

**PINEY-Z COMMUNITY  
DEVELOPMENT DISTRICT**

**NOVEMBER 25, 2019**

**AGENDA PACKAGE**

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**Piney-Z Community Development District**  
**Inframark, Infrastructure Management Services**  
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November 18, 2019

Board of Supervisors  
Piney-Z Community Development District

Dear Board Members:

On Monday, November 25, 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. **Public Hearing – M. Christopher Lyon**
  - A. **Adoption of Amended Rules of Procedure – Resolution 2020-1**
  - B. **Adoption of Amended Rules of Amenities – Resolution 2020-2**
5. **Approval of the Minutes of the September 23, 2019 Meeting**
6. **Acceptance of the September and October, 2019 Financial Statements and Approval of the Check Registers and Invoices**
7. **CDD Manager’s Report**
  - A. **Use of dedicated reserve funds for pool pump overhaul**
8. **District Manager’s Report**
  - A. **Motion Assigning Fund Balance**
9. **Old Business**
  - A. **Pavilion renovation bids**
  - B. **Document reconciliation update**
    - i. **Use of unassigned reserve funds**
10. **District Attorney’s Report**
  - A. **Distribution of personnel policies for review**
11. **Supervisor Requests**
  - A. **Duties and Authorities of Board Members (Hudson)**
  - B. **Thermal Blankets for Pool (Kirby)**
  - C. **Pavilion restroom hours (Cashin)**
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

## **Fourth Order of Business**

**4A.**

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## **Rules of Procedure**

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# Rules of Procedure

## Piney-Z Community Development District

### October 2017

- 1.1 (1)**      **The Piney-Z Community Development District** was created, pursuant to 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 is to describe the general operations of the district.
- 1.1 (2)**      **Definitions** within any section of these Rules shall apply to all sections, unless stated to the contrary.
- 1.2 (1)**      **The Board of Supervisors shall exercise the powers granted to the district, and shall consist of five members,** all of whom must be residents of the Piney-Z Community Development District Florida and citizens of the United States.
- 1.2 (2)**      The board shall fill **vacancies** by appointment for the remainder of the unexpired term.
- 1.2 (3)**      A **quorum** requires 3 members be *physically* present in the same location to conduct business.

If there are 3 or more board *vacancies* simultaneously, a quorum is not required to fill vacancies.

Board members may **participate by phone** provided a quorum is present at the meeting location and a speaker is used so that all present may hear and respond.

**1.2 (4)**      **Officers** may be elected at the first meeting after the general election, or such election may be deferred to a future meeting.

If the **chair resigns** as chair, or leaves the board, the board shall first fill the vacancy, if necessary, and then select a new chair for the remaining portion of the term.

The chair may sign **warrants**, counter-signed by the treasurer or other persons authorized to sign.

**The chair may convene and conduct** all meetings. In his absence the vice-chair or other member of the board may convene and conduct regularly-scheduled and emergency meetings.

If the **vice-chair resigns** as vice-chair, or leaves the board, the board shall first fill the vacancy, if necessary, and then select a new vice-chair for the remaining portion of the term.

The **secretary** serves at the pleasure of the board and need not be a member thereof. The secretary shall be responsible for maintaining the minutes of Board meetings.

The **treasurer** serves at the pleasure of the board and need not be a member thereof. He/she must be a resident of Florida. The treasurer shall perform those duties described in Section 190.007(2) and (3), Florida Statutes.

**1.2 (5)**      The board may establish **permanent or temporary committees**. Non-board members may serve thereon.

**1.2 (6)**      The board shall keep a **permanent record book** to include all minutes, resolutions, proceedings, certificates, bonds and corporate acts.

- 1.2 (7)** The board shall establish a **schedule of regular meetings**, and may also meet upon the call of the chair or of three board members. Nothing herein shall prevent the board from holding other meetings as it deems necessary, or from canceling any regularly scheduled meetings. ~~Canceled meetings should be noticed in the same manner as scheduled meetings.~~
- 1.2 (8)** Pursuant to Section 112.3143, Florida Statutes, board members must reveal **voting conflicts of interest**, but are not then prohibited from voting on the matter. A member must notify the board secretary prior to any discussion, and shall publicly announce his conflict at the meeting. This announcement shall appear in the minutes, the member may then vote; and the secretary shall then prepare a memorandum of voting conflict for member to sign. If a member inadvertently votes on a matter and later learns he has a conflict, he shall immediately notify the secretary who shall prepare a memorandum of voting conflict for the member to sign. Within fifteen (15) days of notification, the member shall file the memorandum to be attached to the minutes of the meeting during which the vote occurred. The memorandum shall immediately be provided to other board members and to be read publicly at the next meeting. The board member's vote shall be unaffected by this filing.
- 1.3 (1)** All **district records** not otherwise restricted by law may be **copied** or inspected at the offices of the district manager or the district attorney during regular business hours.
- 1.3 (2)** **Copies shall be charged** at a rate of \$.15 per single-sided page or \$.20 per double-sided page. Extensive use of resources, staff or otherwise, may incur a special service charge.
- 1.4 (1)** **Meetings and workshops**, except in emergencies, require seven days' **public notice** by publication in a newspaper of general circulation in the District and shall include the date, time, place, and



a brief description of the nature, subjects and purposes of the meeting.

**Notice is to state** that anyone deciding to seek review of a board action is responsible for ensuring that a verbatim record is made.

**Notice of cancellation** shall be made in substantially the same manner as notice for the meeting, or in any manner that will give adequate notice of cancellation.

- 1.4 (2)** The district manager shall prepare a **notice of the meeting and an agenda** which shall be available to the public in the District office at least seven days before each meeting. **Minutes** shall be corrected and approved by the board at a subsequent meeting.
- 1.4 (3)** Persons wishing **receipt of notice** or agenda of meetings by mail may advise the district manager or secretary at the board's office. He or she may be required to pay the cost of copying and mailing.
- 1.4 (4)** The chair or vice-chair, if chair is unavailable, may call an **emergency meeting** on matters which affect public health, safety or welfare, without having complied with subsections (1), (2) and (3), above. Reasonable efforts, which may include telephone notification, shall be made to contact board members at least 24 hours in advance. After the meeting the board shall publish in a newspaper of general circulation in the district the time, date, place, reasons why 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 the emergency meeting may be ratified by the board at a regularly noticed meeting subsequently held.

- 1.4 (5)** The board shall set aside a reasonable amount of time at each regular meeting for **public comment**. Board may limit length of time available.
- 1.4 (6)** The notice of **hearing on the annual budget** shall be in accordance with section 190.088, Florida Statutes. The budget may be **amended** from time to time by approving invoices in excess of funds allocated to a budgeted line item. ~~All expenditures in excess of 10% of any budget line item must be approved by the board in advance, or by the chair, or in the absence of the chair, the vice chair, in case of an emergency expenditure affecting the health, safety or welfare of the district.~~
- 1.4 (7)** **Any meeting of the board or any item included on the agenda may be continued** without re-notice provided that the continuance is to a regularly-scheduled meeting. ~~specified date, time and location publicly announced at the board meeting where the item came before the board.~~
- 1.5 (1)** **Rulemaking** shall be conducted according to the applicable provisions of chapter 120, Florida Statutes, ~~and these Rules.~~
- 1.5 (2)** Except when the intended action is repeal, a **notice of rule development** shall be published 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.

All rules should be **drafted in accordance with Chapter 120, F.S.**

- 1.5 (3)** 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.

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.

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 who, at least 14 days prior to such

mailing, have made requests of the district for advance notice of its proceedings.

- 1.5 (4)** 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.
- 1.5 (5)** 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.
- 1.5 (6)** 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**:
- The text of the proposed rule, or any amendment or repeal of any existing rules;
  - A detailed written statement of the facts and circumstances justifying the proposed rule;
  - A copy of the statement of estimated regulatory costs if required by Section 120.541; and
  - The published notice.

**1.5 (7)**      **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.

**1.5 (8)**      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.

**1.5 (9)**      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.

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.

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.

- 1.5 (10)** 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.
- 1.5 (11)** The district may use **negotiated rulemaking** in developing and adopting rules pursuant to Section 120.54, Florida Statutes.
- 1.5 (12)** **Variances and waivers** from district rules may be granted subject to the provisions and limitations contained in Section 120.542, Florida Statutes.
- 1.6 (1)** In **decisions determining substantial interests**, 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 administer oaths and affirmations, rule upon offers of proof and receive relevant evidence, regulate the course of the hearing, including any prehearing matters,

enter orders and/or make or receive offers of settlement, stipulation, and adjustment.

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.

The district shall issue a final order within forty-five (45) days after the hearing is concluded (if conducted by the board), or 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 after the board has received the written and oral materials it has authorized to be submitted (if there has been no hearing).

**1.6 (2)** 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 adopt a resolution identifying the property to be taken. If the property is beyond the boundaries of the district the district shall obtain approval by resolution of the governing body of the county if taking will occur in an unincorporated area, or of the municipality of the taking will occur within the municipality.

**1.7** Procedure under **Consultants' Competitive Negotiations Act** For architecture, engineering, landscape architecture or registered surveying and mapping, in excess of \$325,000 for fixed capital outlay, **or** in excess of \$35,000 for a planning study activity. Refer to chapter 190.011; emergencies are exceptions.

**1.8** **Purchase of Goods, Supplies or Materials**, in excess of \$195,000. Refer to chapter 190.011; emergencies are exceptions.

- 1.9            Contracts for Construction of Authorized Project**, in excess of \$300,000. Refer to chapter 190.011.
  
- 1.10          Contracts for Maintenance Services**, in excess of \$195,000. Refer to chapter 190.011.
  
- 1.11          Design-Build Contract Competitive Proposal Selections Process**  
Exceptions for emergencies; refer to chapter 190.011
  
- 1.12          Purchase of Insurance** (life, health, accident, hospitalization, legal expense or annuity insurance for officers, employees or dependents or such of the district). Refer to chapter 190.011.
  
- 1.13          Bid Protests Under Consultants’ Competitive Negotiations Act.**  
Refer to chapter 190.011
  
- 1.14          Bid Protests Relating to Any Other Award** (under sections 1.8, 1.9, 1.10 or 1.11). Refer to chapter 190.011.
  
- 1.15          Effective date:** \_\_\_\_\_
  
- N.B.**            The **purpose and effect of the Rules of Procedure** is to provide for efficient and effective district operations. The purpose and effect of the repeal of the district’s current Rules of Procedure is to, among other things, repeal rules rendered obsolete by statutory changes. Specific legal authority for the repeal of the existing Rules of Procedure and the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2013). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 119.07, 189.4221, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.931, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 287.017, 287.055 and 287.084, Florida Statutes (2016), and Ch. 2013-227, Laws of Florida.





## **RESOLUTION 2020-1**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District has previously adopted Rules of Procedure to govern the administration of the District; and

**WHEREAS**, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

**WHEREAS**, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

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

**SECTION 1.** The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 25th day of November, 2019.

**ATTEST:**

**PINEY-Z COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Amended and Restated Rules of Procedure

**EXHIBIT A:**  
AMENDED AND RESTATED RULES OF PROCEDURE

**4B**

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.

The CDD utilizes security cameras for the safety and security of users of the CDD amenities and CDD property. Users of the CDD amenities shall not disable, damage, cover or otherwise obscure the view of any security camera or equipment on district grounds.

### **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 ~~shall~~may be deactivated.
  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 and must sign a liability waiver each year prior to using the 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 will~~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.

The pool area will be cleared and locked for 30 minutes after the last visible lightning strike or audible clap of thunder.

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. Except for water in non-glass containers, food and drinks are not permitted in the swimming pool area. Alcoholic beverages and coolers are expressly prohibited.
10. Glass is not permitted in the swimming pool area.
11. Smoking, vaping or other tobacco use 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 when they leave.
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 ~~is~~ will not be allowed.

18. The swimming pool area deck ~~shall~~may not be used for tanning or any other activity when the swimming pool area is closed.
19. Personal furniture and equipment, including but not limited to bicycles, wagons and skateboards, are prohibited in the swimming pool area. Baby strollers and wheelchairs are expressly permitted.
20. 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.

Lodge 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. The refund of the damage deposit shall be reduced by \$50 per hour if general cleaning is necessary. 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 1/2 hours included in fee\*\*\*~~

	Resident	Non-Resident
<del>1-25 people</del>	<del>\$160</del>	<del>\$200</del>

<del>26-50 people</del>	<del>\$240</del>	<del>\$300</del>
<del>51-108 people</del>	<del>\$360</del>	<del>\$450</del>

~~d. Pool and Lodge/Maximum Capacity 108\*\*\*~~

~~2 ½ hours included in fee for pool and 6 hours included in fee for lodge~~

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

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, but are not limited to: 1) usage by 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.

**RESOLUTION 2020-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT  
APPROVING AND ADOPTING REVISED POLICIES AND  
RULES FOR PINEY-Z AMENITIES; PROVIDING A  
SEVERABILITY CLAUSE; AND PROVIDING AN  
EFFECTIVE DATE.**

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

**WHEREAS**, the District owns and operates certain facilities and amenities within its boundaries for the benefit of its residents, including the swimming pool, fitness center, lodge, pavilion, playground and gazebo park ("Amenities");

**WHEREAS**, the District desires to approve and adopt revised policies and rules for the the Amenities, and finds such approval and adoption to be in the best interest of the District, its residents and users of the Amenities;

**WHEREAS**, as provided in Section 190.011(5), Fla. Stat., the District is authorized to adopt rules pursuant to the provisions of Chapter 120, Fla. Stat., and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, on this date, the Board of Supervisors of the District conducted a public hearing as required to consider the proposed revised recreational policies and rules and has otherwise complied with applicable Florida law concerning rule development and adoption of such policies and rules.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The recitals stated above are true and correct and are incorporated herein by this reference.
2. The District hereby approves and adopts the revised recreational policies and rules set forth in Exhibit A attached hereto. Such policies and rules shall remain in full force and effect unless revised or repealed by the District in accordance with Chapters 120 and 190, Florida Statutes.
3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.
4. The Resolution shall become effective upon its adoption.

**PASSED AND ADOPTED** this 25th day of November, 2019.

**ATTEST:**

**PINEY-Z  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Amended and Restated Amenities Policies and Procedures





## **Fifth Order of Business**

**5A**

# **PINEY-Z COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, September 23, 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 (6:07 p.m.)
Melinda Parker	CDD Manager
Rick Evans	Buildings & Grounds Manager
Residents	

*The following is a summary of the discussions and actions taken at the September 23, 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)**

- A resident requested clarification of the use of the pavilion.
  - Ms. Cashin noted that as long as it has not been reserved residents are welcome to use it. Please call the office in advance to ensure that it is available.

## **FOURTH ORDER OF BUSINESS**

## **The Chair's Perspective**

Chair Cashin:

**I am speaking for only myself, not for the board, not for the staff.** These are my thoughts as a result of recent incidents. Against the strong advice of my own family, I feel I must say this, as it is the truth; the truth despite bloggers wishing to create mindless anger, which is not helpful or fair, and very destructive. This public confusion by the HOA of the responsibilities of the CDD and the HOA has to stop as it has gone on for more than a decade. Sometimes things must get worse before they get better. And that's where we are.

### NEXTDOOR PINEY-Z

Those of us who have been active with the CDD since the inception of *NextDoor Piney-Z* know the damage that can be done on social media. The survey, hosted by Mr. Wilcox and sent to 48 neighborhoods, lasted, as I recall, for 22 days, and the same five or six people said almost everything. Of the 19 who participated, fewer than a dozen had no association with HOA or CDD boards or committees. **Because we do not choose to participate, please don't assume we don't care; rather we reach out directly to those who post with actual questions regarding the CDD. Often the subjects are far too important to be discussed in an environment in which half-truths and innuendo rule.**

*Mr. Lyon arrived at 6:07 p.m.*

An organization should NEVER use a blog to conduct its business. That's what email lists are for.

To quote HOA President Cindy Saginario on the front page of the most recent HOA Newsletter: "We plan to continue promoting a spirit of friendship and caring among our neighbors that will bode well for our community when times get tough." She closes, "May we all find peace in a lifetime of turbulence."

I was surprised to see the HOA president state on *NextDoor* "...the CDD surplus fund is much larger than the HOA's." "...and [the HOA] pulled from the surplus to cover extraordinary expenses such as the \$26,000 spent on trees after the last two hurricanes." The HOA president does not realize that the CDD's reserve (approximately \$138,000 as of October 1) is to protect nearly \$1.1 million in capital assets. The HOA's budget passed in August showed a rainy-day fund of \$95,000 (down from over \$170,000 in January 2015 — a reduction of 44%) to protect far less in assets.

The HOA president also stated, "Each of us has a vested interest in both entities." ". . .that is why we seek input through formal and informal surveys." At a recent lunch with Cindy Saginario she told me that she encouraged the "survey" on *NextDoor*. In my opinion, based on years as a staffer on Capitol Hill and serving as volunteer board member of my condominium association (seven as its president), **elected officials do not make decisions based on blog surveys**, especially surveys which receive a very small percentage of responses. Surveys should be conducted in a professional manner, contain specific questions and be sent via the entity's email list only.

One of the most upsetting comments on *NextDoor* was made by HOA board member Mr. Shoemaker, talking about the HOA hurricane cleanup dollars: "The CDD never

even offered or provided any supplemental funding to assist, and I just think that's wrong." **Mr. Shoemaker also stated "There is a history of the CDD providing financial resources (\$20-30,000 per year) to HOA for assistance with projects. Why did that stop and on what grounds?"** The facts: Yes, the CDD collected HOA assessments until Judge James O. Shelfer on June 14, 2010 ruled in Piney-Z HOA (plaintiff) vs Piney-Z CDD (defendant) that the CDD no longer can collect HOA assessments. Please note who sued whom!

**CDD board member, Mr. Wilcox, stated "I wish the HOA and CDD could figure out a way to share some of these expenses. And if we have another hurricane (or even a bad summer storm), tree removal is expensive too, and it should be a shared expense." Would the HOA like to share CDD expenses on hurricane damage and tree removal? Maintaining the playground? Maintaining the pool?**

Mr. Shoemaker and Mr. Wilcox should know that any expenditure by the CDD board is subject to the scope of jurisdiction provided in the Interlocal Agreement between the City of Tallahassee and the Piney-Z CDD as well as Chapter 190, Florida Statutes. Not only is the CDD Board required by statute to approve all expenditures at an open meeting, but also its funds are there to protect the assets of the CDD. I understand the HOA's Covenants and Restrictions give the HOA its broadest authorities as well as Chapter 720, Florida Statutes. At any rate, it's not as easy as Mr. Shoemaker and Mr. Wilcox stated. The City of Tallahassee must be involved. It is so easy to throw out a thought without researching or considering the process.

Mr. Shoemaker also stated he needs to be sure Ms. Parker's explanation on the blog is correct! And if her work was approved by the CDD board's attorney. Yet another attempt to confuse the facts and a blatant disregard for her excellent work. Apology in order, Mr. Shoemaker? **The proof is in the pudding...look around the CDD property; nearly \$200,000 in property improvements, addition of \$150,000 to cash on hand and an office you can actually walk into. She is the last person any of us should question. The CDD staff is the best thing that has ever happened to the Piney-Z community, by far!**

When I moved here in July 2012, I knew virtually nothing about CDDs and drank the kool aid about ours. I attended nearly all CDD and HOA meetings and still do. When Melinda began her work in the CDD office, I volunteered to help, spending nearly two years helping go through every piece of paper, reading historical documents and legal files, and learned the vast majority of what was said about the CDD was, in fact, NOT true.

I learned that the CDD concept in Florida is nearly perfect for a community such as ours. Fee collection by the county tax collector ensures near 100 percent collection rate. Sovereign immunity ensures limited liability for the CDD. The Florida Sunshine Law ensures that residents will always have on-line access to board actions, budgets and proof of every penny spent by the board, and no board action is taken outside a public meeting.

**The CDD and the HOA serve the same community, but are not the same organization in law, practice or mission. The two organizations can coexist, but not**

**while one organization continually bashes the other.** I sincerely urge all residents and especially elected officials to pay attention and learn the truth and refrain from bashing our community on blogs which go out to 48 Tallahassee communities.

UPDATE Thursday, Sept. 19 - At the latest HOA Board meeting, during the discussion of C&R enforcement, I let the board know that I was unable to find on the City's website an indication that bulk trash could be placed at the curb the weekend before pickup date. So, I called the City and was told by a gentleman named Paul in Customer Service that bulk trash should be placed curbside no sooner than 24 hours prior to the bulk pick up date. Paul confirmed this is true with his supervisor. Today, I read a message from President Cindy Saginario which began, "Gerry, Frank, et al, Since you apparently questioned my honesty on the question of when bulk pickup can be put at the curb and called someone at the city to confirm, I want to show you what the website said..." My statement was in no way a question of Cindy's character, but only a recitation of what Paul told me over the phone. Cannot a fellow resident ask for clarification from the city staff without being accused of questioning Cindy's honesty? And this is after the countless times the HOA unjustly criticizes the CDD on blogs, etc. Must residents remain mute so as to not upset the HOA president? In my experience serving the public, a thick skin is required.

**The authority to enforce C&Rs in this subdivision rests solely with the HOA. As long as I am chair of this organization I can tell you that, if it were in the CDD's scope of responsibility to enforce the C&Rs, we will never alter five of them, as the HOA board just did, via newsletter and absent a 75% yea vote of the homeowners.**

#### TEXT STREAM

Next, I need to read a text stream between myself and HOA President Cindy Saginario and HOA Board Member Chris Shoemaker which began on Monday, August 12, at 8:55 AM and concluded on Sunday, August 18, at 11 :32 AM, entitled by me "Bulk Trash 12 Days Prior to Pick Up." The reason I feel it is necessary to read this today as it is a potential Sunshine Violation as CDD Supervisor Mr. Wilcox was added to the conversation by Mr. Shoemaker on Friday, August 16 at 12:01 PM.

I invite Mr. Wilcox and Ms. Saginario to follow along on their cell phones if they choose.

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: I sent along a picture...*

*Wilcox: That is not CDD business*

*Cashin: Excuse me.*

*Wilcox: You just accused me of Sunshine Law violation.*

*Cashin: "Potential". I have the floor. I have the floor.*

*Wilcox: unintelligible*

HOA Text Message Chain  
Bulk Trash 12 Days Prior to Pick Up Monday August  
12 — Sunday, August 18, 2019

iMessage - Mon, Aug 12, 8:55 AM

Gerry Cashin to Cindy Saginario and Chris Shoemaker

(Gerry Cashin)

[PHOTO]

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: This is the picture I sent.*

*Wilcox: And what did I do about it? What did I do about it, Gerry? I actually went and put notes on the door.*

*Cashin: I have the floor*

*Wilcox: You are leaving out all kinds of facts.*

*Cashin: I am just reading this.*

*Wilcox: This is very unpleasant, this is incredible. This is not even CDD business.*

*Cashin: It is, it is, it is...*

*Wilcox: This is HOA business, Gerry.*

*Cashin: Excuse me. Excuse me.*

*Wilcox: I came prepared to talk about the rules...the amenities rules.*

*Cashin: Excuse me.*

*Wilcox: I spent 45 dollars on copies of the amenities rules.*

*Cashin: I have the floor.*

Piney Z Plantation this morning after the refuse truck passed. I spoke with renter who thought pickup is every second MONDAY. Consistent Enforcement is a must. Property Values! Property Values! Property Values!!!

(Gerry Cashin)

This is urgent as a house is for sale on the street.

(Cindy Saginario)

So the renter made an honest mistake on the pickup date, thinking they were doing the right thing. Hopefully, with your tutoring, they won't make that mistake again. And we know this will be picked up a week from Friday so the warning and violation process is



futile with all the 14 days to comply. It is unsightly for a temporary time, but it is not endangering to bodily harm.

(Chris Shoemaker)

I feel that we need to determine who owns this house and notify them about this mess. The owner is responsible for their renters and need to be held responsible. I would not want to look at that mess for two weeks. This can't be left as a mistake.

(Gerry Cashin)

**What? We have to look at this for two weeks?** How are those folks going to sell their home? The HOAs first responsibility is to protect property values. I don't understand

(Gerry Cashin)

Thanks Chris. A house across the street from this mess left their junk for almost two weeks too.

(Cindy Saginario)

First of all, Chris and I are not the Standards Committee. Please report anything you see to [pineyzstandards@gmail.com](mailto:pineyzstandards@gmail.com). Secondly, we do not have to agree on our opinions to maintain personal and professional relationships. The world is made up of people who do not think alike, thank God. But, I would like you to recognize that I always try to put aside my opinion and act on the counsel of the majority. In this case, I will happily see you turn it over to the Standards Committee to carry out their job without influence from me to take a more lax approach. **Obviously we have different tolerance levels and that's perfectly okay to me.** Within our neighborhood there is a wide spectrum of tolerance levels and it makes it difficult to hit the middle.

(Gerry Cashin)

Cindy, **I don't believe anyone who owns in this neighborhood thinks it is okay for bulk trash to sit out for two weeks.** Additionally, among the mess sits a large, tall headboard which could easily fall on a child walking in the sidewalk, causing "bodily harm"! As president I think you could/should pass the photo along to standards and the property management company.

(Cindy Saginario)

I will do as you request.

(Cindy Saginario)

I still need the address please.

(Gerry Cashin)

Consistently is the key here. If you are inconsistent in enforcement you open the door to a lawsuit which I believe you will have a good chance of being unsuccessful.

And, it's not the board who must defend the lawsuit but the homeowners. **It's nice to be kind, but protecting home owners should come first.**

(Cindy Saginario)

But there is protection for both sides, no?

(Gerry Cashin)

The offenders need to adhere to the rules! Period! **And the HOA needs to enforce the rules consistently. Period! It's their most important job!** Homeowners pay their dues expecting the HOA to do their job. I argue: why should I pay my dues if the HOA is not doing its job! I believe I'm not the only homeowner asking this question!

(Gerry Cashin)

Address: Piney Z Plantation Road

Cindy Saginario added [Phillip Worts] to the conversation. Mon, Aug 12, 12:50 PM

(Cindy Saginario)

Phillip, here is a report for Standards Committee

Thu, Aug 15, 4:54 PM

(Gerry Cashin)

Unfortunately, the couch and headboard still there for everybody to enjoy, especially those potential buyers of the house for sale on our street Sad Face Emoji

Thu, August 15, 8:23 PM

[PhilipWorts]

Post card is going out tomorrow morning

(Gerry Cashin)

Sad Face Emoji

(Chris Shoemaker)

Gerri we are working on it but you have trash out too that will all be picked up next Friday. **The CDD has control over the entire neighborhood and you're just as negligent for not recognizing that the CDD has equal or greater authority of the entire neighborhood and we are going to hold you equally responsible.**

(Chris Shoemaker)

You push this and we'll just say it is the CDD that's negligent

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: What? They're going to lie?*

(Gerry Cashin)

**There is NO TRASH in front of my house!** Excuse me! Greenery is not trash and it's not my greenery but that of my next door neighbor who is 90 years old. The lawn guy put it there. **Historically, greenery is not considered trash** and is excused because one is at the mercy of ones lawn guy.

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: I am almost done.*

*Wilcox: (unintelligible). Please wrap it up.*

(Chris Shoemaker)

**Push it Gerri**

(Gerry Cashin)

I hope your remarks about the CDD is a joke because you know our jurisdiction is only the lodge and the pool and we pay for the privilege of maintaining the playground.

(Chris Shoemaker)

Wrong. CDD is the entire district that encompasses the entire neighborhood. Philip Wilcox confirmed with your legal council that CDD can expand its authority to the entire neighborhood and to limit it to the CDD amenities is a deprivation of the neighborhood that pays taxes for a vibrant community as a whole, not those just using the amenities. **CDD is on the path of failure next election cycle if they don 't change and you need to think about that.**

Chris Shoemaker added Philip Wilcox to the conversation. Fri Aug 16, 12:01 PM

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: Happens to be my birthday. Happy Birthday, Gerry.*

*Wilcox: You deserve it.*

(Chris Shoemaker)

I just added Philip to this conversation because he has something to add

(Philip Wilcox)

I'm sitting in the mall having lunch and was reading this stream. I think Geri forgets we are all volunteers on the HOA with no compensation and when I read Geri's "we pay HOA fees" made me laugh. Those fees don't compensate us for anything; not our time, not our mileage, not the countless things we do at our own expense. My car was struck by another car Wednesday while I was picking up illegal sign at the Gardens Gate. **Geri keep it up and you just might see us all say "forget it" and resign. I am appalled by**

**your comments and behavior and unkind remarks about the HOA.** You make me embarrassed for the CDD.

(Philip Wilcox)

**I noticed another neighbor put a toilet in their front yard for Geri to look at. Until Geri apologizes to Cindy for all the lies she's told (such as resident's don't support her which is completely untrue) I'm not doing a damn thing about it.**

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: I never said that about Cindy, by the way.*

sat, Aug 17, 9:18 PM

(Phil Wilcox)

Thanks to Cindy and Chris and I we fixed the timers on the gates tonight. I think the CDD is going to have to step up to assist. **Every taxpayer enters those gates and the CDD has full authority and has been neglecting their responsibilities. I plan to fix that.**

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: That is where Sunshine comes in, Mr. Wilcox.*

(Philip Wilcox)

**Geri is completely complicit and negligent and hurtful towards HOA and I'm one step from calling her out**

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: Bullying? Threat? I don't know.*

(Phil Wilcox)

**Public shaming may be in order**

(Phil Wilcox)

**This has nothing to do with CDD and no potential vote**

(Phil Wilcox)

**And no comments please**

Phil Wilcox left the conversation. Sun, Aug 18, 8:28 AM

Chris Shoemaker left the conversation. Sun, Aug 18, 11:32 AM

The following added by Chair after her review of the audio tape of the meeting.

*Cashin: I was really upset. Thanks for listening.*

- Ms. Cashin noted with that they will move back to the regular agenda.

On MOTION by Mr. Kirby seconded by Ms. Hudson to take a 15-minute recess. The motion was approved with votes as follows:

**Cheryl Hudson – Aye**

**Ann Pincus – Aye**

**Philip Wilcox – Nay**

**Art Kirby – Aye**

**Gerry Cashin – Aye**

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

#### **Approval of Minutes of the July 22, 2019 Meeting**

- Ms. Cashin noted there was an edit to the last page that has been made – it stated, ‘A president’ and now states ‘A resident’.

Ms. Pincus MOVED to approve the July 22, 2019 meeting minutes and Ms. Hudson seconded the motion.

The MOTION was approved as amended with votes as follows:

**Cheryl Hudson – Aye**

**Ann Pincus – Aye**

**Philip Wilcox – Aye**

**Art Kirby – Not Present for Vote**

**Gerry Cashin – Aye**

- Ms. Saginario stated she would encourage a survey done using Survey Monkey.

#### **SIXTH ORDER OF BUSINESS**

#### **Acceptance of the July and August, 2019 Financial Statements and Approval of the Check Registers and Invoices**

Mr. Wilcox MOVED to approve the July and August 2019, check registers and invoices 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**

## **SEVENTH ORDER OF BUSINESS**

### **CDD Manager's Report**

- Ms. Parker addressed the camera upgrades, noting they were approved at \$3,000, but there was an issue with the power supply. For the new location and number of cameras. To the bid is \$4,675 which includes trading in our current equipment. Discussion followed.
- The other issue is there is \$3,000 in the current budget for a maintenance cart and they cannot purchase it at this price.

Mr. Kirby MOVED to approve the camera project with Capital Security at a not to exceed of \$5,500 from the unassigned funds balance and Mr. Wilcox seconded the motion.

- Discussion followed.

The MOTION was approved with votes as follows:

**Cheryl Hudson – Aye**

**Ann Pincus – Aye**

**Philip Wilcox – Aye**

**Art Kirby – Aye**

**Gerry Cashin – Aye**

- A request was made to increase the \$3,000 amount previously approved for a maintenance cart. Discussion followed.

Ms. Hudson MOVED to approve the maintenance cart at a not to exceed of \$5,000 from unassigned funds balance and Mr. Kirby seconded the motion.

- Discussion followed.

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**

#### **\*\*Audit Engagement**

On MOTION by Ms. Hudson seconded by Ms. Pincus, the audit engagement with Berger, Toombs, Elam, Frank and Gaines for FY 2019 in the amount of \$3,150, was approved with votes as follows:

**Cheryl Hudson – Aye**

**Ann Pincus – Aye**

**Philip Wilcox – Aye**

**Art Kirby – Aye**

**Gerry Cashin – Aye**

## **NINTH ORDER OF BUSINESS**

### **New Business**

There being none, the next item followed.

## **TENTH ORDER OF BUSINESS**

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

- Ms. Cashin noted they will hold the Rules Public Hearing at the November meeting. The Rules of Procedure have not been revised since 2000.
- A. Amendments to Rules of Procedure**
- Mr. Lyon noted he reviewed the revisions provided. It seems the bulk are simply to streamline and shorten, making very few substantive changes, but there are a few substantive changes. In the agenda package are the existing rules.
  - ❖ 1.2 (1) – include resident of Piney-Z and eliminate resident of Florida.
  - ❖ 1.2 (2) – should it include the process for appointment? *No*.
  - ❖ 1.2 (4) – include regularly scheduled meetings or emergency meetings, to include reconvened/continued meetings.
  - ❖ 1.2 (7) – discussion followed, with Mr. Lyon noting a majority of the Board is what does the business of the District. The prevailing party is usually to bring up a reconsideration of decisions that have already been

had; not necessarily in a subsequent meeting. He will review it further, but noted he thinks the purpose is the majority of the Board rules.

- ❖ 1.2 (7) – cancelled meetings should be noticed in the same manner as scheduled meetings it was noted this is in conflict of 1.4 (1) (e). To be removed from 1.2 (7).
- ❖ 1.3 (2) – copies shall be charged at a rate of .25. Is there a reason to go to .15 per single-sided page or .20 per double-sided page? Mr. Lyon noted it is current law.
- ❖ 1.4 (6) – budget amendment was discussed. Strike the sentence- *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.*
- ❖ 1.4 (7) – continuances were discussed.
- ❖ 1.5 – Mr. Lyon will review the section to determine if most can be removed leaving 1.5 (1) Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes.
- ❖ 1.5 – will contain – Rulemaking Proceedings, Variances and Waivers and Decisions Determining Substantial Interests.
- ❖ 1.7 through 1.14 – will be worded to state “refer to Chapter 190.033, Florida Statutes.”

#### **B. Amendments to Amenities Rules**

- Mr. Wilcox provided to the Board a copy of his suggested revisions.
- Discussion followed on Amenities Rules:
  - ❖ 1.03 A. – discussion followed on homeowners, renters and access to amenities.
  - ❖ 1.06 A. 3. - When a property owner with an active access control device no longer resides within the District, the device may be de-activated.



Discussion followed on changing “may” to “shall”. The consensus is to change to shall.

- ❖ 1.04 – discussion followed on annual non-resident user fee.
- ❖ Discussion followed on “designated adult”.
- ❖ Discussion followed on the number of guests per household per day.
- ❖ Discussion followed on waivers – language to be added to B.1.a. regarding the requirement for signed liability waivers prior to the use of the pool.
- ❖ 1.06 B.1. h. – change may to shall be asked to leave.
- ❖ 1.06 C.1 – remove the community prior to bulletin board.
- ❖ 1.06 A.3. – Ms. Cashin suggested changing District to Piney-Z and Mr. Kirby requested it be left for now.
- ❖ 1.06 C. – Ms. Hudson suggested they include something noting the pool area will be cleared and locked when there is thunder/lightning detected. Staff direction is currently 30 minutes from the last thunder/lightning detected.
- ❖ 1.06 D.9. – Mr. Wilcox suggested plastic water bottles be permissible. Discussion followed with the consensus being to reword – food and drinks are not permitted in the swimming pool with the exception of bottled water in non-glass containers.
- ❖ 1.06 D. – ADD - No alcohol is permitted.
- ❖ 1.06 D. – ADD - No coolers are permitted.
- ❖ 1.06 D 11. – Smoking – ADD - vaping devices or any type of tobacco product.
- ❖ 1.06 D 12. – Mr. Wilcox suggested adding use of individual headphones required. No change.
- ❖ 1.06 D 13. – ADD at the end of sentence – when they leave.
- ❖ 1.06 D 17. – Ms. Cashin suggested changing will not be allowed to shall not be allowed. Change to is not allowed.
- ❖ 1.06 D 18. – Ms. Cashin suggested changing may not be to shall not be. Discussion followed on allowing residents to use the pool deck when

weather permits, even if the pool is closed. Change to shall not be allowed.

- ❖ 1.06 D. – ADD – 19. No bicycles or personal furniture permitted on pool deck. Discussion followed on skateboards, wagons and strollers. To be worded – No personal furniture and equipment, including but not limited to bicycles, wagons and skateboards, are permitted in the swimming pool area. Baby strollers and wheelchairs are permitted.
- ❖ 1.06 E. 6. – REMOVE community prior to bulletin board.
- ❖ 1.07 A. 3. – discussion followed the pavilion use being limited to sunrise to sunset.
- ❖ 1.07 A. 3. - ADD – Lodge prior to functions.
- ❖ 1.05. ADD – Shall not disable, damage, cover, or otherwise obscure the view of any security camera or equipment.
- ❖ 1.07 B. – REMOVE Swimming Pool Area
- ❖ 1.07 B. 2. – REMOVE – Maximum Capacity numbers
- ❖ 107 B. 2. – STRIKE c. and d.
- ❖ 1.07 B. – Discussion followed on \$50 per hour charge for extra cleaning. ADD – Damage Deposit refund shall be reduced by \$50 per hour if general cleaning is necessary.
- ❖ 1.07 E. – Discussion followed on adding verbiage for use of the facility by Piney-Z residents. CHANGE 1) weekly usage by a group at a reduced rate.

## **ELEVENTH ORDER OF BUSINESS**

## **Supervisor Requests**

### **D. Document Reconciliation (Kirby)**

- Discussion followed on intellectual property.

Mr. Kirby MOVED to consult outside counsel regarding intellectual property issues, at a cost not to exceed of \$5,000, and Ms. Hudson seconded the motion.

The MOTION as amended to a 'not to exceed' of \$5,000 plus filing costs, was approved, with votes as follows:

**Cheryl Hudson – Aye**

**Ann Pincus – Aye**

**Philip Wilcox – Aye**

**Art Kirby – Aye**

**Gerry Cashin – Aye**

**A. Attorney Communications (Pincus)**

- Ms. Pincus addressed a July charge from District Counsel for a 20-minute phone call with Mr. Kirsten. She does not feel they need to be charged for residents calling counsel.
  - Mr. Lyon noted he has never spoken with Mr. Kirsten other than in this room. He reminded the Board they are not billed for individual items; his time is billed at a flat fee.
  - Discussion continued.
- Ms. Cashin addressed attorney communications, noting she feels the other Board members should be notified when a Board member has spoken with Mr. Lyon.
  - The consensus of the Board is not to require that all Board members be notified of attorney-supervisor consultations.

**B. Duties and Authorities of Board Members (Hudson)**

This item was not addressed.

- Ms. Cashin addressed the request from a singles group to meet in the Lodge.
- Discussion followed on resident versus non-resident use.

Ms. Cashin MOVED to allow a possibly non-resident majority singles group to meet at the Lodge for 180 days, and Mr. Kirby seconded the motion.

The MOTION failed with votes as follows:

**Cheryl Hudson – Aye**

**Ann Pincus – Nay**

**Philip Wilcox – Nay**

**Art Kirby – Aye**

**Gerry Cashin – Nay**

**C. Thermal Blankets for Pool (Kirby)**

This item was not addressed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Hudson seconded by Mr. Kirby, with all in favor, the meeting was adjourned at 10:21 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*

*September 30, 2019*

**Prepared by**



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**PINEY-Z**

Community Development District

**Financial Statements**

(Unaudited)

**September 30, 2019**



**Balance Sheet**  
September 30, 2019

ACCOUNT DESCRIPTION	TOTAL
<b><u>ASSETS</u></b>	
Cash - Checking Account	\$ 63,897
Cash On Hand/Petty Cash	250
Investments:	
Money Market Account	288,431
Prepaid Items	4,011
<b>TOTAL ASSETS</b>	<b>\$ 356,589</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 7,496
Accrued Expenses	2,307
Accrued Taxes Payable	1,573
<b>TOTAL LIABILITIES</b>	<b>11,376</b>
<b><u>FUND BALANCES</u></b>	
<b>Nonspendable:</b>	
Prepaid Items	4,011
<b>Assigned to:</b>	
Operating Reserves	100,743
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>	139,031
<b>TOTAL FUND BALANCES</b>	<b>\$ 345,213</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 356,589</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 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	\$ 1,000	\$ 2,809	\$ 1,809
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	130	1,868	1,738
Access Cards	540	540	1,179	639
Pavilion Rental	400	400	1,400	1,000
Lodge Rental	13,500	13,500	20,453	6,953
<b>TOTAL REVENUES</b>	<b>402,970</b>	<b>402,970</b>	<b>416,930</b>	<b>13,960</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	9,000	9,000	3,600	5,400
FICA Taxes	689	689	275	414
ProfServ-Dissemination Agent	-	-	1,000	(1,000)
ProfServ-Legal Services	24,000	24,000	24,000	-
ProfServ-Mgmt Consulting Serv	44,775	44,775	44,775	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	150	150	311	(161)
Insurance - General Liability	11,795	11,795	9,824	1,971
Printing and Binding	200	200	257	(57)
Legal Advertising	1,200	1,200	454	746
Miscellaneous Services	150	150	290	(140)
Misc-Assessmnt Collection Cost	11,841	11,841	11,404	437
Misc-Contingency	115	115	-	115
Office Supplies	250	250	-	250
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>112,127</b>	<b>112,127</b>	<b>104,152</b>	<b>7,975</b>
<b><u>Field</u></b>				
Contr-Landscape-Amenities Area	14,452	14,452	15,988	(1,536)
R&M-Trees and Trimming	3,000	3,000	1,500	1,500
Misc-Contingency	4,000	4,000	1,044	2,956
<b>Total Field</b>	<b>21,452</b>	<b>21,452</b>	<b>18,532</b>	<b>2,920</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 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	6,495	7,817	(1,322)
Payroll-Administrative	47,262	47,262	52,860	(5,598)
FICA Taxes	4,112	4,112	4,642	(530)
Workers' Compensation	3,747	3,747	3,622	125
Contracts-Janitorial Services	2,340	2,340	2,150	190
Contracts-Security Services	1,480	1,480	1,865	(385)
Contracts-Fire Exting. Insp.	350	350	350	-
Contract-Copier Maintenance	100	100	335	(235)
Contract-Dumpster Rental	312	312	312	-
Contracts-Pest Control	498	498	568	(70)
Contracts-Fire Insp Sprinkler System	300	300	250	50
Contract-Website Hosting	97	97	-	97
Communication - Teleph - Field	100	100	100	-
Postage and Freight	50	50	-	50
Utility - General	16,500	16,500	17,605	(1,105)
Utility - Other	3,520	3,520	2,918	602
Electricity - Streetlighting	1,500	1,500	1,195	305
Utility - Irrigation	3,000	3,000	2,716	284
Utility - Refuse Removal	1,200	1,200	1,173	27
R&M-General	3,000	3,000	826	2,174
R&M-Electrical	400	400	350	50
R&M-Roof	300	300	-	300
R&M-Fire Equipment	100	100	-	100
R&M-Flooring	1,360	1,360	-	1,360
R&M-Plumbing	250	250	66	184
Misc-Contingency	3,000	3,000	2,683	317
Misc-Information Technology	886	886	3,462	(2,576)
Misc-Mileage Reimbursement	450	450	284	166
Office Supplies	2,000	2,000	1,750	250
Supplies-Cleaning & Paper	400	400	246	154
Subscriptions and Memberships	1,000	1,000	-	1,000
<b>Total Parks and Recreation - General</b>	<b>106,109</b>	<b>106,109</b>	<b>110,145</b>	<b>(4,036)</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 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	15,154	14,203	951
Payroll-Administrative	6,752	6,752	6,754	(2)
Payroll-Pool Attendants	22,022	22,022	21,440	582
FICA Taxes	3,360	3,360	3,243	117
Communication - Teleph - Field	715	715	746	(31)
R&M-General	500	500	162	338
R&M-Electrical	200	200	-	200
R&M-Pools	1,000	1,000	105	895
Misc-Licenses & Permits	250	250	250	-
Misc-Contingency	3,000	3,000	3,097	(97)
Op Supplies - Pool Chemicals	3,275	3,275	1,957	1,318
Reserves-Pool Pumps	4,700	4,700	-	4,700
<b>Total Swimming Pool</b>	<b>60,928</b>	<b>60,928</b>	<b>51,957</b>	<b>8,971</b>
<b><u>Fitness Center</u></b>				
Payroll-Maintenance	2,165	2,165	1,421	744
Payroll-Administrative	6,751	6,751	3,377	3,374
FICA Taxes	682	682	367	315
Contracts-Janitorial Services	1,560	1,560	1,420	140
Contracts-Fitness Equipment	1,200	1,200	1,200	-
Contracts-Pest Control	215	215	145	70
R&M-General	400	400	209	191
R&M-Electrical	150	150	14	136
R&M-Equipment	1,500	1,500	130	1,370
Misc-Contingency	750	750	-	750
Supplies-Cleaning & Paper	750	750	520	230
<b>Total Fitness Center</b>	<b>16,123</b>	<b>16,123</b>	<b>8,803</b>	<b>7,320</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 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	19,484	23,708	(4,224)
Payroll-Administrative	6,752	6,752	6,754	(2)
FICA Taxes	2,007	2,007	2,330	(323)
Contracts-Janitorial Services	1,300	1,300	1,230	70
Contracts-Roof	145	145	-	145
Contracts-Pest Control	325	325	145	180
R&M-General	1,750	1,750	1,852	(102)
R&M-Electrical	400	400	29	371
R&M-Irrigation	1,250	1,250	2,445	(1,195)
R&M-Vegetation Removal	6,000	6,000	2,200	3,800
R&M-Backflow Inspection	316	316	355	(39)
Misc-Hurricane Expense	-	-	2,350	(2,350)
Misc-Contingency	2,000	2,000	1,605	395
Supplies-Cleaning & Paper	225	225	166	59
Non-Capitalized New Equipment	3,000	3,000	-	3,000
Reserve-Gutters	4,250	4,250	7,726	(3,476)
Reserve-Mulch	2,250	2,250	3,250	(1,000)
Reserve - Parking Lot	29,000	29,000	44,695	(15,695)
<b>Total Park &amp; Grounds</b>	<b>80,454</b>	<b>80,454</b>	<b>100,840</b>	<b>(20,386)</b>
<b><u>Reserves</u></b>				
Reserve - CDD Amenity	5,777	5,777	-	5,777
<b>Total Reserves</b>	<b>5,777</b>	<b>5,777</b>	<b>-</b>	<b>5,777</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>402,970</b>	<b>402,970</b>	<b>394,429</b>	<b>8,541</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	22,501	22,501
<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	\$ -	\$ -	\$ 45,632	\$ 45,632
<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>\$ 299,581</b>	<b>\$ 345,213</b>	

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

For the Period Ending September 30, 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	\$ 50	\$ 73	\$ 23
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>53,713</b>	<b>53,911</b>	<b>198</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)	(14,466)	(10,579)	3,887
<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)	\$ (14,466)	\$ (18,818)	\$ (4,352)
<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>\$ 4,352</b>	<b>\$ -</b>	

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

For the Period Ending September 30, 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	\$ 100	\$ 324	\$ 224
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>79,300</b>	<b>79,777</b>	<b>477</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)	(121,438)	(115,470)	5,968
<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)	\$ (121,438)	\$ (130,363)	\$ (8,925)
<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>\$ 8,925</b>	<b>\$ -</b>	

# **FINANCIALS (2)**



## MEMORANDUM

**TO:** Board of Supervisors, Piney-Z CDD  
**FROM:** Sonia Rowley, District Accountant  
**CC:** Bob Nanni, District Manager  
**DATE:** November 8, 2019  
**SUBJECT:** October Financials

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Please find attached the October 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.
- Unassigned Balance: Represents the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Total Revenues for the General Fund were at 1% of adopted budget.

- The YTD Non-Ad Valorem assessments collections are at 0%.

Total Expenditures through October were at a favorable 8% of adopted budget.

- Parks & Recreation - Miscellaneous Contingency
  - ▶ Includes \$5,000 to Stein IP Law for intellectual property matters.

# **PINEY-Z**

Community Development District

*Financial Report*

*October 31, 2019*

**Prepared by**



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**PINEY-Z**

Community Development District

**Financial Statements**

(Unaudited)

October 31, 2019

**Balance Sheet**  
October 31, 2019

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>	
Cash - Checking Account	\$ 80,794
Cash On Hand/Petty Cash	250
Investments:	
Money Market Account	248,620
Prepaid Items	278
<b>TOTAL ASSETS</b>	<b>\$ 329,942</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 1,453
Accrued Expenses	9,198
Accrued Taxes Payable	1,324
<b>TOTAL LIABILITIES</b>	<b>11,975</b>
<b><u>FUND BALANCES</u></b>	
<b>Nonspendable:</b>	
Prepaid Items	278
<b>Assigned to:</b>	
Operating Reserves	100,743
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>	<b>115,518</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 317,967</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 329,942</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 2,000	\$ 167	\$ 188	\$ 21
Special Assmnts- Tax Collector	394,706	-	-	-
Special Assmnts- Discounts	(15,788)	-	-	-
Other Miscellaneous Revenues	522	44	1	(43)
Access Cards	675	56	45	(11)
Pavilion Rental	1,000	83	80	(3)
Lodge Rental	16,000	1,333	3,705	2,372
<b>TOTAL REVENUES</b>	<b>399,115</b>	<b>1,683</b>	<b>4,019</b>	<b>2,336</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	8,000	667	-	667
FICA Taxes	612	51	-	51
ProfServ-Legal Services	24,000	2,000	2,000	-
ProfServ-Mgmt Consulting Serv	44,775	3,731	3,731	-
ProfServ-Special Assessment	4,637	-	-	-
Auditing Services	3,150	-	-	-
Postage and Freight	150	13	-	13
Insurance - General Liability	11,893	2,973	3,689	(716)
Printing and Binding	200	17	-	17
Legal Advertising	1,200	100	-	100
Miscellaneous Services	150	12	50	(38)
Misc-Assessmnt Collection Cost	11,842	-	-	-
Misc-Contingency	100	8	-	8
Office Supplies	200	17	-	17
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>111,084</b>	<b>9,764</b>	<b>9,645</b>	<b>119</b>
<b>Field</b>				
Contr-Landscape-Amenities Area	24,000	2,000	1,300	700
R&M-Trees and Trimming	3,000	250	-	250
Misc-Contingency	4,000	333	266	67
<b>Total Field</b>	<b>31,000</b>	<b>2,583</b>	<b>1,566</b>	<b>1,017</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 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-Other	1,000	83	-	83
Payroll-Maintenance	6,820	568	190	378
Payroll-Administrative	49,625	4,135	3,885	250
FICA Taxes	4,395	366	328	38
Workers' Compensation	4,165	1,041	-	1,041
Contracts-Janitorial Services	2,340	195	200	(5)
Contracts-Security Services	1,305	109	-	109
Contracts-Fire Exting. Insp.	350	29	-	29
Contract-Copier Maintenance	250	21	1	20
Contract-Dumpster Rental	312	26	26	-
Contracts-Pest Control	498	42	-	42
Contracts-Fire Insp Sprinkler System	250	-	-	-
Contract-Website Hosting	326	27	-	27
Communication - Teleph - Field	120	10	-	10
Postage and Freight	55	5	-	5
Utility - General	17,000	1,417	1,750	(333)
Utility - Other	3,400	283	252	31
Electricity - Streetlighting	1,500	125	109	16
Utility - Irrigation	3,000	250	300	(50)
Utility - Refuse Removal	1,250	104	117	(13)
R&M-General	3,000	250	-	250
R&M-Electrical	425	35	13	22
R&M-Roof	1,035	86	-	86
R&M-Fire Equipment	100	8	-	8
R&M-Flooring	1,360	113	-	113
R&M-Plumbing	250	21	-	21
Misc-Contingency	3,000	250	5,000	(4,750)
Misc-Information Technology	600	50	144	(94)
Misc-Mileage Reimbursement	400	33	34	(1)
Office Supplies	2,000	167	-	167
Supplies-Cleaning & Paper	400	33	83	(50)
Reserves-Lodge	8,016	-	-	-
<b>Total Parks and Recreation - General</b>	<b>118,547</b>	<b>9,882</b>	<b>12,432</b>	<b>(2,550)</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 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	15,912	1,326	949	377
Payroll-Administrative	7,090	591	518	73
Payroll-Pool Attendants	21,037	1,753	1,551	202
FICA Taxes	3,369	281	231	50
Communication - Teleph - Field	780	65	55	10
R&M-General	400	33	-	33
R&M-Electrical	150	13	-	13
R&M-Pools	1,000	83	-	83
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	3,000	250	5	245
Op Supplies - Pool Chemicals	3,000	250	18	232
Reserve - Pool	7,810	-	-	-
<b>Total Swimming Pool</b>	<b>63,798</b>	<b>4,645</b>	<b>3,327</b>	<b>1,318</b>
<b><u>Fitness Center</u></b>				
Payroll-Maintenance	2,273	189	166	23
Payroll-Administrative	7,088	591	259	332
FICA Taxes	716	60	32	28
Contracts-Janitorial Services	1,560	130	160	(30)
Contracts-Fitness Equipment	1,200	100	100	-
Contracts-Pest Control	215	18	-	18
R&M-General	400	33	-	33
R&M-Electrical	150	13	-	13
R&M-Equipment	1,250	104	132	(28)
Misc-Contingency	500	42	-	42
Supplies-Cleaning & Paper	600	50	19	31
Reserve - Equipment	2,500	-	-	-
<b>Total Fitness Center</b>	<b>18,452</b>	<b>1,330</b>	<b>868</b>	<b>462</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 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	20,458	1,705	2,011	(306)
Payroll-Administrative	7,090	591	518	73
FICA Taxes	2,107	176	193	(17)
Contracts-Janitorial Services	1,300	108	40	68
Contracts-Roof	300	25	-	25
Contracts-Pest Control	145	12	-	12
R&M-General	1,500	125	-	125
R&M-Electrical	200	17	-	17
R&M-Irrigation	1,000	83	-	83
R&M-Backflow Inspection	315	26	-	26
Misc-Contingency	2,500	208	-	208
Supplies-Cleaning & Paper	250	21	31	(10)
Reserves - Irrigation System	500	-	-	-
Reserve-Mulch	2,000	-	-	-
Reserve - Parking Lot	1,200	-	-	-
Reserve - Pavilion	12,000	-	-	-
Reserve - Playground	2,500	-	-	-
<b>Total Park &amp; Grounds</b>	<b>55,365</b>	<b>3,097</b>	<b>2,793</b>	<b>304</b>
<b><u>Reserves</u></b>				
Reserve - CDD Amenity	869	-	-	-
<b>Total Reserves</b>	<b>869</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>399,115</b>	<b>31,301</b>	<b>30,631</b>	<b>670</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(29,618)	(26,612)	3,006
Net change in fund balance	\$ -	\$ (29,618)	\$ (26,612)	\$ 3,006
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>344,579</b>	<b>344,579</b>	<b>344,579</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 344,579</b>	<b>\$ 314,961</b>	<b>\$ 317,967</b>	

**PINEY-Z**

Community Development District

**Supporting Schedules**

**October 31, 2019**

**Non-Ad Valorem Special Assessments - Leon County Tax Collector  
(Monthly Assessment Collection Distributions)  
For the Fiscal Year Ending September 30, 2020**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount
ASSESSMENTS LEVIED FY2020				\$ 394,706
Allocation %				100%
TOTAL	\$ -	\$ -	\$ -	\$ -

% COLLECTED 0%

<b>TOTAL OUTSTANDING</b>	<b>\$ 394,706</b>
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**Cash and Investment Report**

***October 31, 2019***

<u><b>Account Name</b></u>	<u><b>Bank Name</b></u>	<u><b>Investment Type</b></u>	<u><b>Yield</b></u>	<u><b>Balance</b></u>
<b>GENERAL FUND</b>				
Operating Checking Account	BB&T	Business checking	0.00%	\$80,794
Petty Cash	Petty Cash	Cash	0.00%	\$250
Public Funds Money Market Account	Centennial Bank	Money Market Account	0.40%	\$248,620
			<b>Total</b>	<u><u>\$329,664</u></u>

## Piney-Z CDD

### Bank Reconciliation

Agenda Page #77

**Bank Account No.** 2471 BB&T - GF Checking  
**Statement No.** 10-19  
**Statement Date** 10/31/2019

<b>G/L Balance (LCY)</b>	80,793.64	<b>Statement Balance</b>	86,068.64
<b>G/L Balance</b>	80,793.64	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	86,068.64
<b>Subtotal</b>	80,793.64	<b>Outstanding Checks</b>	5,275.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	80,793.64	<b>Ending Balance</b>	80,793.64
<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>						
10/22/2019	Payment	57460	ALWAYS IMPROVING LLC	100.00	0.00	100.00
10/29/2019	Payment	57466	STEIN IP LAW, P.A	5,000.00	0.00	5,000.00
10/31/2019	Payment	57467	DEPARTMENT OF ECONOMIC OPPORTUNI	175.00	0.00	175.00
<b>Total Outstanding Checks.....</b>				<b>5,275.00</b>		<b>5,275.00</b>

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

Payment Register by Fund  
For the Period from 9/1/2019 to 10/31/2019  
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	1038	10/22/19	PINEY Z CDD	101519-XFER	XFER CENTENNIAL MMA TO BBT CHECKING	Cash with Fiscal Agent	103000	\$40,000.00
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	SS&P-ATTENDANT SHIRTS	549900-57205	\$46.00
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	HOME DEPOT-CLEANING SUPPLIES	549900-57205	\$23.91
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	HOME DEPOT-CLEANING SUPPLIES	552083-57201	\$9.84
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	HOME DEPOT-BIRD FEEDER	549900-57201	\$15.98
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	HOME DEPOT-POLE FEEDER	549900-57201	\$16.44
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	HOME DEPOT-FEEDER-NECTAR	549900-57201	\$6.98
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	HOME DEPOT-WEED KILLER	546001-57240	\$10.97
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	HOME DEPOT-HOSE REEL	546001-57201	\$31.98
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	HOME DEPOT-HOSE	546001-57201	\$19.88
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	SAM CLUB-DRINKS	549900-57205	\$23.94
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	SAM CLUB-BATTERIES, COPY PAPER, FILE FOLDERS	551002-57201	\$181.34
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	SS&P-SHIRTS	549900-57205	\$46.00
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	WALMART-STAPLES	546001-57201	\$2.97
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	WALMART-FAN PULLS	546001-57201	\$3.97
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	STAPLES-PRINTER CARTRIDGES	551002-57201	\$227.98
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	STAPLES-2020 DESK CALENDAR	551002-57201	\$12.49
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	CIRCLE K-GAS FOR EQUIPMENT	546001-57240	\$16.50
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	SAM CLUB-BEVERAGES	549900-57205	\$53.88
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	SAM CLUB-CLEANING	552083-57201	\$18.87
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	SAM CLUB-CLEANING	552083-57214	\$18.87
001	57434	09/11/19	BB&T	082619-0985	PURCHASES 7/26-8/22/19	SAM CLUB-CLEANING	552083-57240	\$39.85
001	57435	09/11/19	OFFICE BUSINESS SYSTEMS INC	057078 1	AUG COPIER COPIES	Contract-Copier Maintenance	534097-57201	\$24.58
001	57436	09/11/19	QUALITY FLOOR CLEANING, LLC	7895	GENERAL CLEANING AUGUST 2019	Contracts-Janitorial Services	534026-57201	\$180.00
001	57436	09/11/19	QUALITY FLOOR CLEANING, LLC	7895	GENERAL CLEANING AUGUST 2019	Contracts-Janitorial Services	534026-57214	\$90.00
001	57436	09/11/19	QUALITY FLOOR CLEANING, LLC	7895	GENERAL CLEANING AUGUST 2019	Contracts-Janitorial Services	534026-57240	\$180.00
001	57437	09/11/19	RAINBOW OUTDOOR SERVICES	7291	INSTALL GINGER LILY	Misc-Contingency	549900-53901	\$114.25
001	57437	09/11/19	RAINBOW OUTDOOR SERVICES	7292	AUG LANDSCAPE MAINT	Contr-Landscape-Amenities Area	534053-53901	\$1,625.00
001	57437	09/11/19	RAINBOW OUTDOOR SERVICES	7290	PINE STRAW MULCH INSTALLATION	Contr-Landscape-Amenities Area	534053-53901	\$2,515.00
001	57438	09/11/19	RICK EVANS	093119	MILEAGE AUGUST 2019	Misc-Mileage Reimbursement	549951-57201	\$15.58
001	57439	09/13/19	ALWAYS IMPROVING LLC	20646	PREVENTATIVE MAINT AUGUST 2019	Contracts-Fitness Equipment	534071-57214	\$100.00
001	57440	09/13/19	CITY OF TALLAHASSEE	08292019	SVC 7/27/19-8/27/19	5501485610 STREET LIGHT	543014-57201	\$437.72
001	57440	09/13/19	CITY OF TALLAHASSEE	08292019	SVC 7/27/19-8/27/19	5501485610 STREET LIGHT	543001-57201	\$1,846.43
001	57440	09/13/19	CITY OF TALLAHASSEE	08292019	SVC 7/27/19-8/27/19	5501485610 STREET LIGHT	543020-57201	\$97.76
001	57441	09/19/19	TALLAHASSEE MEDIA GROUP	0002742470	PUBLIC HEARING	Legal Advertising	548002-51301	\$227.78
001	57442	09/23/19	CITY OF TALLAHASSEE	91319	SVC 8/13-9/13/19	Electricity - Streetlighting	543013-57201	\$109.49
001	57443	09/23/19	COMCAST	091119-3478	SVC 9/25-10/24/19	Utility - Other	543004-57201	\$251.99
001	57444	09/23/19	FEDEX	6-732-47023	DEPOSIT SLIPS- 8/28/19	Postage and Freight	541006-51301	\$12.22
001	57445	09/23/19	FLORIDA DEPARTMENT OF LAW ENFORCEMENT	1898212	BACKGROUND CHECKS	Misc-Contingency	549900-57205	\$72.00
001	57446	09/23/19	JON MYLES MCCORD	091919	REIMBURSE CPR CLASS	Misc-Contingency	549900-57205	\$123.00
001	57447	09/23/19	JOSHUA ELLIS	488	REVIEW/SUPPORT	Misc-Information Technology	549942-57201	\$120.00
001	57449	09/26/19	CENTURYLINK	091119-4553	9/11-10/10/19 SERVICE	Communication - Teleph - Field	541005-57205	\$55.31
001	57450	09/26/19	LEWIS, LONGMAN, & WALKER, P.A.	MCL-132094	AUG GEN COUNSEL	ProfServ-Legal Services	531023-51401	\$2,000.00

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

**Payment Register by Fund**  
**For the Period from 9/1/2019 to 10/31/2019**  
**(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	57451	09/30/19	CAPITAL SECURITY AND	74142	KEY FOBS	Contracts-Security Services	534037-57201	\$525.00
001	57452	09/30/19	INFRAMARK, LLC	44602	SEPT 2019 MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,731.25
001	57452	09/30/19	INFRAMARK, LLC	44602	SEPT 2019 MGMNT SERVICES	Postage and Freight	541006-51301	\$17.00
001	57452	09/30/19	INFRAMARK, LLC	44602	SEPT 2019 MGMNT SERVICES	ProfServ-Dissemination Agent	531012-51301	\$1,000.00
001	57453	10/02/19	BB&T	092519-0985	PURCHASES 9/9-9/25/19	HOME DEPOT-PLANTS	549900-57240	\$25.96
001	57453	10/02/19	BB&T	092519-0985	PURCHASES 9/9-9/25/19	SAMS CLUB-DRINKS	549900-57205	\$59.88
001	57453	10/02/19	BB&T	092519-0985	PURCHASES 9/9-9/25/19	HOME DEPOT-MATERIALS FOR PERGOLA REPAIRS	546001-57240	\$14.14
001	57453	10/02/19	BB&T	092519-0985	PURCHASES 9/9-9/25/19	OFFICE MAX-CABINET FOR CAMERA RECORDER	551002-57201	\$236.49
001	57453	10/02/19	BB&T	092519-0985	PURCHASES 9/9-9/25/19	STAPLES-OFFICE SUPPLIES	551002-57201	\$55.45
001	57453	10/02/19	BB&T	092519-0985	PURCHASES 9/9-9/25/19	HOME DEPOT-MATERIALS FOR POOL UMBRELLA REPAIR	546001-57205	\$5.90
001	57453	10/02/19	BB&T	092519-0985	PURCHASES 9/9-9/25/19	H&H CONSTRUCTION-BID PAYMENT	549900-57240	\$75.00
001	57454	10/02/19	MARPAN SUPPLY CO., INC.	1548527	OCT CONTAINER RENTAL	OCT 2019	534098-57201	\$26.00
001	57455	10/02/19	OFFICE BUSINESS SYSTEMS INC	057374	8/30/19-9/30/19 EXCESS BILLING	Contract-Copier Maintenance	534097-57201	\$8.89
001	57456	10/02/19	QUALITY FLOOR CLEANING, LLC	7964	DEEP CLEAN KITCHEN/BASE BOARDS	Misc-Contingency	549900-57201	\$400.00
001	57456	10/02/19	QUALITY FLOOR CLEANING, LLC	7956	9/5-9/30/19 CLEANING SERVICES	Contracts-Janitorial Services	534026-57201	\$160.00
001	57456	10/02/19	QUALITY FLOOR CLEANING, LLC	7956	9/5-9/30/19 CLEANING SERVICES	Contracts-Janitorial Services	534026-57214	\$80.00
001	57456	10/02/19	QUALITY FLOOR CLEANING, LLC	7956	9/5-9/30/19 CLEANING SERVICES	Contracts-Janitorial Services	534026-57240	\$160.00
001	57457	10/02/19	RAINBOW OUTDOOR SERVICES	7331	SEPT PRESSURE CLEAN PLAY GROUND	Misc-Contingency	549900-57240	\$500.00
001	57457	10/02/19	RAINBOW OUTDOOR SERVICES	7378	SEPT 2019 LANDSCAPE SVC	Contr-Landscape-Amenities Area	534053-53901	\$1,300.00
001	57457	10/02/19	RAINBOW OUTDOOR SERVICES	7379	REMOVE LIMBS/SHRUBS	R&M-Vegetation Removal	546103-57240	\$2,200.00
001	57458	10/08/19	RICK EVANS	093019	SEPTEMBER MILEAGE	Misc-Mileage Reimbursement	549951-57201	\$16.91
001	57459	10/09/19	CITY OF TALLAHASSEE	093019	SVC 8/28/19-9/26/19	Utility - Irrigation	543014-57201	\$309.93
001	57459	10/09/19	CITY OF TALLAHASSEE	093019	SVC 8/28/19-9/26/19	Utility - General	543001-57201	\$1,789.33
001	57459	10/09/19	CITY OF TALLAHASSEE	093019	SVC 8/28/19-9/26/19	Utility - Refuse Removal	543020-57201	\$97.76
001	57460	10/22/19	ALWAYS IMPROVING LLC	20954	SEPT PREVENTATIVE MAINT	Contracts-Fitness Equipment	534071-57214	\$100.00
001	57461	10/22/19	CITY OF TALLAHASSEE	101119	SVC 9/14/19-10/11/19	Electricity - Streetlighting	543013-57201	\$108.86
001	57462	10/22/19	COMCAST	101119-3478	SVC 10/25/19-11/24/19	Utility - Other	543004-57201	\$252.05
001	57463	10/22/19	LEWIS, LONGMAN, & WALKER, P.A.	MCL-132493	PROF SVC SEPT 2019	ProfServ-Legal Services	531023-51401	\$2,000.00
001	57464	10/22/19	MARPAN SUPPLY CO., INC.	1552339	CONTAINER RENTAL 11/19	NOV 2019	534098-57201	\$26.00
001	57465	10/24/19	CENTURYLINK	101119-4553	SVC 10/11/19-11/10/19	Communication - Teleph - Field	541005-57205	\$55.37
001	57466	10/29/19	STEIN IP LAW, P.A	102819-RETAINER	INTELLECTUAL PROPERTY MATTERS-RETAINER	Misc-Contingency	549900-57201	\$5,000.00
001	57467	10/31/19	DEPARTMENT OF ECONOMIC OPPORTUNITY	73754	FILING FEES FY 2019-2020	Annual District Filing Fee	554007-51301	\$175.00
001	DD000644	09/05/19	MELINDA J. PARKER	PAYROLL	September 05, 2019 Payroll Posting			\$1,929.39
001	DD000645	09/05/19	RICKY S EVANS	PAYROLL	September 05, 2019 Payroll Posting			\$1,493.75
001	DD000646	09/05/19	JOSH L. ROBERTS	PAYROLL	September 05, 2019 Payroll Posting			\$230.78
001	DD000647	09/05/19	DIANA ORGAZ	PAYROLL	September 05, 2019 Payroll Posting			\$473.93
001	DD000648	09/05/19	CARTER D. NELSON	PAYROLL	September 05, 2019 Payroll Posting			\$349.08
001	DD000649	09/05/19	JON M. MCCORD	PAYROLL	September 05, 2019 Payroll Posting			\$309.63
001	DD000650	09/05/19	LAUREN M. RILES	PAYROLL	September 05, 2019 Payroll Posting			\$104.24
001	DD000651	09/18/19	MELINDA J. PARKER	PAYROLL	September 18, 2019 Payroll Posting			\$1,929.39
001	DD000652	09/18/19	RICKY S EVANS	PAYROLL	September 18, 2019 Payroll Posting			\$1,465.06
001	DD000653	09/18/19	JOSH L. ROBERTS	PAYROLL	September 18, 2019 Payroll Posting			\$373.45
001	DD000654	09/18/19	DIANA ORGAZ	PAYROLL	September 18, 2019 Payroll Posting			\$564.71
001	DD000655	09/18/19	CARTER D. NELSON	PAYROLL	September 18, 2019 Payroll Posting			\$283.64
001	DD000656	09/18/19	JON M. MCCORD	PAYROLL	September 18, 2019 Payroll Posting			\$269.08

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

Payment Register by Fund  
For the Period from 9/1/2019 to 10/31/2019  
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD000657	09/18/19	LAUREN M. RILES	PAYROLL	September 18, 2019 Payroll Posting			\$152.96
001	57448	09/27/19	PHILIP E. WILCOX	PAYROLL	September 27, 2019 Payroll Posting			\$184.70
001	DD000658	09/27/19	DELORES A. PINCUS	PAYROLL	September 27, 2019 Payroll Posting			\$184.70
001	DD000659	09/27/19	ARTHUR R. KIRBY	PAYROLL	September 27, 2019 Payroll Posting			\$180.53
001	DD000660	10/02/19	MELINDA J. PARKER	PAYROLL	October 02, 2019 Payroll Posting			\$1,929.39
001	DD000661	10/02/19	RICKY S EVANS	PAYROLL	October 02, 2019 Payroll Posting			\$1,508.08
001	DD000662	10/02/19	JOSH L. ROBERTS	PAYROLL	October 02, 2019 Payroll Posting			\$390.75
001	DD000663	10/02/19	DIANA ORGAZ	PAYROLL	October 02, 2019 Payroll Posting			\$506.34
001	DD000664	10/02/19	CARTER D. NELSON	PAYROLL	October 02, 2019 Payroll Posting			\$201.21
001	DD000665	10/02/19	JON M. MCCORD	PAYROLL	October 02, 2019 Payroll Posting			\$203.63
001	DD000666	10/02/19	LAUREN M. RILES	PAYROLL	October 02, 2019 Payroll Posting			\$157.29
001	DD000667	10/16/19	MELINDA J. PARKER	PAYROLL	October 16, 2019 Payroll Posting			\$2,020.00
001	DD000668	10/16/19	RICKY S EVANS	PAYROLL	October 16, 2019 Payroll Posting			\$1,498.79
001	DD000669	10/16/19	JOSH L. ROBERTS	PAYROLL	October 16, 2019 Payroll Posting			\$510.12
001	DD000670	10/16/19	DIANA ORGAZ	PAYROLL	October 16, 2019 Payroll Posting			\$389.60
001	DD000671	10/16/19	CARTER D. NELSON	PAYROLL	October 16, 2019 Payroll Posting			\$140.60
001	DD000672	10/16/19	JON M. MCCORD	PAYROLL	October 16, 2019 Payroll Posting			\$106.67
001	DD000673	10/16/19	LAUREN M. RILES	PAYROLL	October 16, 2019 Payroll Posting			\$215.65
001	DD000674	10/30/19	MELINDA J. PARKER	PAYROLL	October 30, 2019 Payroll Posting			\$2,020.00
001	DD000675	10/30/19	RICKY S EVANS	PAYROLL	October 30, 2019 Payroll Posting			\$1,483.74
001	DD000676	10/30/19	DIANA ORGAZ	PAYROLL	October 30, 2019 Payroll Posting			\$55.76
001	DD000677	10/30/19	CARTER D. NELSON	PAYROLL	October 30, 2019 Payroll Posting			\$87.27
<b>Fund Total</b>								<b>\$95,442.83</b>

<b>Total Checks Paid</b>	<b>\$95,442.83</b>
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## **Seventh Order of Business**

***Piney-Z Community Development District***  
**CDD Manager's Report**  
**November 14, 2019**  
**for**  
**Meeting of November 25, 2019**

**LODGE/GARAGE**

- quarterly pest control service performed on 11-13-19
- the kitchen was deep cleaned in late September
- dozens of new plants were added by staff to the beds in front of the lodge – stromanthe tri-color and liriopse
- cleaned logo carpet in main room and round burgundy carpet in office
- replaced all AC filters
- replaced American flag on front of house

**FITNESS CENTER**

- quarterly pest control service performed on 11-13-19
- new right side pulse grip installed on Helix
- replaced paper towel dispenser
- replaced multiple four foot tubes in two fixtures
- replaced AC filter

**PAVILION**

- renovation bids were solicited from six firms; four were interested enough to visit the property, and two bids were submitted
- ask Rick about the dead frog and the mag lock at the restroom...

**POOL**

- deck emptied of fan, small deck box, umbrellas and clocks
- one of the three circulation pumps ceased functioning. A new motor was required and installed.
- a vehicle grinding its tires has damaged the new asphalt
- a pair of armadillo chose the grounds around the pool to practice hole digging
- a replacement canopy was purchased for the gazebo
- bleached all pool furniture

## PLAYGROUND

- beyond a recent, thorough trashing by a large, unknown-for-certain party...nothing of import to report

## PARK AND GROUNDS

- after discussion of many alternatives we have decided to move forward with additional planting in the front bed, to prevent continuous damage to the grass by those who believe parking on our grass is perfectly ok...
- cost of the camera upgrades is \$4,675, \$825 less than was authorized
- the city's inability to empty our re-cycle cart led to its removal from the property in late September
- treatment of fire ant mounds property-wide

## GENERAL

- year-end FY 2019 financial statement
- CDD Manager review of attorney invoices

## UPDATES SINCE PUBLICATION

**TBD**

## FEE INCOME (excluding FOBS)

■ Paid rental reservations booked in September	3
Rental fees banked in September	\$995.00
 Paid rental reservations booked in October	 11
Rental fees banked in October	\$3,285.00*
 Rental reservations booked in calendar 2019	 63
 Rental fees banked in calendar 2019	 <b>\$17,610.50</b>

\*Net of \$500 refund, requested on 11-12-19, for 12-14-19 rental

## **Eighth Order of Business**

**8A.**

**PINEY-Z  
COMMUNITY DEVELOPMENT DISTRICT**

**Motion: Assigning Fund Balance as of 9/30/19**

The Board hereby assigns the FY 2019 Reserves for September 30, 2019 Balance sheet as follows:

Reserves – 1 <sup>st</sup> Quarter Operating Reserve	\$100,743
Reserves – CDD Amenity	\$81,208
Reserves – Lodge	\$7,050
Reserves – Pool Equipment	\$4,170
Reserves – Pool Filters	\$1,000
Reserves – Pool Pumps	\$8,000