User qualifications for swimming pool area:
    - a. Only Residents, Pass Holders and Guests may use the swimming pool area facilities.
    - b. Residents and Pass Holders may bring up to four Guests per household per day unless other arrangements have been made through CDD management. Reasonable requests to exceed the maximum number of Guests will be considered provided the request can be safely accommodated.

It is not the intention of these Rules that non-relative guests use the pool in lieu of paying an annual Pass Holder fee. Non-relative guests may use the pool no more than ten times in any pool season.
    - c. Guests must be accompanied by a Resident, Pass Holder or the CDD Manager.
    - d. Children age 15 and under must be accompanied at all times by a parent, legal guardian or designated adult.
    - e. If for any reason a parent or guardian leaves the pool area temporarily, the children must not remain in the pool.
    - f. Under no circumstances may children 15 and under be left at the pool when a parent or guardian has left the CDD grounds.

- g. Children age 16 through 17 must be prepared to provide to CDD management and/or staff an access control device, government-issued photo identification and information as to how to reach immediately their parent(s) or legal guardian(s).
- h. Persons not authorized to use the pool area may be asked to leave. Violations will be considered trespassing.

C. Swimming Pool Area Schedule, Hours and Closings

- 1. The swimming pool area schedule, hours and closings are adopted by the CDD Board of Supervisors in a public, regularly-scheduled meeting and shall be posted on the CDD website and community bulletin board located at the lodge.

D. General Swimming Pool Area Rules

- 1. Use of the swimming pool area at any time is at the user's own risk.
- 2. Conduct at the swimming pool area during designated swim times must be such as to provide the greatest enjoyment for the greatest number of participants. The cooperation of all swimming pool area users is essential and required.
- 3. Everyone must shower before entering the swimming pool.
- 4. All persons who enter the swimming pool area must be authorized as described in this document. Verification of authorization must be provided to the designated CDD staff person upon request. Swimming pool area users shall have with them an access control device and government-issued photo identification at all times to provide verification that they are a Resident, Pass Holder or Guest.
- 5. Upon entering the swimming pool area, all persons must sign in. Sign-in sheets are used for control and attendance record purposes.
- 6. Only swim wear is allowed in the swimming pool. No cut-offs or shorts with buckles or rivets are permitted. No footwear of any type may be worn into the pool.



7. No pets except service animals are permitted in the swimming pool area.
8. The CDD, CDD Board, CDD management and staff are not responsible for lost or stolen items.
9. Food and drinks are not permitted in the swimming pool area.
10. Glass is not permitted in the swimming pool area.
11. Smoking is prohibited in the swimming pool area.
12. The volume of electronic equipment must be kept low so as not to disturb others.
13. Persons using the swimming pool area must cooperate in keeping the area clean by properly disposing of trash and taking all personal items such as towels and magazines with them
14. Children not toilet trained or requiring the use of diapers must wear an approved swimsuit diaper that fits snugly around the waist and legs.
15. Diapers may not be changed in the swimming pool area. Diapers may be changed in the pavilion restrooms.
16. Urinating or defecating in the swimming pool area is not allowed.
17. Diving, running and other hazardous or dangerous conduct is not permitted. Noisy activity that disturbs others will not be allowed.
18. The swimming pool area deck may not be used for tanning or any other activity when the swimming pool area is closed.
19. CDD management and staff are authorized to deny persons access into the swimming pool area when the capacity (108) is reached.

E. Fitness Center

1. Use of the fitness center is at the user's own risk.
2. Equipment must be used in an appropriate and safe manner.

3. Children under the age of 12 are not allowed in the exercise area. There is a play area designated for their use and they must remain in this area while their parent, legal guardian or designated adult is engaged in activity in the exercise room.
4. Children age 12 through 15 must be accompanied at all times by a parent, legal guardian or designated adult.
5. Children age 16 through 17 must be prepared to provide to CDD management an access control device, government-issued photo identification and information as to how to reach immediately their parent(s) or legal guardian(s).
6. The fitness center schedule, hours and closings are adopted by the CDD Board of Supervisors in a public, regularly-scheduled meeting and shall be posted on the CDD website and community bulletin board located at the lodge.
7. Food and beverages, except for bottled water, are not permitted around the exercise equipment or while operating any equipment.
8. The CDD, CDD Board and CDD management and staff are not responsible for lost or stolen items in the fitness center. Lockers are available for residents only while they are using the fitness center.
9. The fitness center is only available to Residents, Pass Holders and their Guests. Guests are limited to two per Resident or Pass Holder and must be accompanied by the Resident or Pass Holder.

F. Rosemary White Playground and Gazebo Park

1. Use of the Rosemary White Playground and Gazebo Park is at the user's own risk.
2. Use of the Rosemary White Playground and Gazebo Park is limited to Residents, Pass Holders and Guests accompanied by a Resident or Pass Holder.
3. Use of the park is limited to children 12 and under.
4. All children must be accompanied by a parent or responsible party over the age of 14.

## **1.07 Policies, Procedures, Charges and Regulations for the Lodge and Pavilion**

### **A. General Rules Regarding Use of the Lodge and/or Pavilion**

1. Use of the lodge and pavilion is restricted to Residents of the CDD, their family members living in the CDD, Pass Holders and their families and Guests accompanied by a Resident or Pass Holder. Exceptions to this restriction may be approved by the CDD Board at a regularly-scheduled, public meeting of the Board. The amenities may be rented to non-residents in accordance with paragraph B.
2. Reservation of these facilities is on a first-come/first-served basis and rentals are limited to individuals 21 years of age or older.
3. Access to the lodge or pavilion is limited to the hours of event rental unless arranged in advance with CDD management.

Pavilion use, which is exclusive during the time period reserved, is generally limited to the hours of sunrise to sunset.

Functions may last no longer than midnight except for New Year's Eve parties and other events which traditionally extend beyond midnight.

### **B. Rental Fees For the Lodge, Swimming Pool Area and Pavilion**

1. There will be a \$500 resident damage deposit and \$750 non-resident damage deposit collected at the time the reservation is made for any damages or costs incurred in restoring the facilities to original condition. In addition to the Use/Rental Fee, a signed contract will be required with all reservations and the renter shall agree to pay any additional charges if damages exceed the damage deposit, or if clean-up fees exceed those established with the Use/Rental Fee. If a reservation is canceled, a full refund of the deposit will be granted. If a reservation is canceled more than 30 days prior to the rental, a full refund of the Use/Rental Fee will be granted. If a reservation is canceled within 30 days but more than 15 days prior to a rental, a 50% refund of the Use/Rental Fee will be granted. No refund of a Use/Rental Fee for a reservation canceled within 15 days of a rental will be granted. In the event that the facility rented is rendered unusable by an Act of God, a full refund of both fees will be made.

2. The Use/Rental fees are as follow:

a. Lodge/Maximum Capacity 111  
Six hours included in fee\*

	Resident	Non-Resident
1-25 people	\$200	\$250
26-50 people	\$280	\$350
51-111 people	\$400	\$500

b. Pavilion/Maximum Capacity 400  
Six hours included in fee\*\*

	Resident	Non-Resident
1-50 people	\$80	\$100
51-111 people	\$160	\$200
112-400 people	\$280	\$350

c. Pool/Maximum Capacity 108  
2 ½ hours included in fee\*\*\*

	Resident	Non-Resident
1-25 people	\$160	\$200
26-50 people	\$240	\$300
51-108 people	\$360	\$450

d. Pool and Lodge/Maximum Capacity 108\*\*\*  
2 ½ hours included in fee for pool and 6 hours included in fee for lodge

	Resident	Non-Resident
1-25 people	\$320	\$400
26-50 people	\$400	\$500
51-108 people	\$520	\$650

Damage Deposit for All Rentals    \$500                      \$750

\*        If available and approved, each additional hour shall be \$35.

\*\*       If available and approved, each additional hour shall be \$25.

\*\*\*     If available and approved, each additional hour for the lodge shall be \$35.

- C. Adjustment of Rates: Not more than once per year, the Board may adjust, by resolution adopted at a duly noticed public meeting, any of the fees set forth in paragraph B by not more than 5% percent per year to reflect actual costs of the operation of the amenities, to promote use of the amenities or for any other purpose as determined by the Board to be in the best interests of the District.
- D. Use of the Amenities: The CDD Amenities Policies and Procedures, as amended from time to time, govern the rental of the amenities and renters will be held to use consistent with those policies.
- E. The CDD Board through its management reserves the right to establish rates in extraordinary circumstances which may from time to time arise. Possible circumstances might include: 1) weekly rental to a group at a reduced rate, 2) rental to an agency which is unable to make a timely damage deposit, and 3) rental during what may be deemed "off hours."
- F. Severability: The invalidity or unenforceability of any one or more provisions of this rule shall not affect the validity or enforceability of the remaining portions of this rule, or any part of this rule not held to be invalid or unenforceable.