

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

JANUARY 27, 2020

AGENDA PACKAGE

Piney-Z Community Development District
Inframark, Infrastructure Management Services
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January 20, 2020

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, January 27, 2020 the Board of Supervisors of the Piney-Z Community Development District will hold a meeting at 6:00 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the meeting:

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments & Supervisor Response(s)**
4. **Approval of the Minutes of the November 25, 2019 Meeting**
5. **Acceptance of the November and December 2019 Financial Statements and Approval of the Check Registers and Invoices**
6. **CDD Manager's Report**
 - A. **2019 Wear and Tear Allocation (\$10,957.26)**
 - B. **Allocation of H&H Construction Draws**
7. **District Manager's Report**
8. **New Business**
 - A. **Review of Personnel Policies**
 - B. **Pool Season 2020**
9. **Old Business**
 - A. **Rules of Procedure**
 - B. **Rules of Amenities**
 - C. **Pavilion Renovation**
 - D. **Intellectual Property**
10. **District Attorney's Report**
11. **Supervisor Requests**
 - A. **Duties and Authorities of Board Members (Hudson)**
 - B. **Thermal Blankets for Pool (Kirby)**
 - C. **Pavilion Restroom Hours (Cashin)**
12. **Security Discussion**
13. **Adjournment**

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

Sincerely,

Bob Nanni/ms
District Manager

cc: Christopher Lyon Melinda Parker

Fourth Order of Business

**PINEY-Z
COMMUNITY DEVELOPMENT DISTRICT**

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

Present and constituting a quorum were:

Gerry Cashin	Chairperson
Cheryl Hudson	Vice Chairperson
Ann Pincus	Assistant Secretary (via phone)
Art Kirby	Assistant Secretary
Philip Wilcox	Assistant Secretary

Also present were:

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

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Cashin called the meeting to order at 6:05 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)**

There being none, the next order of business followed.

FOURTH ORDER OF BUSINESS

Public Hearing(s)

On MOTION by Ms. Hudson seconded by Mr. Wilcox, the regular meeting was suspended and the public hearing opened with votes as follows:

Cheryl Hudson – Aye

Philip Wilcox – Aye

Gerry Cashin – Aye

A. Adoption of Amended Rules of Procedure – Resolution 2020-1

- Ms. Cashin noted the Rules of Procedure have not been edited since 2000 and the Rules of Amenities have been edited three times in less than four years. She is hopeful they do not continue to edit them as often – they cannot expect residents to keep up with constantly changing rules, the time required is considerable and, lastly, the cost to advertise the process was \$458.74.
- Mr. Lyon noted they went through the rules in detail at the last meeting and there were very few substantive changes, it was more of a reorganization and condensation of the rules.

The record will reflect Mr. Kirby has joined the meeting at 6:10 p.m.

- Mr. Lyon inquired if everyone had a chance to review the rules provided in the agenda package, and if there are any questions, concerns or comments.
- Ms. Parker inquired as to the effective date.
 - Mr. Lyon noted they would be effective upon adoption.
 - Ms. Parker inquired if it would be appropriate to include language regarding how the Board deals with records request.
 - Discussion followed with Mr. Lyon noting if the Board wants to memorialize it, they can, but it is not something that needs to be included in the rules of procedure. The consensus is to leave out of the rules of procedure and will memorialize it by motion in January.
- Mr. Lyon outlined Ms. Cashin's suggested changes, noting most are scriveners' errors.
 - Page 1 – the date is wrong
 - Section 1.2.1 – change of America to the United States of America
 - Throughout the document numbers are written and numerical – they will be changed for consistency.

- They need to be consistent on whether Board is capitalized or not; and the same with District.
- He/she must be a resident of Florida. Above that it states in “his” absence – in legal documents he or his is recognized as being either sex.
- Discussion followed on the requirement to be a United States citizen with Mr. Lyon noting it is consistent with Florida election code that in order to be able to vote and hold office you have to be a citizen of the United States.
- Subsections will be consistent.
- Consistent whether it be upper or lower case.
- Mr. Lyon noted after reviewing he is not comfortable removing all of the rulemaking guidelines.
- Capitalization consistent.
- F.S. or Florida Statutes – be consistent.
- 1.7 and 1.8 – Chair suggestions it should be Chapter 287 instead of Chapter 190. Mr. Lyon will determine which it should be.
- Mr. Lyon addressed Resolution 2020-1 – in the title it states Amended and Restated Rules of Procedure – he wants to strike – Amended and Restated also striking the same in Section 1 and again on the following sentence and at the end of the resolution for Exhibit A.

On MOTION by Ms. Hudson seconded by Mr. Wilcox, Resolution 2020-1 a resolution of the Board of Supervisors of the Piney-Z Community Development District adopting the Rules of Procedure; providing a severability clause; and providing an effective date were adopted as amended with votes as follows:

Cheryl Hudson – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

B. Adoption of Amended Rules of Amenities – Resolution 2020-2

- Mr. Lyon noted after the last meeting he tried to incorporate the changes the Board wanted to make.
- It was noted again there are scrivener's errors.
- Discussion followed on providing the rules to residents with it being noted they are included in the agenda package on the website and the notice published notified them if they wanted a copy of the document it could be provided.
- Mr. Lyon reviewed the amenities rules suggested changes.
- Ms. Parker addressed 1.05 and the ability of the CDD to prohibit the return of a bad renter. Can the CDD deny a future rental.
 - Discussion followed on discretionary power for this item.
- Mr. Lyon continued with the Chair's suggested changes.
- Ms. Parker addressed the access control device [fobs] once the owner no longer lives within the District – the device shall be deactivated.
 - Discussion followed on whether absentee owner fobs should be deactivated if the property is rented.
 - The wording 'may' will remain. [The device may be deactivated].
 - Renter fobs were discussed.
 - When the renter to whom issued no longer resides within in the community/District the device shall be deactivated.
 - Must be returned to the CDD office when the person to whom it is issued is no longer entitled to access.
- Ms. Parker addressed 1.06 B.1.a – noting they have had a lot of problems with grandparents/babysitters/etcetera bringing children to the pool using a fob not issued to the grandparent.
 - Discussion followed on waivers, with it being noted everybody has a separate waiver.
 - Ms. Parker provided a document which Mr. Lyon read: Permission for Non-Fob Owner to bring to pool children in their temporary care. I _____ am the rightful current owner of Fob #_____, I reside at _____, my phone number is _____, from _____ through _____

_____, I will be unavailable to bring my child/children ____ (insert names)____, to the swimming pool. In my stead he/she/they will be in the care of _____, who has my permission to bring _____ to the pool. The individual is/is not related to my child/children and resides at _____, the phone number of this individual is _____. Signature of Resident_____, phone number of resident _____, date_____, Witnessed by_____.

- Discussion continued on children at the pool in the care of someone other than a parent.
- Discussion followed on “personal representative.”
- Definition of guest was suggested as a non-resident that has the permission of or is accompanied by a resident or passholder.
- B.1.a. - add a sentence that says residents or passholders may designate in writing a temporary guardian to accompany minor children to the pool.
- Discussion followed on making it convenient for a resident or passholder to designate someone at the last moment.
- It was suggested an additional fob be made available, for a fee, designated as a caretaker fob. Discussion followed.
- Discussion followed on having the form filed with the office prior to coming to the pool with the child/children.
- Mr. Lyon continued with the Chair’s suggested changes.
 - Page 3 – B.1.B. add ‘in advance’ between made through CDD Management.
 - Capitalizing Guest in the first and third line.
 - Page 4 – E. adding ‘area’ at the end of the sentence.
 - Discussion followed on whether under B.1.D. they want to add/change that parent, legal guardian or designated adult must be over the age of 18. Strike ‘legal’.
 - B.1.F – changing may to shall. To remain ‘may’.
 - Discussion following on changing guardian to legal guardian.
 - Strike B.1.F.

- B.1.G was discussed with regard to children of 16 or 17 years of age.
- B.1.H. remains as is.
- Page 5 – 9 – in accordance with Leon County Department of Health Regulations food and drinks are not permitted in the swimming pool area. This language will not be included.
- Discussion followed on the containers allowed in the pool area. Ms. Parker objected strenuously to the use of non-see through containers such as metal containers.
- Page 6 – 6 – strike ‘community’ before bulletin board.
- Page 7 – 1.07.A1 – capitalize the P in paragraph.
- Page 8 – paragraph one – sentence begins if a reservation is cancelled a full refund of the – suggests inserting damage before deposit.
- Page 9 – line with three asterisks – strike as the pool is no longer being rented.
- C – strike a ‘%’
- D – use of the amenities will be held – suggests shall – remains as is.
- Remove amended and restated throughout resolution. Exhibit A will be titled – Policies and Procedures for Amenities located in the Piney-Z Community Development District.

On MOTION by Mr. Wilcox seconded by Ms. Hudson, with all in favor, Resolution 2020-2 a resolution of the Board of Supervisors of the Piney-Z Community Development District approving and adopting revised Policies and Procedures for the Amenities located in the Piney-Z Community Development District; providing a severability clause; and providing an effective date were adopted as amended, with votes as follows:

Cheryl Hudson – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

On MOTION by Ms. Hudson seconded by Mr. Wilcox, the public hearing was closed, and the regular meeting resumed with votes as follows:

Cheryl Hudson – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

FIFTH ORDER OF BUSINESS

**Approval of Minutes of the
September 23, 2019 Meeting**

On MOTION by Ms. Hudson seconded by Mr. Kirby, to approve the September 23, 2019 meeting minutes were approved with votes as follows:

Cheryl Hudson – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

SIXTH ORDER OF BUSINESS

**Acceptance of the September and
October, 2019 Financial
Statements and Approval of the
Check Registers and Invoices**

Ms. Hudson MOVED to approve the September and October 2019, check registers and invoices and Mr. Kirby seconded the motion.

- Ms. Hudson addressed page 61 and 73 noting at the end of September Fund Balance ending being \$345,213 and at the beginning of October the number has changed to \$344,579.

The MOTION was approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

On MOTION by Ms. Hudson seconded by Mr. Wilcox, to allow Ms. Pincus to participate via phone, with votes as follows:

Cheryl Hudson – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

The MOTION to approve the September and October 2019, check registers and invoices:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

SEVENTH ORDER OF BUSINESS

CDD Manager's Report

A. Use of Dedicated Reserve Funds for Pool Pump Overhaul

On MOTION by Ms. Hudson seconded by Mr. Kirby, the \$1,575 expended in October 2019 on pool pump repair, and coded to account 549900-57205, Swimming Pool Miscellaneous Contingency, be recoded so as to be drawn from the pool pumps reserve account which has a current balance of \$8,000, and, further, that funds for future repairs and replacements of the pumps also be drawn from the pool pumps reserve account until such time as funds no longer exist in the account was approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

EIGHTH ORDER OF BUSINESS

District Manager's Report

A. Motion Assigning Fund Balance

- Mr. Nanni outlined the motion assigning Fund Balance.

On MOTION by Mr. Kirby seconded by Ms. Hudson, the motion assigning fund balance, was approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

- Mr. Nanni addressed and cautioned on the use of social media.
- Mr. Nanni addressed research projects.
 - Discussion continued on the request for records research with it being noted it will be a Board decision if research requiring an additional fee will move forward.
 - Discussion followed on public records request with it being noted if request will require a substantial amount of clerical time an estimate of cost is provided to the requestor before proceeding.
 - Discussion followed on a prior request for copies of all CDD records to be provided to the District.
 - Mr. Kirby read his request for historical research dated November 20th.
 - Discussion continued on developers, bond managers, how long Severn Trent employed by the District.
 - Discussion was tabled.

NINTH ORDER OF BUSINESS

Old Business

A. Pavilion Renovation Bids

- Ms. Parker addressed the pavilion renovation noting the number just under \$75,000 was discussed at the July meeting with the decision being made to break the renovation into parts.
- Two bids were received after six vendors visited the site.
 - The bid being recommended is H&H at \$59,595.
 - Ms. Parker addressed the recommendation for auto-flush urinals and stainless-steel partitions, noting they are opposed to further phasing or delaying the project outlining the reasons why they are opposed.

- Discussion followed on the pavilion project.
 - Grade of stainless-steel.
 - Bathrooms not climate controlled.
 - Powder coating is not recommended.
 - Is there a recommendation by the Dept. of Health?
 - The scope of work was addressed.
 - Discussion followed on the bidders.
 - Funding was addressed - \$12,000 will come from Pavilion reserves and the balance coming from the General CDD Amenity reserve.

Mr. Wilcox MOVED to approve the H&H bid.
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- Mr. Kirby inquired as to a construction warranty.
- Ms. Parker noted there will be one in the contract.
- Discussion followed on a 10% contingency.

Ms. Hudson seconded the motion for the pavilion renovation bid with H&H Construction & Restoration Services in the amount of \$59,595.00 plus a 10% contingency, was approved with votes as follows:
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Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

B. Document Reconciliation Update

i. Use of Unassigned Reserve Funds

- Ms. Parker noted she cannot pay from reserves without Board action.

On MOTION by Ms. Hudson seconded by Mr. Wilcox, the \$5,000 expended in October on document reconciliation matters and coded to account 549900-57201, Parks and Recreation Miscellaneous Contingency, be recoded so as to be drawn from the unassigned funds line item and future dollars necessary for any associated filings shall also be drawn from the reserves unassigned funds line item, was approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

TENTH ORDER OF BUSINESS

District Attorney's Report

A. Distribution of Personnel Policies for Review

- The Personnel Policies were distributed and will be reviewed at the January meeting.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

A. Duties and Authorities of Board Members (Hudson)

- Ms. Hudson tabled to January meeting.

B. Thermal Blankets for Pool (Kirby)

- Mr. Kirby tabled to January meeting.

C. Pavilion Restroom Hours (Cashin)

- Discussion followed on pavilion restrooms access with fobs.
- Mr. Evans requested permission to look into the computer to see what is available with regard to setting access parameters for the restrooms.
- Discussion followed on restroom hours and if possible, Mr. Evans will set the restrooms to lock at midnight / 12:00 a.m.
- Discussion followed on a timeline for the pavilion renovation with Mr. Evans noting the contractors are aware of when the pool reopens and that renovations need to be completed by this time.
- Ms. Pincus volunteered to assist with paint colors and selection of other materials for the pavilion renovation.

- Mr. Kirby returned to the tabled discussion. He noted a question was posed on social media, *NEXTDOOR PINEY-Z*. They are Board members, but they are also residents. He has a right to have an opinion outside of the District. The sidewalk issue concerns him because he has a two-year old. He further addressed the question raised regarding sidewalks and \$175,000 and his request for information.
- Mr. Jack Glunt addressed the payoff of bonds and if any of those funds were earmarked to pay for sidewalks. Is there anything that states what the bonds paid for.
 - Ms. Cashin noted one was to pay for amenities.
 - Discussion continued on infrastructure.
 - Discussion followed on the bond process, with it being noted the original bond books are onsite.
- Mr. Kirby noted if indeed there was a permitted, planned permitted through the Planning Department for the sidewalks, he understands the dialogue and side dialogue; his point is if the City took on the rights-of way and infrastructure, and took on an incomplete job and they can trace the money back from what would otherwise be considered bond funds to the traffic light, he is suggesting if the City of Tallahassee took on an incomplete permitted project.
- Mr. Wilcox inquired if the purpose is to get the City of Tallahassee to complete the sidewalks.
 - Mr. Kirby noted he does not know.
 - Mr. Glunt interrupted to address crosswalks.
- Discussion continued on sidewalks and it being a City of Tallahassee responsibility.
- Mr. Kirby noted the questions he would like answered are – a.) was \$175,000 paid to the City of Tallahassee for Connor Boulevard and if it was or was not, why. Where did the funds come from, where were the funds transferred from and who had the authority to transfer \$175,000 and b.) if there was a planned permitted sidewalk / walkway plan that was supposed to be a part of the subdivision and the city took it over incomplete.

- Discussion ensued on developer records versus CDD records with Ms. Parker noting the developer lost, during Hurricane Michael, all records relating to Piney-Z.

TWELFTH ORDER OF BUSINESS Adjournment

There being no further business,

On MOTION by Mr. Wilcox seconded by Ms. Hudson, with all in favor, the meeting was adjourned at 9:25 p.m.
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Bob Nanni
Secretary

Geraldine Cashin
Chair

Fifth Order of Business

PINEY-Z

Community Development District

Financial Report

November 30, 2019

Prepared by



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PINEY-Z

Community Development District

Financial Statements

(Unaudited)

November 30, 2019

Balance Sheet
November 30, 2019

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 83,448
Cash On Hand/Petty Cash	250
Investments:	
Money Market Account	248,783
Prepaid Items	278
TOTAL ASSETS	\$ 332,759
<u>LIABILITIES</u>	
Accounts Payable	\$ 8,976
Accrued Expenses	3,731
Accrued Taxes Payable	96
TOTAL LIABILITIES	12,803
<u>FUND BALANCES</u>	
Nonspendable:	
Prepaid Items	278
Assigned to:	
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	6,425
Unassigned:	119,082
TOTAL FUND BALANCES	\$ 319,956
TOTAL LIABILITIES & FUND BALANCES	\$ 332,759

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 2,000	\$ 333	\$ 355	\$ 22
Special Assmnts- Tax Collector	394,706	33,440	32,931	(509)
Special Assmnts- Discounts	(15,788)	(1,338)	(1,279)	59
Other Miscellaneous Revenues	522	87	51	(36)
Access Cards	675	113	90	(23)
Pavilion Rental	1,000	167	80	(87)
Lodge Rental	16,000	2,667	3,365	698
TOTAL REVENUES	399,115	35,469	35,593	124
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	1,333	600	733
FICA Taxes	612	102	46	56
ProfServ-Legal Services	24,000	4,000	4,000	-
ProfServ-Mgmt Consulting Serv	44,775	7,463	7,462	1
ProfServ-Special Assessment	4,637	-	-	-
Auditing Services	3,150	-	-	-
Postage and Freight	150	25	16	9
Insurance - General Liability	11,893	2,973	3,689	(716)
Printing and Binding	200	33	27	6
Legal Advertising	1,200	200	459	(259)
Miscellaneous Services	150	25	80	(55)
Misc-Assessmnt Collection Cost	11,842	1,003	950	53
Misc-Contingency	100	17	-	17
Office Supplies	200	33	-	33
Annual District Filing Fee	175	175	175	-
Total Administration	111,084	17,382	17,504	(122)
<u>Field</u>				
Contr-Landscape-Amenities Area	24,000	4,000	3,050	950
R&M-Trees and Trimming	3,000	500	-	500
Misc-Contingency	4,000	667	2,217	(1,550)
Total Field	31,000	5,167	5,267	(100)

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Other	1,000	167	-	167
Payroll-Maintenance	6,820	1,137	1,064	73
Payroll-Administrative	49,625	8,271	7,975	296
FICA Taxes	4,395	733	708	25
Workers' Compensation	4,165	1,041	-	1,041
Contracts-Janitorial Services	2,340	390	350	40
Contracts-Security Services	1,305	218	-	218
Contracts-Fire Exting. Insp.	350	58	-	58
Contract-Copier Maintenance	250	42	2	40
Contract-Dumpster Rental	312	52	52	-
Contracts-Pest Control	498	83	73	10
Contracts-Fire Insp Sprinkler System	250	-	-	-
Contract-Website Hosting	326	54	-	54
Communication - Teleph - Field	120	20	-	20
Postage and Freight	55	9	14	(5)
Utility - General	17,000	2,833	3,223	(390)
Utility - Other	3,400	567	504	63
Electricity - Streetlighting	1,500	250	221	29
Utility - Irrigation	3,000	500	550	(50)
Utility - Refuse Removal	1,250	208	234	(26)
R&M-General	3,000	500	28	472
R&M-Electrical	425	71	95	(24)
R&M-Roof	1,035	173	-	173
R&M-Fire Equipment	100	17	-	17
R&M-Flooring	1,360	227	-	227
R&M-Plumbing	250	42	-	42
Misc-Contingency	3,000	500	7,964	(7,464)
Misc-Information Technology	600	100	333	(233)
Misc-Mileage Reimbursement	400	67	58	9
Office Supplies	2,000	333	-	333
Supplies-Cleaning & Paper	400	67	127	(60)
Reserves-Lodge	8,016	-	-	-
Total Parks and Recreation - General	118,547	18,730	23,575	(4,845)

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Maintenance	15,912	2,652	1,374	1,278
Payroll-Administrative	7,090	1,182	1,063	119
Payroll-Pool Attendants	21,037	3,506	1,562	1,944
FICA Taxes	3,369	562	306	256
Communication - Teleph - Field	780	130	111	19
R&M-General	400	67	215	(148)
R&M-Electrical	150	25	-	25
R&M-Pools	1,000	167	-	167
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	3,000	500	28	472
Op Supplies - Pool Chemicals	3,000	500	18	482
Reserve - Pool	7,810	-	-	-
Reserves-Pool Pumps	-	-	1,575	(1,575)
Total Swimming Pool	63,798	9,291	6,252	3,039
<u>Fitness Center</u>				
Payroll-Maintenance	2,273	379	228	151
Payroll-Administrative	7,088	1,181	532	649
FICA Taxes	716	119	58	61
Contracts-Janitorial Services	1,560	260	280	(20)
Contracts-Fitness Equipment	1,200	200	200	-
Contracts-Pest Control	215	36	36	-
R&M-General	400	67	9	58
R&M-Electrical	150	25	-	25
R&M-Equipment	1,250	208	132	76
Misc-Contingency	500	83	-	83
Supplies-Cleaning & Paper	600	100	19	81
Reserve - Equipment	2,500	-	-	-
Total Fitness Center	18,452	2,658	1,494	1,164

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	20,458	3,410	4,134	(724)
Payroll-Administrative	7,090	1,182	1,063	119
FICA Taxes	2,107	351	398	(47)
Contracts-Janitorial Services	1,300	217	70	147
Contracts-Roof	300	50	-	50
Contracts-Pest Control	145	24	36	(12)
R&M-General	1,500	250	28	222
R&M-Electrical	200	33	-	33
R&M-Irrigation	1,000	167	174	(7)
R&M-Backflow Inspection	315	53	-	53
Misc-Contingency	2,500	417	20	397
Supplies-Cleaning & Paper	250	42	31	11
Reserves - Irrigation System	500	-	-	-
Reserve-Mulch	2,000	-	-	-
Reserve - Parking Lot	1,200	-	-	-
Reserve - Pavilion	12,000	-	-	-
Reserve - Playground	2,500	-	-	-
Total Park & Grounds	55,365	6,196	5,954	242
<u>Reserves</u>				
Reserve - CDD Amenity	869	-	-	-
Total Reserves	869	-	-	-
TOTAL EXPENDITURES & RESERVES	399,115	59,424	60,046	(622)
Excess (deficiency) of revenues				
Over (under) expenditures	-	(23,955)	(24,453)	(498)
Net change in fund balance	\$ -	\$ (23,955)	\$ (24,453)	\$ (498)
FUND BALANCE, BEGINNING (OCT 1, 2019)	344,409	344,409	344,409	
FUND BALANCE, ENDING	\$ 344,409	\$ 320,454	\$ 319,956	

FINANCIALS (2)

MEMORANDUM

TO: Board of Supervisors, Piney-Z CDD
FROM: Sonia Rowley, District Accountant
CC: Bob Nanni, District Manager
DATE: January 10, 2020
SUBJECT: December Financials

Please find attached the December 2019 financial report. During your review, please keep in mind that the goals for revenues are to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. Should you have any questions or require additional information, please do not hesitate to contact me at sonia.rowley@inframark.com.

General Fund**Fund Balance**

- Assigned Reserves: The balances have been adjusted to reflect the new total of \$99,853.
- Unassigned Balance: Represents the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Total Revenues for the General Fund were at 89% of adopted budget.

- The YTD Non-Ad Valorem assessments collections are at 92%.

Total Expenditures through December were at a favorable 25% of adopted budget.

- Parks & Recreation - Miscellaneous Contingency
 - ▶ Includes \$5,000 to Stein IP Law for intellectual property matters (ceiling of \$5,000 plus filing fees) and \$2,805 to Capital Security for clubhouse camera system (ceiling of \$5,500).
- Swimming Pool - Reserves-Pool Pumps
 - ▶ Includes \$1,575 to Premier Pools for a motor.

PINEY-Z

Community Development District

Financial Report

December 31, 2019

Prepared by



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PINEY-Z

Community Development District

Financial Statements

(Unaudited)

December 31, 2019

Balance Sheet
December 31, 2019

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 234,397
Cash On Hand/Petty Cash	250
Cash with Fiscal Agent	140,000
Investments:	
Money Market Account	248,955
Prepaid Items	252
TOTAL ASSETS	\$ 623,854
<u>LIABILITIES</u>	
Accounts Payable	\$ 20,247
Accrued Expenses	2,130
TOTAL LIABILITIES	22,377
<u>FUND BALANCES</u>	
Nonspendable:	
Prepaid Items	252
Assigned to:	
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	6,425
Unassigned:	400,629
TOTAL FUND BALANCES	\$ 601,477
TOTAL LIABILITIES & FUND BALANCES	\$ 623,854

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 2,000	\$ 500	\$ 526	\$ 26
Special Assmnts- Tax Collector	394,706	365,491	364,516	(975)
Special Assmnts- Discounts	(15,788)	(14,620)	(14,160)	460
Other Miscellaneous Revenues	522	131	51	(80)
Access Cards	675	169	117	(52)
Pavilion Rental	1,000	250	80	(170)
Lodge Rental	16,000	4,000	4,920	920
TOTAL REVENUES	399,115	355,921	356,050	129
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	2,000	600	1,400
FICA Taxes	612	153	46	107
ProfServ-Legal Services	24,000	6,000	6,000	-
ProfServ-Mgmt Consulting Serv	44,775	11,194	11,194	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	-	-	-
Postage and Freight	150	38	72	(34)
Insurance - General Liability	11,893	5,947	7,379	(1,432)
Printing and Binding	200	50	86	(36)
Legal Advertising	1,200	300	459	(159)
Miscellaneous Services	150	37	102	(65)
Misc-Assessmnt Collection Cost	11,842	10,964	10,511	453
Misc-Contingency	100	25	-	25
Office Supplies	200	50	-	50
Annual District Filing Fee	175	175	175	-
Total Administration	111,084	41,570	41,261	309
<u>Field</u>				
Contr-Landscape-Amenities Area	24,000	6,000	4,350	1,650
R&M-Trees and Trimming	3,000	750	-	750
Misc-Contingency	4,000	1,000	2,217	(1,217)
Total Field	31,000	7,750	6,567	1,183

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Other	1,000	250	-	250
Payroll-Maintenance	6,820	1,705	2,063	(358)
Payroll-Administrative	49,625	12,406	12,064	342
FICA Taxes	4,395	1,099	1,097	2
Workers' Compensation	4,165	2,083	-	2,083
Contracts-Janitorial Services	2,340	585	575	10
Contracts-Security Services	1,305	326	195	131
Contracts-Fire Exting. Insp.	350	87	175	(88)
Contract-Copier Maintenance	250	62	2	60
Contract-Dumpster Rental	312	78	78	-
Contracts-Pest Control	498	125	73	52
Contracts-Fire Insp Sprinkler System	250	-	-	-
Contract-Website Hosting	326	82	-	82
Communication - Teleph - Field	120	30	-	30
Postage and Freight	55	14	14	-
Utility - General	17,000	4,250	4,839	(589)
Utility - Other	3,400	850	756	94
Electricity - Streetlighting	1,500	375	330	45
Utility - Irrigation	3,000	750	864	(114)
Utility - Refuse Removal	1,250	313	351	(38)
R&M-General	3,000	750	31	719
R&M-Electrical	425	106	100	6
R&M-Roof	1,035	259	-	259
R&M-Fire Equipment	100	25	-	25
R&M-Flooring	1,360	340	-	340
R&M-Plumbing	250	63	-	63
Misc-Contingency	3,000	750	7,989	(7,239)
Misc-Information Technology	600	150	333	(183)
Misc-Mileage Reimbursement	400	100	88	12
Office Supplies	2,000	500	147	353
Supplies-Cleaning & Paper	400	100	178	(78)
Reserves-Lodge	8,016	-	-	-
Total Parks and Recreation - General	118,547	28,613	32,342	(3,729)

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Maintenance	15,912	3,978	1,724	2,254
Payroll-Administrative	7,090	1,772	1,609	163
Payroll-Pool Attendants	21,037	5,259	1,562	3,697
FICA Taxes	3,369	842	374	468
Communication - Teleph - Field	780	195	176	19
R&M-General	400	100	310	(210)
R&M-Electrical	150	38	-	38
R&M-Pools	1,000	250	-	250
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	3,000	750	28	722
Op Supplies - Pool Chemicals	3,000	750	18	732
Reserve - Pool	7,810	-	-	-
Reserves-Pool Pumps	-	-	1,575	(1,575)
Total Swimming Pool	63,798	13,934	7,376	6,558
<u>Fitness Center</u>				
Payroll-Maintenance	2,273	568	309	259
Payroll-Administrative	7,088	1,772	804	968
FICA Taxes	716	179	85	94
Contracts-Janitorial Services	1,560	390	460	(70)
Contracts-Fitness Equipment	1,200	300	300	-
Contracts-Pest Control	215	54	36	18
R&M-General	400	100	147	(47)
R&M-Electrical	150	38	-	38
R&M-Equipment	1,250	313	132	181
Misc-Contingency	500	125	-	125
Supplies-Cleaning & Paper	600	150	157	(7)
Reserve - Equipment	2,500	-	-	-
Total Fitness Center	18,452	3,989	2,430	1,559

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	20,458	5,114	6,382	(1,268)
Payroll-Administrative	7,090	1,772	1,609	163
FICA Taxes	2,107	527	611	(84)
Contracts-Janitorial Services	1,300	325	115	210
Contracts-Roof	300	75	-	75
Contracts-Pest Control	145	36	36	-
R&M-General	1,500	375	28	347
R&M-Electrical	200	50	-	50
R&M-Irrigation	1,000	250	174	76
R&M-Backflow Inspection	315	79	-	79
Misc-Contingency	2,500	625	20	605
Supplies-Cleaning & Paper	250	62	31	31
Reserves - Irrigation System	500	-	-	-
Reserve-Mulch	2,000	-	-	-
Reserve - Parking Lot	1,200	-	-	-
Reserve - Pavilion	12,000	-	-	-
Reserve - Playground	2,500	-	-	-
Total Park & Grounds	55,365	9,290	9,006	284
<u>Reserves</u>				
Reserve - CDD Amenity	869	-	-	-
Total Reserves	869	-	-	-
TOTAL EXPENDITURES & RESERVES	399,115	105,146	98,982	6,164
Excess (deficiency) of revenues				
Over (under) expenditures	-	250,775	257,068	6,293
Net change in fund balance	\$ -	\$ 250,775	\$ 257,068	\$ 6,293
FUND BALANCE, BEGINNING (OCT 1, 2019)	344,409	344,409	344,409	
FUND BALANCE, ENDING	\$ 344,409	\$ 595,184	\$ 601,477	

PINEY-Z

Community Development District

Supporting Schedules

December 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%
11/14/19	1,852	77	57	1,987
11/25/19	28,850	1,202	892	30,944
12/12/19	134,363	5,598	4,156	144,117
12/23/19	174,780	7,282	5,406	187,468
				0
TOTAL	\$ 339,845	\$ 14,160	\$ 10,511	\$ 364,516

% COLLECTED 92%

TOTAL OUTSTANDING	\$ 30,191
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Cash and Investment Report

December 31, 2019

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Operating Checking Account	BB&T	Business checking	0.00%	\$234,397
Petty Cash	Petty Cash	Cash	0.00%	\$250
Public Funds Money Market Account	Centennial Bank	Money Market Account	0.40%	\$248,955
			Total	<u><u>\$483,602</u></u>

Piney-Z CDD
Bank Reconciliation

Bank Account No. 2471 BB&T - GF Checking
Statement No. 12-19
Statement Date 12/31/2019

G/L Balance (LCY)	234,397.46	Statement Balance	234,397.46
G/L Balance	234,397.46	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	234,397.46
Subtotal	234,397.46	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	234,397.46	Ending Balance	234,397.46
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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PINEY-Z Community Development District

Payment Register by Bank Account

For the Period from 11/01/19 to 12/31/19

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<u>BB&T - GF CHECKING - (ACCT# XXXXX2471)</u>									
Check	57468	11/07/19	Vendor	ALWAYS IMPROVING LLC	21077	OCT FITNESS CTR PREVENT MAINT	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	57468	11/07/19	Vendor	ALWAYS IMPROVING LLC	21078	REPAIR HELIX	R&M-Equipment	001-546022-57214	\$132.00
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	STAPLES-OFFICE SUPPLIES	001-551002-57201	\$75.46
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	GO DADDY-WEBSITE HOSTING	001-549942-57201	\$107.88
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	GO DADDY-BACKUP	001-549942-57201	\$23.88
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	HOME DEPOT-MISTERS	001-552083-57201	\$28.32
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	HOME DEPOT-MR CLEAN SPONGES	001-552009-57205	\$17.94
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	HOME DEPOT-PLANTS	001-549900-53901	\$51.92
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	SAMS CLUB-TRASH BAGS	001-552083-57240	\$19.98
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	SAMS CLUB-PAPER TOWELS	001-552083-57201	\$18.48
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	SAMS CLUB-DRINKS	001-549900-57205	\$5.48
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	CARBONITE-ONE YEAR- 2 COMPUTERS	001-549942-57201	\$143.98
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	HOME DEPOT-PLANTS	001-549900-53901	\$51.92
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	HOME DEPOT-BULBS	001-546020-57201	\$5.94
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	HOME DEPOT-10 WATT HALOGEN	001-546020-57201	\$6.86
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	HOME DEPOT-PLANTS	001-549900-53901	\$42.78
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	HOME DEPOT-PLANTS	001-549900-53901	\$119.20
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	SAMS CLUB-CLEANING	001-552083-57201	\$36.21
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	SAMS CLUB-CLEANING GYM	001-552083-57214	\$19.23
Check	57469	11/07/19	Vendor	BB&T	102519-0985	PURCHASES 9/27-10/23/19	SAMS CLUB-CLEANING GROUNDS	001-552083-57240	\$10.67
Check	57470	11/07/19	Vendor	OFFICE BUSINESS SYSTEMS INC	057690 1	EXCESS BILLING 9/30-10/30/19	Contract-Copier Maintenance	001-534097-57201	\$0.93
Check	57471	11/07/19	Vendor	QUALITY FLOOR CLEANING, LLC	8004	GENERAL CLEANING OCT 2019	Contracts-Janitorial Services	001-534026-57201	\$200.00
Check	57471	11/07/19	Vendor	QUALITY FLOOR CLEANING, LLC	8004	GENERAL CLEANING OCT 2019	Contracts-Janitorial Services	001-534026-57214	\$160.00
Check	57471	11/07/19	Vendor	QUALITY FLOOR CLEANING, LLC	8004	GENERAL CLEANING OCT 2019	Contracts-Janitorial Services	001-534026-57240	\$40.00
Check	57472	11/07/19	Vendor	RICK EVANS	103019	MILEAGE 10/19	Misc-Mileage Reimbursement	001-549951-57201	\$33.82
Check	57473	11/13/19	Vendor	CITY OF TALLAHASSEE	103019	SVC 9/27/19-10/28/19	Utility - Irrigation	001-543014-57201	\$299.75
Check	57473	11/13/19	Vendor	CITY OF TALLAHASSEE	103019	SVC 9/27/19-10/28/19	Utility - General	001-543001-57201	\$1,749.95
Check	57473	11/13/19	Vendor	CITY OF TALLAHASSEE	103019	SVC 9/27/19-10/28/19	Utility - Refuse Removal	001-543020-57201	\$117.00
Check	57474	11/13/19	Vendor	PREMIER POOLS OF TALLAHASSEE LLC	18128695	REPAIR/INSTALL MOTOR	Misc-Contingency	001-549900-57205	\$1,575.00
Check	57475	11/13/19	Vendor	RAINBOW OUTDOOR SERVICES	7431	LANDSCAPE SVC OCT 2019	Contr-Landscape-Amenities Area	001-534053-53901	\$1,625.00
Check	57476	11/13/19	Vendor	CAPITAL SECURITY AND	110619	60% DEPOSIT CLB HSE CAMERA SYSTEM	Misc-Contingency	001-549900-57201	\$2,805.00
Check	57477	11/13/19	Vendor	FEDEX	6-829-41961	SVC 10/29/19	Postage and Freight	001-541006-57201	\$14.22
Check	57478	11/13/19	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-133028	PROF SVCS OCT 2019	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	57479	11/13/19	Vendor	MELINDA PARKER	111219	REIMBURSEMENT/TREE SKIRT	Misc-Contingency	001-549900-57201	\$90.75
Check	57480	11/20/19	Vendor	1ST CHOICE PEST SERVICES	33742	QTRLY PEST SVC	Contract-Pest Control	001-534125-57201	\$72.50
Check	57480	11/20/19	Vendor	1ST CHOICE PEST SERVICES	33742	QTRLY PEST SVC	Contract-Pest Control	001-534125-57214	\$36.25
Check	57480	11/20/19	Vendor	1ST CHOICE PEST SERVICES	33742	QTRLY PEST SVC	Contract-Pest Control	001-534125-57240	\$36.25
Check	57481	11/20/19	Vendor	COMCAST	111119-3478	11/25-12/26/19 SERVICE	Utility - Other	001-543004-57201	\$252.05

PINEY-Z Community Development District

Payment Register by Bank Account

For the Period from 11/01/19 to 12/31/19

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
Check	57482	11/20/19	Vendor	INFRAMARK, LLC	45727	MGMT FEES OCT 2019	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$3,731.25
Check	57482	11/20/19	Vendor	INFRAMARK, LLC	45727	MGMT FEES OCT 2019	Postage and Freight	001-541006-51301	\$16.00
Check	57482	11/20/19	Vendor	INFRAMARK, LLC	45727	MGMT FEES OCT 2019	Printing and Binding	001-547001-51301	\$26.66
Check	57483	11/20/19	Vendor	KAREN ROSE	111219	CANCELLATION 12/14/19 RENTAL	Lodge Rentals	369943	\$500.00
Check	57484	11/20/19	Vendor	TALLAHASSEE MEDIA GROUP	0002904439	OCT MTG NOTICE/RULEMAKING	Legal Advertising	001-548002-51301	\$458.74
Check	57484	11/20/19	Vendor	TALLAHASSEE MEDIA GROUP	0002826205	NOTICE OF MEETINGS	Legal Advertising	001-548002-51301	\$170.54
Check	57485	11/26/19	Vendor	CITY OF TALLAHASSEE	111319	10/12-11/13/19 ELEC AREA LIGHT	Electricity - Streetlighting	001-543013-57201	\$111.78
Check	57486	11/26/19	Vendor	MARPAN SUPPLY CO., INC.	1556497	DEC CONTAINER RENTAL	dec 2019	001-534098-57201	\$26.00
Check	57487	11/29/19	Employee	PHILIP E. WILCOX	PAYROLL	November 29, 2019 Payroll Posting			\$184.70
Check	57488	12/03/19	Vendor	ALWAYS IMPROVING LLC	21229	NOV 2019 PREVENTATIVE MAINT	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	57489	12/03/19	Vendor	CENTURYLINK	111119-4553	SVC 11/11-12/10/19	Communication - Teleph - Field	001-541005-57205	\$55.37
Check	57490	12/04/19	Vendor	BB&T		***Voided Voided****			\$0.00
Check	57491	12/04/19	Vendor	BB&T		***Voided Voided****			\$0.00
Check	57492	12/04/19	Vendor	BB&T		***Voided Voided****			\$0.00
Check	57493	12/04/19	Vendor	BB&T		***Voided Voided****			\$0.00
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	HOME DEPOT- CLEANING	001-552083-57201	\$43.87
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	HOME DEPOT- OIL	001-546001-57240	\$17.94
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	HOME DEPOT-AC FILTERS	001-546001-57201	\$28.44
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	HOME DEPOT- AC FILTERS	001-546001-57214	\$9.48
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	MCKENZIE MARKET-FUEL	001-546001-57240	\$9.60
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	AMAZON-FIRST AID KIT	001-549900-57205	\$22.21
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	AMAZON-FIRST AID KIT REFILLS	001-549900-57201	\$19.96
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	AMAZON-REPLACEMENT CANOPY	001-546001-57205	\$214.98
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	HOME DEPOT-US FLAG	001-549900-57240	\$19.92
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	HOME DEPOT-CHRISTMAS DECORATIONS	001-549900-57201	\$47.96
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	HOME DEPOT-BULBS/BALLAST	001-546020-57201	\$82.54
Check	57494	12/04/19	Vendor	BB&T	112519-0985	PURCHASES 10/28-11/20/19	MICROSOFT	001-549942-57201	\$188.80
Check	57495	12/05/19	Vendor	EUGENE JEFFERY	111919	***Voided Voided****			\$0.00
Check	57496	12/05/19	Vendor	OFFICE BUSINESS SYSTEMS INC	057998 1	EXCESS BILLING 10/30/19	Contract-Copier Maintenance	001-534097-57201	\$1.48
Check	57497	12/05/19	Vendor	RAINBOW OUTDOOR SERVICES	7437	INSTALL ANNUALS	Contr-Landscape-Amenities Area	001-534053-53901	\$125.00
Check	57497	12/05/19	Vendor	RAINBOW OUTDOOR SERVICES	7443	IRR REPAIR	R&M-Irrigation	001-546041-57240	\$174.00
Check	57497	12/05/19	Vendor	RAINBOW OUTDOOR SERVICES	7442	NEW LANDSCAPE -PARKING LOT	Misc-Contingency	001-549900-53901	\$1,950.72
Check	57497	12/05/19	Vendor	RAINBOW OUTDOOR SERVICES	7444	LANDSCAPE MAINT NOV 2019	Contr-Landscape-Amenities Area	001-534053-53901	\$1,300.00
Check	57498	12/05/19	Vendor	RICK EVANS	113019	MILEAGE NOV 2019	Misc-Mileage Reimbursement	001-549951-57201	\$24.03
Check	57499	12/05/19	Vendor	EUGENE JEFFERY	111919	REIMBURSEMENT RENTAL	Lodge Rentals	369943	\$400.00
Check	57500	12/10/19	Vendor	CITY OF TALLAHASSEE	112719	SVC 10/29-11/25/19	Utility - Irrigation	001-543014-57201	\$250.47
Check	57500	12/10/19	Vendor	CITY OF TALLAHASSEE	112719	SVC 10/29-11/25/19	Utility - General	001-543001-57201	\$1,472.63
Check	57500	12/10/19	Vendor	CITY OF TALLAHASSEE	112719	SVC 10/29-11/25/19	Utility - Refuse Removal	001-543020-57201	\$117.00
Check	57501	12/10/19	Vendor	JADA C SANDERS	120519	RENTAL CANCELLATION 12/28/19	Lodge Rentals	369943	\$100.00
Check	57502	12/10/19	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-133386	PROFESSIONAL SVC NOV 2019	ProfServ-Legal Services	001-531023-51401	\$2,000.00

PINEY-Z
Community Development District

Payment Register by Bank Account

For the Period from 11/01/19 to 12/31/19

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
Check	57503	12/10/19	Vendor	QUALITY FLOOR CLEANING, LLC	8052	CLEANING - NOV 2019	Contracts-Janitorial Services	001-534026-57201	\$150.00
Check	57503	12/10/19	Vendor	QUALITY FLOOR CLEANING, LLC	8052	CLEANING - NOV 2019	Contracts-Janitorial Services	001-534026-57214	\$120.00
Check	57503	12/10/19	Vendor	QUALITY FLOOR CLEANING, LLC	8052	CLEANING - NOV 2019	Contracts-Janitorial Services	001-534026-57240	\$30.00
Check	57504	12/19/19	Vendor	CAPITAL SECURITY AND	74179	MONITORING SVC	Contracts-Security Services	001-534037-57201	\$195.00
Check	57505	12/19/19	Vendor	FIRE PROFESSIONALS OF TALLAHASSEE	12088	RANGE HOOD INSPECTION	Contracts-Fire Exting. Insp.	001-534094-57201	\$175.00
Check	57506	12/23/19	Vendor	ALWAYS IMPROVING LLC	21346	GYM WIPES	Supplies-Cleaning & Paper	001-552083-57214	\$119.84
Check	57507	12/23/19	Vendor	CITY OF TALLAHASSEE	121119	SVC 11/14/19-12/11/19	Electricity - Streetlighting	001-543013-57201	\$108.86
Check	57508	12/23/19	Vendor	COMCAST	121119-3478A	SVC 12/25/19-1/24/20	Utility - Other	001-543004-57201	\$252.05
Check	57509	12/23/19	Vendor	PINEY Z CDD	121219-XFER	XFER BBT CKG TO CENTENNIAL MMA	Cash with Fiscal Agent	103000	\$140,000.00
ACH	DD000678	11/13/19	Employee	MELINDA J. PARKER	PAYROLL	November 13, 2019 Payroll Posting			\$2,020.00
ACH	DD000679	11/13/19	Employee	RICKY S EVANS	PAYROLL	November 13, 2019 Payroll Posting			\$1,478.72
ACH	DD000680	11/13/19	Employee	CARTER D. NELSON	PAYROLL	November 13, 2019 Payroll Posting			\$9.70
ACH	DD000681	11/27/19	Employee	MELINDA J. PARKER	PAYROLL	November 27, 2019 Payroll Posting			\$2,020.00
ACH	DD000682	11/27/19	Employee	RICKY S EVANS	PAYROLL	November 27, 2019 Payroll Posting			\$1,498.79
ACH	DD000683	11/29/19	Employee	DELORES A. PINCUS	PAYROLL	November 29, 2019 Payroll Posting			\$184.70
ACH	DD000684	11/29/19	Employee	ARTHUR R. KIRBY	PAYROLL	November 29, 2019 Payroll Posting			\$180.53
ACH	DD000685	12/11/19	Employee	MELINDA J. PARKER	PAYROLL	December 11, 2019 Payroll Posting			\$2,020.00
ACH	DD000686	12/11/19	Employee	RICKY S EVANS	PAYROLL	December 11, 2019 Payroll Posting			\$1,639.29
ACH	DD000687	12/24/19	Employee	MELINDA J. PARKER	PAYROLL	December 24, 2019 Payroll Posting			\$2,020.00
ACH	DD000688	12/24/19	Employee	RICKY S EVANS	PAYROLL	December 24, 2019 Payroll Posting			\$1,493.78
Account Total									\$181,844.93

Total Amount Paid	\$181,844.93
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	181,844.93
Total	181,844.93

Sixth Order of Business

Piney-Z Community Development District
CDD Manager's Report
January 16, 2020
for
Meeting of January 27, 2020

LODGE/GARAGE

- all AC filters replaced
- kitchen range hood inspected December 11, 2019
- all main floor wall and ceiling sconces, as well as bath vanity fixtures, converted to LED use
- ½ of all main floor vents deep cleaned
- roof and gutters cleaned off/out

FITNESS CENTER

- AC filter replaced
- a T-12 fixture was converted to a T-8, with new ballast, etc.
- new battery installed in one of the ellipticals
- fresh pedi pad purchased for the gym defibrillator

PAVILION

- renovation preparations are underway. The contract has been executed, tile has been selected for the bathrooms and bar, paint colors have been selected for the shell, the bar and the interior, etc. Supervisor Pincus has been instrumental in all of the preceding. Official kick-off of the on-site work is scheduled for Tuesday, January 21. The duration of the project is six weeks.
- roof and gutters cleaned off/out ahead of renovation

POOL

- fresh pedi-pad purchased for the pool defibrillator
- materials purchased to overhaul First Aid kit on the deck

PLAYGROUND

- we have a bid for \$5,695.76 to remove and replace the very old 4x4 and 4x6 timbers around playground area and pathways. New timbers to be secured to the ground with re-bar and attached to each other with deck screws. Price includes dump fee, etc.

PARK AND GROUNDS

- azalea and camellia surround installed at front bed, to discourage continued damage by those who feel parking on grass is somehow appropriate
- camera upgrades are finally set for January 22 installation
- all picnic area grills have been cleaned
- vandalism to the property continues
- multiple ant beds treated

GENERAL

- on December 11, 2019 a resident request to test a home-made rocket on CDD property was denied
- preparation of the FY 2021 budget is well underway. The initial draft for board review will be presented in March, with the high-water mark to be set in May.

UPDATES SINCE PUBLICATION

TBD

FEE INCOME (excluding FOBS)

■ Paid rental reservations booked in November	2
Rental fees banked in September	\$560.00
 Paid rental reservations booked in December	 6
Rental fees banked in October	\$1,655.00
 Rental reservations paid and used in calendar 2019	 68
 Rental fees realized at conclusion of all 2019 events	 \$19,882.50

6B.

CONTRACT

This Agreement made and entered into this 30th day of December, 2019, between Piney-Z Community Development District, referred to herein as "Property Owner", whose mailing address is 210 North University Drive, Suite 702, Coral Springs, FL 33071, and H&H Construction and Restoration Services, Inc., referred to herein as "Contractor", whose business mailing address is 5350 Capital Circle NW, Tallahassee, FL 32303, and shall memorialize the agreement of the parties which is as follows:

1. Project Description

The work to be performed under this agreement consists of the following:

See Estimate for Contract 11-27-19, along with product specification sheets, attached as an exhibit hereto.

2. Payment Terms

In exchange for the specified work, Property Owner agrees to pay Contractor as follows:

\$11,919.00 as a 20% Deposit payable by check at the beginning of the work to be performed.

\$47,676.00 including labor and materials payable with draw requests throughout the project and/or at the completion of the work to be performed.

\$59,595.00 Total Estimated Project Cost including deposit

Contractor shall notify Property Owner if any problems, questions, or complications arise that will alter the scope of work contract amount. All changes, regardless of nature, must be submitted and processed on a Change Order form provided by Contractor and signed by Property Owner. Any work performed by Contractor not covered in the contract or Change Order (approved and signed by Property Owner), shall not be paid.

3. Independent Contractor Status

It is agreed that Contractor shall perform the specified work as an independent contractor. Contractor shall perform the work independent of Property Owner's supervision, being responsible only for satisfactory completion of the work. Contractor may use subcontractors, but shall be solely responsible for supervising their work and for the quality of the work they produce.

4. License Status and Number

Contractor shall comply with all state and local licensing and registration requirements for the type of work involved. Contractor's state license or registration is for the following type of work and carries the following number:

CGC1523544

5. Insurance and Indemnity

a. Contractor shall obtain and keep in full force and effect at all times during the performance of the work, insurance to include (a) Comprehensive Liability Insurance, in the amount of \$1,000,000.00 (b) Comprehensive Automobile Liability Insurance in the amount of \$1,000,000.00

b. Contractor shall procure and maintain insurance under the Workman's Compensation law of the State of Florida, the form and coverage thereof to be satisfactory to Property Owner, to whom certificates thereof are to be delivered by Contractor prior to commencement of work.

c. Property Owner is to be a Named Insured on Contractor's Comprehensive General Liability, Workman's Compensation, and Automobile Liability insurance policies. Property Owner is to receive 30 days' notice of cancellation or non-renewal of coverage and/or changes in limits of coverage.

d. To the fullest extent permitted by law, Contractor agrees to indemnify and hold Property Owner, its employees, agents, and authorized representatives harmless from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of Contractor's work under this agreement, but only to the extent such claims, damage, loss, or expense is caused in whole or in part by the acts or omissions of Contractor, Contractor's subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

6. Warranty

a. In addition to any other warranties in this contract, Contractor warrants that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or workmanship performed by Contractor or any subcontractor or supplier at any tier. This warranty shall continue for a period of one year from the date of final acceptance of the work. If Property Owner takes possession of any part of the work before final acceptance, this warranty shall continue for a period of one year from the date that Property Owner takes possession.

b. Contractor shall remedy, at Contractor's expense, any failure to conform, or any defect. In addition, Contractor shall remedy, at Contractor's expense, any damage to Property Owner-owned or controlled real or personal property when the damage is the result of:

i. Contractor's failure to conform to contract requirements; or

ii. Any defects of equipment, material, workmanship or design furnished by Contractor.

- c. Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. Contractor's warranty with respect to work repaired or replaced will run for (one year unless otherwise indicated) from the date of repair or replacement.
- d. Property Owner shall notify Contractor, in writing, within a reasonable time after the discovery of any failure, defect or damage.
- e. If Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, Property Owner shall have the right to replace, repair or otherwise remedy the failure, defect, or damage at Contractor's expense.
- f. Contractor and all of its employees or subcontractors performing the work are fully licensed on the Federal, State, and Local level and are fully authorized under the law and applicable regulation to perform all aspects of the work.

7. **Public Records**

Pursuant to Section 119.0701, Florida Statutes:

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Sandra Demarco
 954-603-0033 Ext. 40532
 sandra.demarco@inframark.com
 210 N. University Drive, Suite 702
 Coral Springs, FL 33071

Contractor agrees to:

- a. Keep and maintain public records required by Property Owner to perform the service;
- b. Upon request from Property Owner's custodian of public records, provide Property Owner with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law;
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Contractor does not transfer the records to Property Owner; and
- d. Upon completion of the contract, transfer, at no cost, to Property Owner all public records in possession of Contractor or keep and maintain public records required by Property Owner to perform the service. If Contractor transfers all public records to Property Owner upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Property

Owner, upon request from Property Owner's custodian of public records, in a format that is compatible with the information technology systems of Property Owner.

Failure to provide the public records to Property Owner within a reasonable time may subject Contractor to penalties under Section 119.10 and Section 119.0701(4), Florida Statutes.

8. Signatures

Property Owner and Contractor have read in full the terms and conditions of this contract, have explicitly assented to all of the said terms and conditions, and by their signatures below agree that they shall be binding on both parties to the contract.

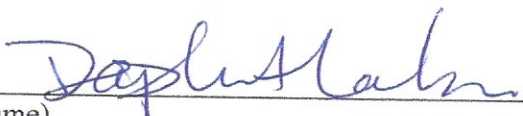
IN WITNESS WHERETO, the parties have each set their signatures, on the date here in before mentioned.

PINEY-Z Community Development District:


(Name)

Assistant Secretary
(Title)

H&H Construction and Restoration Services, Inc.


(Name)

President
(Title)

Ninth Order of Business

9A.

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Rules of Procedure

Piney-Z Community Development District

November 2019

- 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 and citizens of the United States of America.
- 1.2 (2)** The board shall fill **vacancies** by appointment for the remainder of the unexpired term.
- 1.2 (3)** A **quorum** requires three members be *physically* present in the same location to conduct business.

If there are three 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. The treasurer must be a resident of Florida and a citizen of the United States of America. 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.
- 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 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**. The board may limit the length of time available for public comment.

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.

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.

1.5 (1) **Rulemaking** shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes.

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 Subsection (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, Florida Statutes.**

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, 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 Leon County.

- 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 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 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 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 seven 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 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 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 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, Florida Statutes; emergencies are exceptions.
- 1.8** **Purchase of Goods, Supplies or Materials**, in excess of \$195,000. Refer to Chapter 190.011, Florida Statutes; emergencies are exceptions.
- 1.9** **Contracts for Construction of Authorized Project**, in excess of \$300,000. Refer to Chapter 190.011, Florida Statutes.
- 1.10** **Contracts for Maintenance Services**, in excess of \$195,000. Refer to Chapter 190.011, Florida Statutes.
- 1.11** **Design-Build Contract Competitive Proposal Selections Process**
 Exceptions for emergencies; refer to Chapter 190.011, Florida Statutes.
- 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, Florida Statutes.
- 1.13** **Bid Protests Under Consultants' Competitive Negotiations Act.**
 Refer to Chapter 190.011, Florida Statutes.

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, Florida Statutes.

1.15 Effective date: November 25, 2019

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 Chapter 2013-227, Laws of Florida.

9B.

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: Chapters 190.035; 190.011; 190.012; 120.54, Florida Statutes.

Law Implemented: Chapters 190.011; 190.012; 190.035, Florida Statutes

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 lots are 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 for the address at which they are registering.

3. When a property owner with an active access control device no longer resides within the CDD, the device may be de-activated. When a renter with an active access control device no longer resides within the CDD, the device shall 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 no longer entitled to access.
- 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. A Resident or Pass Holder may designate in writing a temporary guardian to accompany minor children.
 - b. Residents and Pass Holders may bring up to four Guests per household per day unless other arrangements have been made in advance 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, guardian or designated adult.
- e. If for any reason a parent, guardian or designated adult leaves the pool area temporarily, the children must not remain in the pool area.
- f. 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).
- g. Persons not authorized to use the pool area will 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 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 not allowed.

18. The swimming pool area deck shall 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 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 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 damage 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

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

Six hours included in fee**

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

Damage Deposit for All Rentals	\$500	\$750
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* If available and approved, each additional hour shall be \$35.

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

- 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% 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 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.