

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

JULY 27, 2020

AGENDA PACKAGE

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

July 14, 2020

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, July 27, 2020 the Board of Supervisors of the Piney-Z Community Development District will hold via conference call. Telephone #: 1-800-747-5150 Access Code: 2758201#. The following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments & Supervisor Response(s)**
- 4. Public Hearing to Consider the Adoption of the Budget for Fiscal Year 2021 and Levy of Non-Ad Valorem Assessments**
 - A. Consideration of Resolution 2020-4, Annual Appropriation and Adoption of the Budget
 - B. Consideration of Resolution 2020-5, Levy of Non-Ad Valorem Maintenance Assessments
- 5. Approval of the Minutes of the May 18, 2020 Meeting**
- 6. Acceptance of the May and June, 2020 Financial Statements and Approval of the Check Registers and Invoices**
- 7. CDD Manager's Report**
- 8. District Manager's Report**
 - A. Meeting Schedule for FY 2021
- 9. District Attorney's Report**
- 10. Old Business**
 - A. Update on Intellectual Property – Trademark Filings
- 11. New Business**
 - A. Consideration of Leon County Tax Collector – 3% Collection Agreement
 - B. Consideration of Supervisor of Elections – Primary and Post-Election Cleaning
 - C. Amenities Update
 - D. Pool Schedule – August – October
- 12. Supervisor Requests**
 - A. Discussion of Survey (Hudson)
- 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

Annual Operating Budget
Fiscal Year 2021

Version 3 - Revised Tentative Budget:
(Printed on 7/13/2020 4pm)

Prepared by:



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Piney-Z
Community Development District

Operating Budget
Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2021 Revised Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES								
Interest - Investments	\$ 1,343	\$ 1,939	\$ 2,808	\$ 2,000	\$ 1,862	\$ 138	\$ 2,000	\$ 2,000
Interest - Tax Collector	-	357	612	-	360	-	360	200
Special Assmnts- Tax Collector	394,706	394,971	394,517	394,706	394,369	337	394,706	394,706
Special Assmnts- Discounts	(15,030)	(14,974)	(14,388)	(15,788)	(14,513)	-	(14,513)	(15,788)
Settlements	33,924	37,210	8,480	-	-	-	-	-
Other Miscellaneous Revenues	785	1,675	1,868	522	101	421	522	-
Access Cards	763	918	1,179	675	225	450	675	1,198
Pavilion Rental	320	1,340	1,400	1,000	80	920	1,000	1,100
Lodge Rental	13,225	13,434	20,453	16,000	6,385	9,615	16,000	16,500
Insurance Reimbursements	28,730	(28,730)	-	-	-	-	-	-
TOTAL REVENUES	458,766	408,140	416,929	399,115	388,869	11,881	400,750	399,916

EXPENDITURES
Administrative

P/R-Board of Supervisors	8,600	4,600	3,600	8,000	1,800	2,000	3,800	8,000
FICA Taxes	658	352	275	612	138	153	291	612
ProfServ-Dissemination Agent	-	-	1,000	-	-	-	-	-
ProfServ-Legal Services	24,042	24,117	24,000	24,000	18,000	6,000	24,000	24,000
ProfServ-Mgmt Consulting Serv	54,275	50,317	44,775	44,775	33,581	11,194	44,775	44,775
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,150	3,150	3,150	3,150	3,150	-	3,150	3,250
Postage and Freight	345	818	311	150	168	32	200	200
Insurance - General Liability	9,748	10,016	9,824	11,893	11,246	-	11,246	12,364
Printing and Binding	238	176	257	200	145	60	205	225
Legal Advertising	811	1,170	624	1,200	459	540	999	1,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Revised Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
Miscellaneous Services	279	109	290	150	296	99	395	150
Misc-Assessmnt Collection Cost	11,390	11,400	11,404	11,842	11,396	10	11,406	11,841
Misc-Contingency	1,000	41	-	100	-	42	42	100
Office Supplies	-	-	-	200	-	83	83	100
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	119,348	111,078	104,322	111,084	85,191	20,213	105,404	111,429
Field								
Contr-Landscape-Amenities Area	10,031	12,099	15,988	24,000	16,236	6,000	22,236	24,000
R&M-Trees and Trimming	2,500	2,500	1,500	3,000	1,600	750	2,350	3,000
Misc-Hurricane Expense	2,150	-	-	-	-	-	-	-
Misc-Contingency	5,377	3,260	1,044	4,000	2,217	1,000	3,217	4,000
Total Field	20,058	17,859	18,532	31,000	20,053	7,750	27,803	31,000
Parks and Recreation - General								
Payroll-Other	-	-	-	1,000	-	250	250	500
Payroll-Maintenance	7,805	7,946	7,827	6,820	4,761	1,587	6,348	7,024
Payroll-Administrative	47,765	47,115	53,064	49,625	38,306	12,769	51,075	43,808
Payroll-Special Pay	-	-	-	-	-	-	-	7,500
FICA Taxes	4,479	1,467	4,642	4,395	3,311	1,117	4,428	4,501
Workers' Compensation	3,038	3,406	3,622	4,165	3,718	-	3,718	4,845
Contracts-Janitorial Services	2,505	2,160	2,150	2,340	1,325	442	1,767	2,340
Contracts-Security Services	1,846	1,655	1,865	1,305	585	326	911	1,305
Contracts-Fire Exting. Insp.	350	350	350	350	350	-	350	350
Contract-Copier Maintenance	-	137	335	250	38	13	51	300
Contract-Dumpster Rental	-	312	312	312	234	78	312	312
Contracts-Pest Control	-	499	568	498	427	142	569	480

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2021 Revised Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL	PROJECTED	TOTAL	ANNUAL
					THRU JUN-2020	JUL- SEP-2020	PROJECTED FY 2020	BUDGET FY 2021
Contracts-Fire Insp Sprinkler System	250	250	250	250	-	50	50	250
Contract-Website Hosting	-	-	-	326	-	136	136	350
Communication - Teleph - Field	100	90	100	120	-	50	50	120
Postage and Freight	40	-	-	55	96	18	114	55
Utility - General	15,504	15,551	17,605	17,000	13,451	5,667	19,118	18,677
Utility - Other	3,129	3,285	2,918	3,400	2,318	1,133	3,451	3,238
Electricity - Streetlighting	1,183	1,326	1,195	1,500	972	500	1,472	1,344
Utility - Irrigation	3,116	3,932	2,716	3,000	2,584	1,000	3,584	3,600
Utility - Refuse Removal	1,007	1,144	1,173	1,250	1,089	417	1,506	1,446
Rental Dumpster	312	-	-	-	-	-	-	-
R&M-General	3,081	2,115	826	3,000	105	1,250	1,355	1,500
R&M-Electrical	440	390	350	425	489	142	631	425
R&M-Pest Control	858	-	-	-	-	-	-	-
R&M-Roof	75	-	-	1,035	60	259	319	360
R&M-Emergency& Disaster Relief	3,750	-	-	-	-	-	-	-
R&M-Fire Equipment	12	40	-	100	-	42	42	100
R&M-Flooring	1,236	-	-	1,360	-	567	567	-
R&M-Plumbing	11	3	66	250	-	104	104	200
R&M-Copier	82	-	-	-	-	-	-	-
Misc-Contingency	1,785	1,133	2,683	3,000	15,354	750	16,104	3,000
Misc-Information Technology	1,075	1,036	3,462	600	497	200	697	660
Misc-Mileage Reimbursement	303	336	284	400	222	133	355	325
Office Supplies	3,260	3,087	1,750	2,000	237	667	904	2,000
Supplies-Cleaning & Paper	504	261	246	400	338	133	471	325
Capital Outlay	4,287	(4,287)	-	-	-	-	-	-

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2021 Revised Tentative Budget

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					THRU JUN-2020	JUL- SEP-2020	PROJECTED FY 2020	BUDGET FY 2021
Non-Capitalized New Equipment	4,335	4,287	-	-	-	-	-	-
Reserves-Lodge	-	-	-	8,016	-	-	-	1,650
Total Parks and Recreation - General	117,523	99,026	110,359	118,547	90,867	29,941	120,808	112,890
Swimming Pool								
Payroll-Lifeguards	18,654	18,067	-	-	-	-	-	-
Payroll-Maintenance	11,784	11,591	14,253	15,912	7,294	5,210	12,504	14,048
Payroll-Administrative	11,621	6,249	6,781	7,090	5,289	3,778	9,067	14,603
Payroll-Pool Attendants	-	-	21,595	21,037	1,562	1,116	2,678	21,243
FICA Taxes	3,510	4,972	3,261	3,369	1,082	773	1,855	3,817
ProfServ-Pool Maintenance	1,500	-	-	-	-	-	-	-
Communication - Teleph - Field	102	473	746	780	511	365	876	800
R&M-General	140	218	162	400	333	238	571	300
R&M-Electrical	148	-	-	150	-	63	63	100
R&M-Pools	1,359	4,570	105	1,000	-	417	417	1,500
Misc-Licenses & Permits	250	250	250	250	250	104	354	250
Misc-Hurricane Expense	209	-	-	-	-	-	-	-
Misc-Contingency	2,284	3,426	3,097	3,000	4,845	1,250	6,095	3,250
Op Supplies - Pool Chemicals	2,568	2,242	1,957	3,000	1,475	1,250	2,725	2,250
Capital Outlay - Pool	-	51,893	-	-	-	-	-	-
Non-Capitalized New Equipment	3,904	-	-	-	-	-	-	-
Reserve - Pool	-	25,000	-	7,810	-	-	-	16,810
Reserves-Pool Pumps	-	-	-	-	1,575	-	1,575	-
Total Swimming Pool	58,033	128,951	52,207	63,798	24,216	14,563	38,779	78,971

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Revised Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
<i>Fitness Center</i>								
Payroll-Maintenance	988	1,282	1,425	2,273	3,557	2,541	6,098	2,342
Payroll-Administrative	2,286	3,084	3,391	7,088	2,576	1,840	4,416	7,301
FICA Taxes	289	275	368	716	469	335	804	738
Contracts-Janitorial Services	1,345	1,440	1,420	1,560	980	700	1,680	1,560
Contracts-Fitness Equipment	1,200	1,100	1,200	1,200	500	357	857	1,200
Contracts-Pest Control	-	214	145	215	178	127	305	163
R&M-General	65	291	209	400	655	468	1,123	300
R&M-Electrical	37	84	14	150	200	143	343	100
R&M-Equipment	-	735	130	1,250	317	226	543	1,000
Misc-Contingency	-	95	-	500	505	-	505	300
Supplies-Cleaning & Paper	614	234	520	600	519	371	890	650
Non-Capitalized New Equipment	9,064	-	-	-	-	-	-	-
Reserve - Equipment	-	-	-	2,500	-	-	-	2,500
Total Fitness Center	15,888	8,834	8,822	18,452	10,456	7,108	17,564	18,154
<i>Park & Grounds</i>								
Payroll-Maintenance	21,717	20,651	23,820	20,458	17,498	12,499	29,997	23,414
Payroll-Administrative	3,899	6,023	6,781	7,090	5,017	3,584	8,601	7,301
FICA Taxes	2,150	1,754	2,341	2,107	1,722	1,230	2,952	2,350
Contracts-Janitorial Services	1,150	1,200	1,230	1,300	245	175	420	1,300
Contracts-Roof	-	75	-	300	60	43	103	360
Contracts-Pest Control	-	145	145	145	109	78	187	215
R&M-General	1,428	446	1,852	1,500	776	554	1,330	2,000
R&M-Electrical	359	81	29	200	80	-	80	175
R&M-Irrigation	1,244	875	2,445	1,000	174	124	298	1,000
R&M-Vegetation Removal	-	-	2,200	-	-	-	-	-

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Revised Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
R&M-Backflow Inspection	315	315	355	315	-	131	131	355
Misc-Hurricane Expense	10,304	-	2,350	-	-	-	-	-
Misc-Contingency	157	5,620	1,605	2,500	149	106	255	2,500
Supplies-Cleaning & Paper	185	66	166	250	174	124	298	275
Non-Capitalized New Equipment	1,683	-	-	-	-	-	-	-
Reserve-Gutters	-	-	7,726	-	-	-	-	-
Reserves - Irrigation System	-	-	-	500	-	-	-	500
Reserve-Mulch	-	-	3,250	2,000	-	-	-	2,000
Reserve - Parking Lot	-	-	44,695	1,200	1,200	-	1,200	1,200
Reserve - Pavilion	-	-	-	12,000	11,919	-	11,919	-
Reserve - Playground	-	-	-	2,500	-	-	-	2,500
Total Park & Grounds	44,591	37,251	100,990	55,365	39,123	18,649	57,772	47,445
Reserves								
Reserve - CDD Amenity	-	-	-	869	59,885	-	59,885	28
Total Reserves	-	-	-	869	59,885	-	59,885	28
TOTAL EXPENDITURES & RESERVES	375,441	402,999	395,232	399,115	329,791	98,223	428,014	399,916
Excess (deficiency) of revenues								
Over (under) expenditures	83,325	5,141	21,697	-	59,078	(86,342)	(27,264)	(0)
OTHER FINANCING SOURCES (USES)								
Interfund Transfer - In	-	-	23,131	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-	(0)
TOTAL OTHER SOURCES (USES)	-	-	23,131	-	-	-	-	(0)

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2021 Revised Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
Net change in fund balance	83,325	5,141	44,828	-	59,078	(86,342)	(27,264)	(0)
FUND BALANCE, BEGINNING	211,115	294,440	299,581	344,409	344,409	-	344,409	317,145
FUND BALANCE, ENDING	\$ 294,440	\$ 299,581	\$ 344,409	\$ 344,409	\$ 403,487	\$ (86,342)	\$ 317,145	\$ 317,145

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	\$ 317,145
Net Change in Fund Balance - Fiscal Year 2021	(0)
Reserves - Fiscal Year 2021 Additions	27,188
Total Funds Available (Estimated) - 9/30/2021	344,333

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

Operating Reserve - First Quarter Operating Capital 99,979 ⁽¹⁾

Contribution CDD Amenity prior years	93,115	-
Contribution CDD Amenity FY 2021	28	93,143
Reserve - Lodge prior years	15,066	-
Reserve - Lodge FY 2021	1,650	16,716
Reserve - Park prior years	6,200	-
Reserve - Park FY 2021	6,200	12,400
Reserve - Equipment prior years	2,500	-
Reserve - Equipment FY 2021	2,500	5,000
Reserve - Pool Equipment prior years	5,995	-
Reserve - Pool Equipment FY 2021	16,810	22,805
Reserve - Pool Filters prior years	6,985	-
Reserve - Pool Filters FY 2021	-	6,985
Reserve - Pool Pumps prior years	6,425	-

PINEY-Z

Community Development District

Reserve - Pool Pumps FY 2021	-	<u>6,425</u>	163,474
		Subtotal	<u>263,453</u>
Total Allocation of Available Funds			263,453
Total Unassigned (undesignated) Cash			\$ <u>80,880</u>

Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative

Fiscal Year 2021

REVENUES**Interest - Investments (361001-3000)**

The District will have all excess funds invested with financial institutions which are qualified as public depositories prior to deposit of public monies under Chapters 218 and 280, Florida Statutes. The budget is based upon the estimated average balance of funds available during the Fiscal Year.

Special Assessments - Tax Collector (363010-3000)

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments - Discounts (363090-3000)

The Special Assessment discount for early payment is calculated at 4% of the Non-Ad Valorem assessments.

Miscellaneous Revenues (369900-3000)

Unanticipated miscellaneous revenues.

Access Cards (369941-3000)

Revenue from access cards purchases, including from pass holders.

Pavilion Rental (369942-3000)

Revenue from renting the pavilion to residents and non-residents for private functions, meetings, etc.

Lodge Rental (369943-3000)

Revenue from renting the lodge to residents and non-residents for private functions, to the Leon County Supervisor of Elections for conducting precinct elections, etc.

Budget Narrative

Fiscal Year 2021

EXPENDITURES**Expenditures - Administrative****Payroll - Board of Supervisors (511001-51101)**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting and workshop at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending and receiving compensation for all of the meetings and all of the workshops.

FICA Taxes (521001-51101)

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services - Legal Services (531023-51401)

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, requests for proposals, etc.

Professional Services - Management Consulting Services (531027-51201)

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services, Inc.. The fees are related to the current contracted fees in the Management Agreement including record storage and Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark in accordance with the management contract.

Professional Services - Special Assessment (531038-51301)

Administrative costs to prepare the District's Special Assessment Roll, certify the roll to the County and provide estoppel services on request.

Auditing Services (532002-51301)

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted fee is based on the engagement letter.

Postage & Freight (541006-51301)

Mailing and courier services costs for correspondence, bill payments, mailed notices, etc.

Insurance - General Liability (545002-51301)

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust (FMIT). FMIT specializes in providing insurance coverage to governmental agencies.

Budget Narrative

Fiscal Year 2021

Expenditures – Administrative (continued)**Printing & Binding (547001-51301)**

Printing of computerized checks, stationery, envelopes, etc.

Legal Advertising (548002-51301)

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Miscellaneous Services (549001-51301)

Bank charges and any other miscellaneous administrative expenses that may be incurred during the year.

Miscellaneous - Assessment Collection Cost (549070-51301)

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Miscellaneous - Contingency (549900-51301)

Provides funds for administrative expenditures that may not have been anticipated in the budget.

Office Supplies (551002-51301)

Miscellaneous office supplies.

Annual District Filing Fees (554007-51301)

The District is required to pay an annual filing fee of \$175 to the Department of Economic Opportunity.

Expenditures - Field

This Department accounts for the costs associated with the exterior maintenance and upkeep of the District's amenities.

Contracts - Landscape – Amenities Area (534053-53901)

Landscaping and maintenance services (mowing, weeding, pinestraw and fertilizer) for the “amenities” area within the District.

Budget Narrative

Fiscal Year 2021

Expenditures – Field (continued)**R&M – Trees and Trimming (546099-53901)**

Tree trimming, tree removal, dead limb trimming, etc. for the “amenities” area within the District.

Miscellaneous - Contingency (549900-53901)

Necessary services and repairs which fall outside those specified in the landscaping contract, including plantings, sod, irrigation repairs, application of chemicals for poison ivy, ants, etc.

Expenditures - Parks and Recreation - General

This department includes on-site administrative costs of the District as well as those associated with the maintenance, repair and replacement of equipment, and enhancements associated with the lodge (including the office, restrooms and second floor) and the garage.

Payroll - Other (512004-57201)

Compensation of one part time Office Assistant, if needed.

Payroll - Maintenance (512006-57201)

Compensation of one part time Buildings and Grounds Manager.

Payroll - Administrative (512009-57201)

Compensation of one full time CDD Manager.

Payroll – Special Pay (515002-57201)

Merit pay, end of FY 2020.

FICA Taxes (521001-57201)

Payroll tax for staff above.

Workers' Compensation (524001-57201)

The District's policy is currently with Florida Municipal Insurance Trust.

Budget Narrative

Fiscal Year 2021

Expenditures – Parks and Recreation - General (continued)**Contracts - Janitorial Services (534026-57201)**

Twice weekly cleaning in the lodge.

Contracts - Security Services (534037-57201)

Annual monitoring of the lodge (office, garage and fitness center). Also included are costs associated with the key fob system (utilized for fitness center, pool and side garage door access) to control and monitor entry. Additional costs included herein are the purchase of key fobs, and any repairs, (maintenance or replacement of the security cameras, DVR and television).

Contracts - Fire Inspection (534094-57201)

Inspection of fire suppression hood in the kitchen, as well as the several extinguishers around the property.

Contracts - Copier Maintenance (534097-57201)

Cost to maintain copier.

Contracts - Dumpster Rental (534098-57201)

Cost to rent lodge dumpster from Marpan.

Contracts - Pest Control (534125-57201)

Annual termite inspection; quarterly treatment of the lodge.

Contracts - Fire Inspection Sprinkler System (534165-57201)

Inspection of the sprinkler system in the garage.

Contracts - Website Hosting (534384-57201)

Cost to maintain website including domain, back-up and security.

Communication - Telephone-Field (541005-57201)

Purchase of TracFone for use by Buildings and Grounds Manager.

Postage and Freight (541006-57201)

Routine correspondence.

Utility - General (543001-57201)

City of Tallahassee charges for electricity, stormwater fees, fire service fees, water and sewer service for the District.

Budget Narrative

Fiscal Year 2021

Expenditures – Parks and Recreation - General (continued)**Utility - Other (543004-57201)**

Comcast charges for telephone, internet and television service in the lodge (including the fitness center)

Electricity - Streetlighting (543013-57201)

City of Tallahassee charges for electricity for the District's 10 decorative streetlights around the pool.

Utility - Irrigation (543014-57201)

City of Tallahassee charges for water for irrigation system and pool.

Utility - Refuse Removal (543020-57201)

City of Tallahassee charges to empty dumpster at Piney-Z Lodge.

R&M - General (546001-57201)

Locks and keys, repair of kitchen cabinets, bathroom mirrors and countertops, doors, replacement of office and garage blinds, necessary tools, meeting signs, etc.

R&M – Electrical (546020-57201)

Batteries, bulbs, sensors, cords, outside vendors if required.

R&M - Roof (546164-57201)

Blowing off of the lodge roof.

R&M - Fire Equipment (546230-57201)

Repairs to exit lighting, etc.

R&M - Plumbing (546250-57201)

Flappers, strainers, toilet seats, outside vendors if required.

Miscellaneous - Contingency (549900-57201)

Unanticipated operating expenses.

Miscellaneous - Information Technology (549942-57201)

IT support and website maintenance/assistance, to ensure the website continues to meet ADA goals.

Budget Narrative

Fiscal Year 2021

Expenditures – Parks and Recreation - General (continued)**Miscellaneous - Mileage Reimbursement (549951-57201)**

Reimbursement of mileage expenses of Buildings and Grounds Manager.

Office Supplies (551002-57201)

Costs associated with operation of the CDD Manager's office, including copier and computer paper, computer ink and software, anti-virus renewal, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for board members, computers and printers, as well as Office 365 and cloud storage.

Supplies - Cleaning and Paper (551083-57201)

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

Reserves - Lodge (568107-57201)

For intensive cleaning of roof, replacement of HVAC unit, etc.

Expenditures – Swimming Pool*This department includes costs associated with staffing, supplies, maintenance and repairs of the swimming pool and the associated deck, fence, gates, shed and related equipment.***Payroll - Maintenance (512006-57205)**

Compensation of one part-time Buildings and Grounds Manager.

Payroll - Administrative (512009-57205)

Compensation of one full time CDD Manager.

Payroll – Pool Attendants (512028-57205)

Compensation of pool attendants (\$12.00 per hour).

FICA Taxes (521001-57205)

Payroll tax for above.

Communication - Telephone-Field (541005-57205)

TracFone for attendant station; dedicated 911 phone.

Budget Narrative

Fiscal Year 2021

Expenditures – Swimming Pool (continued)**R&M - General (546001-57205)**

Repair of deck furniture, umbrellas, front and rear gates, locks on gates, etc.

R&M - Electrical (546020-57205)

Batteries, bulbs, sensors, cords, outside vendors if required.

R&M - Pools (546074-57205)

Repair of the pool and pool equipment, including pumps, chlorinator, pipes, problems with deck, tiles, on-deck showers, etc.

Miscellaneous - License & Permits (549066-57205)

Leon County Health Department pool license (expires annually on June 30).

Miscellaneous - Contingency (549900-57205)

Unanticipated operating expenses, including replacement of any equipment excluding deck furniture, pool attendant training, etc.

Operating Supplies - Pool Chemicals (552009-57205)

Pool chemicals, bleach and test kits, safety equipment including rescue rings and tubes, defibrillator batteries, respirator for chemical application, etc.

Reserves - Pool (568124-57205)

For pool shell repair, replacement of sand filters, chlorinator and dolphin.

Expenditures – Fitness Center*This department includes costs associated with the maintenance, repair and supplies required in the fitness center.***Payroll - Maintenance (512006-57214)**

Compensation of one part time Buildings and Grounds Manager.

Payroll - Administrative (512009-57214)

Compensation of one full time CDD Manager.

Budget Narrative

Fiscal Year 2021

Expenditures – Fitness Center (Continued)**FICA Taxes (521001-57214)**

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of the Fitness Center.

Contracts - Fitness Equipment (534071-57214)

Monthly preventative maintenance contract with FitnessPro.

Contracts - Pest Control (534125-57214)

Annual termite inspection; quarterly treatment of the fitness center.

R&M - General (546001-57214)

Repair of carpet, mirrors, doors, fans, etc.

R&M - Electrical (546020-57214)

Batteries, bulbs, sensors, cords, outside vendor if required.

R&M - Equipment (546022-57214)

Repairs (including parts and Labor) required to keep all equipment fully operational.

Miscellaneous - Contingency (549900-57214)

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57214)

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

Reserve - Equipment (568073-57214)

Purchase of exercise pieces for gym.

Budget Narrative

Fiscal Year 2021

Expenditures – Parks & Grounds

This department includes general maintenance, repair and supplies required for the upkeep of the Rosemary White Playground and Gazebo Park (including picnic tables, trash cans, benches, grills and playground equipment), as well as of the pavilion (including restrooms) and the picnic grounds located between the lodge and the swimming pool.

Payroll - Maintenance (512006-57240)

Compensation of one part time Buildings and Grounds Manager.

Payroll - Administrative (512009-57240)

Compensation of one full time CDD Manager.

FICA Taxes (521001-57240)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of pavilion restrooms, in season.

Contracts- Roof (534108-57240)

Six times per year cleaning of pavilion roof.

Contracts- Pest Control (534125-57214)

Quarterly treatment of the pavilion.

R&M - General (546001-57240)

Repair of slides, swings, picnic tables, gazebos, etc.

R&M - Electrical (564020-57214)

Batteries, bulbs, sensors, cords, outside vendors if required.

R&M - Irrigation (546041-57214)

Repairs to the irrigation system.

R&M - Backflow Inspections (546459-57214)

Inspection of the backflows from the water/waste lines.

Budget Narrative

Fiscal Year 2021

Expenditures – Parks & Grounds (continued)**Miscellaneous - Contingency (549900-57214)**

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57214)

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

Reserves – Irrigation System (568098-57214)

For repair or replacement of irrigation system.

Reserves - Mulch (568109-57214)

Playground Mulch.

Reserves - Parking Lots (568117-57214)

For re-sealing of all asphalt lots.

Reserves – Playground Equipment (568122-57214)

For repair or replacement of playground equipment.

Piney-Z
Community Development District

Supporting Budget Schedules
Fiscal Year 2021

Comparison of Non-Ad Valorem Assessment Rates Fiscal Year 2021 vs Fiscal Year 2020

Assessments Per Unit				
LOT SIZE	# OF	General Fund		
	UNITS	FY2021	FY2020	Percent Change
36	28	\$522.79	\$522.79	0.00%
40	104	\$522.79	\$522.79	0.00%
50	291	\$522.79	\$522.79	0.00%
60	62	\$522.79	\$522.79	0.00%
75	183	\$522.79	\$522.79	0.00%
90	67	\$522.79	\$522.79	0.00%
65	8	\$522.79	\$522.79	0.00%
50 gar	12	\$522.79	\$522.79	0.00%
	755			

4A.

RESOLUTION 2020-4

THE ANNUAL APPROPRIATION RESOLUTION OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2020, submitted to the Board of Supervisors (the “Board”) a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the Piney-Z Community Development District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget (the “Proposed Budget”), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set July 27, 2020 as the date for a public hearing, and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1 of each year, the District Board adopt by resolution a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget that projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

Section 1. Budget

- a. That the Board of Supervisors has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Records Office, and hereby approves the Proposed Budget as amended, as shown in Section 2 below.
- b. That the Proposed Budget, attached hereto as Exhibit “A,” as amended by the Board after the public hearing, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by

reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2020 and/or revised projections for Fiscal Year 2021.

- c. That the adopted budget, as amended, shall be maintained in the Office of the District Manager and the District's Records Office and identified as "The Budget for Piney-Z Community Development District for the Fiscal Year Ending September 30, 2021, as Adopted by the Board of Supervisors on July 27, 2020."
- d. The adopted budget shall be posted on the District's official website within thirty (30) days after adoption.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the Piney-Z Community Development District, for the fiscal year beginning October 1, 2020, and ending September 30, 2021, the sum of \$_____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND \$ _____

TOTAL ALL FUNDS \$ _____

Section 3. Supplemental Appropriations

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided

such transfers do not exceed \$10,000 or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred, previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 27th day of July 2020.

ATTEST:

**BOARD OF SUPERVISORS OF
THE PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

Bob Nanni
Secretary

Geraldine Cashin
Chairman

4B

RESOLUTION 2020-5

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Piney-Z Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted Improvement Plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District (“Board”) hereby determines to undertake various operations and maintenance activities described in the District’s budget for Fiscal Year 2020-2021 (“Operations and Maintenance Budget”), attached hereto as Exhibit “A” and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s budget for Fiscal Year 2020-2021; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefited lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of Leon County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Piney-Z Community Development District (the “Assessment Roll”), attached to this Resolution as Exhibit “B” and incorporated herein as a material part of this Resolution by this reference, and to certify the Assessment Roll to the Leon County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the Leon County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for Leon County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT. The provision of the services, facilities, and operations as described in Exhibit “A” confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands is shown in Exhibit “A.”

SECTION 2. ASSESSMENT IMPOSITION. A special assessment for operation and maintenance as provided for in Chapter 190, Florida Statutes, is hereby imposed and levied on benefited lands within the District in accordance with Exhibit “A.”

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments shall be at the same time and in the same manner as Leon County taxes in accordance with the Uniform Method.

SECTION 4. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as Exhibit “B,” is hereby certified to the Leon County Tax Collector and the assessments shall be collected by Leon County Tax Collector in the same manner and time as Leon County taxes. The proceeds therefrom shall be paid to the Piney-Z Community Development District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep appraised of all updates made to the Leon County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District’s Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the Leon County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Piney-Z Community Development District.

PASSED AND ADOPTED this 27th day of July, 2020.

ATTEST:

**BOARD OF SUPERVISORS OF THE
PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

Bob Nanni
Secretary

Geraldine Cashin
Chairman

Fifth Order of Business

**PINEY-Z
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, May 18, 2020 at 6:00 p.m. via conference call.

Present and constituting a quorum were:

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

Also present were:

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

The following is a summary of the discussions and actions taken at the May 18, 2020 Piney-Z Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS Roll Call

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

Ms. Cashin provided an opening statement and meeting protocol.

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)

- Ms. Rebecca Thomas, Piney Village Loop, noted she is attending as requested with regard to the Oak tree and the ownership thereof.
 - Ms. Cashin noted it will be addressed as an agenda item later in the meeting.
- Mr. Greg Moran, Planters Ridge Drive, noted he wanted to inquire about the status of the pool and if there is a plan to get it open.

- Ms. Cashin addressed the Sunshine Law and noted they have no plans, it is on the agenda for discussion.
- Ms. Tammie Lambert, Landings Loop, addressed calling special meetings to address things in a timelier manner.
 - Mr. Lyon noted special meetings can be called but should be limited to emergency type measures and decisions that cannot wait until the next Board meeting. A special district has to publish notice of any meeting in the newspaper which comes with substantial costs, as well as every meeting of the Board entitles each supervisor to be paid for his/her participation.
- Discussion followed on meeting notice publication.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the January 27, 2020 Meeting

On MOTION by Ms. Pincus seconded by Mr. Wilcox, to approve the January 27, 2020 meeting minutes were approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

FIFTH ORDER OF BUSINESS

Acceptance of the January, February, March and April Financial Statements and Approval of the Check Registers and Invoices

Ms. Hudson MOVED to approve the January, February, March and April financials and Ms. Pincus seconded the motion.

- Mr. Wilcox inquired about Parks and Recreation – Misc. Contingency which appears to be over budget by \$6,739.

- Ms. Parker noted \$5,000 was for the intellectual property issue, \$2,805 was for the camera upgrades, \$90.75 for new Christmas tree skirt, \$782.75 for leveling of several squares of the front pathway, and the remaining were VISA purchases.

The MOTION was approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

SIXTH ORDER OF BUSINESS

Discussion of Proposed Budget for FY 20201

- Ms. Parker reviewed the excel spreadsheet highlighting the following:
 - Assessments flat for the sixth fiscal year.
 - Outlined reserves.
 - Recommendations:
 - Reduce Lodge Rental revenues by \$3,500 – making it \$16,500.
 - Reduce to \$28 General Amenities Reserve.
 - Page 4 – Line 84 – Merit Pay, end of FY 2020 for possible \$7,500 merit pay for staff which would be the first merit pay in five years.
 - Page 12 – Line 282 and 285 - \$3,528 reduce to \$28.

On MOTION by Mr. Kirby seconded by Ms. Pincus, approving the FY 2021 budget as amended with no increase in assessment was approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

- A. Consideration of Resolution 2020-3 Approving the Tentative Budget and Setting the Public Hearing**

On MOTION by Ms. Pincus seconded by Mr. Kirby, Resolution 2020-3 a resolution of the Board of Supervisors of the Piney-Z Community Development District approving the budget for Fiscal Year 2021 and setting a public hearing thereon pursuant to Florida law for July 27, 2020 at 6:00 p.m. was adopted with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

SEVENTH ORDER OF BUSINESS

CDD Manager's Report

- Ms. Parker reviewed her report providing highlights.
- Updates:
 - Research is still under way on a railing for the front path.
 - UV scrubbers for the house.
 - On moving the former pavilion water fountain into the gym – unfortunately they have found it will cost in excess of \$1,500 and staff recommendation is not to proceed.
 - Extensive work was required on a massive Live Oak and it potentially being on CDD property. She is suggesting and recommending to the Board that she be permitted to commission a full property survey. The current survey is dated in 2011 and was a boundary survey only and includes no buildings or lots.
 - The 17 photos are of the renovation of the pavilion as well as the newly painted gym.
 - A member of the pool staff, as well as a resident of Piney-Z, Carter Nelson, has been selected as one our City's Best and Brightest representing Lincoln High School in the field of music. He hopes to attend Belmont in Nashville to continue his music education.
- A. Cancellation of May 29, 2020 Rental**
 - This rental has been cancelled by the person making the reservation.

B. Authorization for Board Signature on 2013 Termite Bond

- Ms. Parker requested authorization for the Chair or a member of the Board to sign a 2013 termite bond with First Choice Pest Control which was never executed correctly in 2013. It is a ten-year bond and First Choice Pest Control would like it signed.
- Ms. Cashin requested Ms. Hudson execute the 2013 termite bond.

On MOTION by Ms. Hudson seconded by Ms. Pincus authorizing execution of the 2013 Termite Bond with First Choice Pest Control was approved with votes as follows:
Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

C. Ratification of Expenditures from CDD Amenity General Reserve**i. Asphalt Sealing - \$2,400**

- Discussion followed on the expenditures.
 - The asphalt sealing was done with a poll with a 5-0 consensus.

On MOTION by Ms. Hudson seconded by Mr. Wilcox, the expenditure for asphalt sealing by Jack Kelly Services in the amount of \$2,400 from CDD Amenity General Reserve was ratified with votes as follows:
Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

ii. Railing Project - \$10,000 plus 10%

- Ms. Hudson noted Ms. Parker is trying very hard, but with it being such a small project companies are not jumping on the bandwagon.

On MOTION by Ms. Hudson seconded by Mr. Kirby, the expenditure for the railing project of \$10,000 plus 10% from CDD Amenity General Reserve was ratified with votes as follows:

<p>Cheryl Hudson – Aye Ann Pincus – Aye Philip Wilcox – Aye Art Kirby – Aye Gerry Cashin – Aye</p>

D. Ratification of Expenditure from Park & Ground Parking Lot Reserve

i. Asphalt Sealing - \$1,200

<p>Mr. Kirby MOVED to ratify the expenditure for the asphalt sealing by Jack Kelly Services at a cost of \$1200 from Park & Grounds Parking Lot Reserve and Ms. Hudson seconded the motion.</p>

- Ms. Lambert addressed the procedure for ratifying inquiring if the items have already been done or in the process of being done.
 - Ms. Cashin noted District Counsel advised they could do this in the interest of getting work done while the property was shutdown.
 - Mr. Nanni noted there are times when the District needs to keep moving and sometimes opportunities come up before or between meetings and when that happens the Board has the option of providing a consensus to do the work, however, that is informal and requires a ratification at the next meeting.
 - It was noted there was no discussion of the Board, Mr. Nanni asked the question individually of Board members.
 - Mr. Lyon addressed the Governor declaring a State of Emergency noting there are provisions in law when there is a declared State of Emergency the Board can take certain emergency provisions. In those cases, you still cannot violate the Sunshine Law but staff, essentially with the authorization of the Chair, can take actions to do whatever is necessary during the emergency and in order to make it formal the Board formally approves it at the next meeting.
 - Ms. Lambert noted they could not address the pool issue at the same time.
 - Ms. Cashin noted that is correct.

- Ms. Hudson noted this was a blind poll and they were just asked the question. For the pool, there needs be discussed a lot of different issues and nuances which are not a straight yes or no.

The motion was approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

E. Approval of Expenditures from Unassigned Funds

i. Property Survey - \$3,000 plus 10%

- Ms. Parker addressed the need for an updated survey of the property. She has worked with Gary Allen, Land Surveyor, who has done the surveying in the past and it will cost approximately \$3,000.
- Ms. Parker addressed the trees bordering Piney-Z property and noted she would like the authority to have the surveyor mark them on the survey.
- Discussion followed on coding the survey, once completed, to identify all items on CDD property – backflows, valves, electrical boxes and such.

On MOTION by Ms. Pincus seconded by Mr. Wilcox, a property survey to include marking any large trees from Gary G. Allen, Registered Land Surveyor, Inc., and to be paid in the amount of \$3,000 plus 10% contingency, was approved with votes as follows:

Cheryl Hudson – Aye

Ann Pincus – Aye

Philip Wilcox – Aye

Art Kirby – Aye

Gerry Cashin – Aye

ii. Potential Oak Tree Trimming - \$2,500 plus 10%

- Ms. Parker outlined the Oak tree issue at 866 Piney Village Loop noting a survey shows the tree is on CDD property. It is on the lot line, but on the CDD side of the lot line. In 2007 as the house was being built there was an arborist report issued that described the tree as a dangerous, massive, tall, hollow Live Oak tree.

She noted her concern when being told the CDD had been contacted about the tree previously and in 18 years of archived records there is no mention or documentation regarding this Live Oak tree.

- The arborist, Miller's Tree Service, looked at the tree while on property and said it needs a lot work. He, Clay Cantley issued a report last week which has been shared with the Board and states the tree is a mature multi-trunk Live Oak with splits at three to four feet, there is a cavity at ground level, this cavity is cause for concern and should be monitored. Due to a lack of maintenance this tree has excessive vine growth, an abundance of dead wood and excessive shoots or sucker growth. It is the recommendation that this tree be cleaned up and pruned. It is also recommended it be routinely observed by a certified arborist.
- Mr. Kirby further addressed the tree noting the lack of survey plus the COVID-19 restrictions at the information repositories created a problem. The Thomas' and CDD had surveys done on the same day which basically say the same thing. The trunk of the tree has encroached on the property line but is irrelevant at this point. There was some exchange between himself and Mr. Lyon about what the law is and is not. He agreed with Ms. Parker that the survey would tell more than any of the renderings and depictions on any of the publicly accessible websites. They do not have records on file that give a clear understanding of what the property should be and if this issue comes up again, they need to know what they have and what they do not have, or they will have to walk this same path again. A survey will be preventative and allow them to be proactive to maintain what they are responsible for.
- Mr. Lyon noted the state of the law in Florida on this issue is that if a tree is on your property but overhangs someone else's property you have no liability if the tree or a branch falls and causes damage on the other property. Mr. Lyon further addressed the lack of cases law regarding liability.
- Mr. Kirby noted they are where they need to make a decision on how they move forward. The options available to them: are they going to spend money to do as the arborist recommends or are they going to remove the tree.

- Ms. Parker noted if they do nothing, there is no cost. If they choose to do some serious maintenance work on the tree it will be \$3,000 this year and should be looked at every year by Miller's, the arborist anticipates it may not have to be trimmed again for another three to five years. The third option is \$5,500 to remove the tree leaving the stump. To have the stump ground out is an additional \$600.
- Discussion ensued on the tree with Ms. Pincus and Mr. Wilcox addressing the CDD's liability if the tree should fall and feel the tree should be removed.
- Ms. Thomas noted they have never had communication with the CDD regarding the tree. They assumed the tree was being taken care of by the CDD. The last branch fell on a sunny day and just came out of nowhere and she feels the Board needs to take care of the tree and do the best thing for the health of the tree and the safety of everyone.
- Ms. Cashin inquired if the Thomas' have ever had any of the limbs overhanging their property taken care of.
 - Ms. Thomas noted they have not.
- Discussion continued on the options for the tree with Mr. Lyon noting a fourth option would be if the Thomas' want to keep the tree and if the Board is inclined to get rid of the tree, a compromise would be to allow the tree to remain, the District does not have to maintain it and the Thomas' sign a liability waiver that if any damage occurs in the future they will not hold the District liable.
 - Ms. Thomas noted she does not agree with that option, she would rather the CDD take care of the tree as she does not want any ownership of the health, safety and welfare of anybody walking under the tree.
 - Mr. Thomas noted the tree is on CDD property. He noted he has been told by others that he needs to report it to his property insurance company in case of future damages. He does not know that the tree can be removed as it is a historical tree due to being over a certain diameter.
- Ms. Cashin reiterated the options and requested a motion.

Mr. Wilcox MOVED to have Miller Tree Service remove the tree at a cost of \$5,500 and Ms. Pincus seconded the motion.

- Ms. Pincus noted they need to determine if it is a historical tree prior to removing.
- Discussion continued with it being noted Ms. Cashin believes Miller Tree would have to pull a permit to remove the tree and/or contact growth management due to the size of the tree.
- Ms. Parker noted the funds would come from Unassigned.
- Ms. Hudson and Mr. Kirby both suggested a contingency for pruning and maintenance if they are unable to remove the tree.
- Ms. Thomas requested they provide advance notice when they are coming on property so that she can secure her dogs.
 - Ms. Cashin noted they will do their best to give notice if Miller Tree provides that info to the CDD.

The motion was approved as amended to include the funds would come from Unassigned Funds 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. Kirby to have a backup plan/option should the City not allow removal of the tree and authorize Miller Tree Service to perform maintenance at a cost of \$3,000 from Unassigned Funds was approved with votes as follows:
Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

iii. UV Scrubbers - \$3,000 plus 10%

- Ms. Parker addressed adding UV scrubbers to the units in the Lodge.

- One on each primary unit and a smaller on the mini-split upstairs.
- Mr. Kirby outlined the purpose of UV scrubbers for the air filtration system noting the intent is to be proactive prior to reopening.
- The options for UV scrubbers are:
 - Option 1 RGF Reme-Halo at \$795 per unit.
 - Option 2 Nu-Calgon I-Wave at \$779 per unit and \$505 for the mini-split.
- Discussion continued on UV scrubbers with Mr. Kirby noting his preference would be to stick with the UV product – Reme-Halo.

Mr. Kirby MOVED to have Key Heating and Cooling install the Reme-Halo UV scrubbers at a cost of \$3,500 with a 10% contingency from Unassigned Funds and Ms. Pincus seconded the motion.

- Discussion followed with Mr. Wilcox noting he would be okay with the UV option but would not recommend an ionizer.

The record will reflect the call was dropped and restarted several minutes later with it being confirmed all members of the Board of Supervisors have returned to the call.

- Ms. Lambert inquired what the UV scrubbers would cover.
 - Ms. Cashin noted it would be the three units in the Lodge and the mini-split in the upstairs.
 - Discussion followed on the minimal use of the upstairs.

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

EIGHTH ORDER OF BUSINESS

District Manager's Report

- A. Acceptance of the Audit for Fiscal Year 2019**
- Mr. Nanni reviewed the audit noting it was a clean audit.

On MOTION by Mr. Kirby seconded by Mr. Wilcox the audit performed by Berger, Toombs, Elam, Gaines and Frank for fiscal year ended September 30, 2019 was accepted with votes as follows:

Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

B. Report on Number of Registered Voters – 1,395

- Mr. Nanni reported there are 1,395 registered voters within the District.

C. Interest Bearing Accounts and FDIC Limits

- Mr. Nanni reported Capital City Bank is the only QPD in Tallahassee noting the interest is too low.

On MOTION by Ms. Hudson seconded by Ms. Pincus to table this item to a later date was approved with votes as follows:

Cheryl Hudson – Aye
Ann Pincus – Aye
Philip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

NINTH ORDER OF BUSINESS

New Business

A. Ratification of Board Consensus to Accept City of Tallahassee COVID-19 Rules as Primary Reference Resource

- Mr. Nanni noted this was a yes or no survey that was five to zero.
- Ms. Cashin noted they need to ratify the survey vote.

On MOTION by Ms. Hudson seconded by Ms. Pincus to ratify previous vote to accept City of Tallahassee rules for COVID 19 was approved with votes as follows:

Cheryl Hudson – Aye
Ann Pincus – Aye
Phillip Wilcox – Aye
Art Kirby – Aye
Gerry Cashin – Aye

- Ms. Parker requested Board and staff read an email she received at 6:44 p.m. and forwarded.
 - Ms. Cashin noted it states, “Breaking news about city pools; all activity pools remain closed for the season only Trousdell will remain open with laps by reservation only.”
- Mr. Evans noted he has been following the City of Tallahassee and the information for pools around the city.
- Mr. Moran outlined information he noted is from the City of Tallahassee site, CDC guidelines and a survey of local hotels and hotels throughout the Florida noting he surveyed 11, all of whom have their pools open. He requested the Board look at the issue more in depth.
- Discussion continued on pools noting on the COT site some say “closed for the season” but others say “until further notice.”
 - Mr. Wilcox addressed the Trousdell pool being open for laps outlining the guidelines and inquired if they could do something similar through a reservation system.
 - Mr. Kirby noted he has been torn about the pool issue, but this seems to make things clear and concise and they should maintain consistency with the City’s policy.
 - Ms. Pincus noted she would love for them to be able to open the pool but if they are following the City’s policy, they need to follow them through. She is not for opening the pool or any of the amenities at this point.
 - Ms. Hudson noted she agrees with Ms. Pincus and Mr. Kirby. She does not see how they can forcibly maintain distance between people. They should stick with the City guidelines.
 - Ms. Cashin addressed Mr. Evans work as their certified pool operator noting his work has been very much appreciated. She noted she too would like to have everyone swimming and enjoying the pool, but this is not a business as usual situation.
- Ms. Lisa Luloff noted she appreciates all that the Board does and inquired if she needs to reiterate her letter/suggestion sent yesterday.

- An unidentified speaker [Ms. Lambert] inquired if the residents get a say and are going to be allowed to speak noting she would like to know what the letter said.
- Ms. Luloff outlined her suggestion that the pool be opened on a reservation only system allowing for two families to utilize the pool with a rope separating the pool.
- Ms. Lambert addressed the City of Tallahassee being public and Piney-Z being a private pool.
 - Ms. Cashin noted the CDD is an interlocal partner with the City of Tallahassee and a quasi-government agency.
 - Mr. Lyon noted unlike the HOA the CDD, which owns the pool and amenities, we are not a quasi-government, we are a governmental entity, a political subdivision of the State of Florida and have to follow the Sunshine Law, auditing, financial and all those requirements; they are not a private entity, they are a public pool.
 - Discussion continued with Mr. Lyon noting that a person within the District pays the assessments for District amenities, but the public can utilize those amenities if they pay the non-resident fee.
- Ms. Lambert inquired who made the decision to follow the City's rules on the matter that was ratified today.
 - Mr. Lyon addressed the Governor's issuing the emergency order for the State of Florida, it enacted the emergency provisions in Chapter 252 and allows local government to take certain actions that are necessary for their government. In this case, staff with input from Board members and direction from the Chair made the decision to follow the City's guidelines. Being they are so small and have limited resources they relied on a much larger government with more extensive resources to come up with guidelines they could follow. The decision was essentially made by the Chair with input from the members and then ratified at tonight's meeting.
 - Ms. Lambert addressed residents having no say.
- Ms. Luloff noted COT has made an exception by reservation only and reiterated her suggested limit of two families.

- Discussion continued on the pool.
- Mr. Jack Glunt addressed the closing of the pool for the season and inquired about the rest of the amenities.
 - Ms. Cashin noted they have not talked about that yet; they are talking about the pool.
 - Mr. Glunt inquired if they are going to keep everything closed for a year.
 - Ms. Cashin noted the rest of the season as identified for CDD purposes would be October for the pool.
 - Mr. Glunt inquired about the rest of the amenities and whether the Board has any intention of opening any of the amenity's residents pay for.
 - Ms. Cashin noted they have not yet discussed it.
- Ms. Parker noted she has four or five people signed up to be Certified Red Cross. She assumes she should cancel those reservations.
 - Ms. Cashin noted unless someone on the Board thinks differently, she would suggest she do so.

B. Opening of Amenities: Playground, Pool Fitness Center and Lodge

- Discussion ensued on amenities.
 - Mr. Wilcox noted COT has a fitness facility at the Myers Park pool and Wade Wehunt has a small workout gym. He further noted the Governor's Order does state gyms and fitness centers may operate at 50% of the building occupancy as long as the adopt safety measures to include social distancing and sufficient cleaning supplies for patrons to self-clean.
 - Mr. Kirby noted the 50% occupancy is part of Phase One.
 - Ms. Hudson noted it would be difficult for them to block off every other piece of equipment because they are generally different pieces.
 - Mr. Evans inquired if they can repurpose the pool attendants as gym attendants.
 - Ms. Pincus inquired if they have enough cleaning supplies to keep it clean enough for people to use the machines, and the machines also have to be

cleaned after use. Is half the capacity of the floor space; if so, it probably only be one person allowed at a time.

The record will reflect the call was dropped and restarted several minutes later with it being confirmed all members of the Board of Supervisors have returned to the call.

- Mr. Nanni noted that relative to the amenities of all the District's Inframark work with only one District is attempting some type of opening and none have opened the fitness center or are renting out their facilities yet.
- Discussion followed on whether a motion is required with Mr. Lyon noting the City of Tallahassee does not have a lot of fitness centers that are comparable he would suggest they make a motion after all considerations to keep it closed until further notice.

<p>Ms. Hudson MOVED to keep amenities closed and continue to follow the City of Tallahassee guidelines and Ms. Pincus seconded the motion.</p>
--

- Ms. Hudson noted staff has been trying to get sanitizing supplies and hope they become available soon.
- Ms. Cashin noted she hates to keep residents from using amenities but COVID-19 is not business as usual.
- Ms. Cashin asked for public comment, hearing none

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

TENTH ORDER OF BUSINESS

Old Business

- A. **Update on Intellectual Property – Trademark Filings**
- Mr. Kirby reported it is incomplete at this stage. He noted he sent a letter to Ms. Parker and Mr. Lyon noting he would have to bow out due to his mother being ill.

- They are still unable to access the Secretary of State's office due to COVID-19.
 - At the last meeting there was discussion on whether this even needs to be done.
- Ms. Cashin noted she feels they need to continue.
 - Mr. Wilcox noted they should continue.
 - Ms. Pincus noted she was not for spending the money on this but agreed to continue.
 - Mr. Kirby was requested to move forward as soon as the current situation clears up.

The record will reflect the call was dropped and restarted several minutes later with it being confirmed all members of the Board of Supervisors have returned to the call.

ELEVENTH ORDER OF BUSINESS**District Attorney's Report**

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS**Supervisor Requests****A. Office Intercom (Kirby)**

- Mr. Kirby suggested tabling until the amenities are reopened but noted he will defer to the Chair.
- Ms. Cashin noted the proposal is from Capital Security.
- Mr. Kirby noted this would allow business to take place without direct face-to-face contact and maintain social distancing.

Mr. Kirby MOVED for the purchase of an office intercom through Capital Security in the amount of \$932.36 from Unassigned Funds and Ms. Pincus seconded the motion.

- Ms. Pincus noted they have needed it for some time and feels they should move ahead.
- Ms. Hudson inquired if the same thing can be done with a Ring doorbell.

- Discussion ensued on security systems.

The MOTION was approved with votes as follows:

Cheryl Hudson – Nay

Ann Pincus – Aye

Phillip Wilcox – Nay

Art Kirby – Aye

Gerry Cashin – Aye

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Pincus seconded by Mr. Kirby, with all in favor, the meeting was adjourned at 9:20 p.m.

Bob Nanni
Secretary

Geraldine Cashin
Chair

Sixth Order of Business

PINEY-Z

Community Development District

Financial Report

May 31, 2020

Prepared by



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PINEY-Z

Community Development District

Financial Statements

(Unaudited)

May 31, 2020

Balance Sheet
May 31, 2020

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash - Checking Account	\$ 77,233
Cash On Hand/Petty Cash	250
Investments:	
Money Market Account	360,173
Prepaid Items	288
TOTAL ASSETS	\$ 437,944
<u>LIABILITIES</u>	
Accounts Payable	\$ 1,267
Accrued Expenses	8,393
TOTAL LIABILITIES	9,660
<u>FUND BALANCES</u>	
Nonspendable:	
Prepaid Items	288
Assigned to:	
Operating Reserves	100,743
Reserves - CDD Amenity	33,229
Reserves - Fitness Center	2,500
Reserves-Lodge	15,066
Reserves - Park	5,000
Reserves-Pool Equipment	5,995
Reserves-Pool Filters	6,985
Reserves-Pool Pumps	6,425
Unassigned:	252,053
TOTAL FUND BALANCES	\$ 428,284
TOTAL LIABILITIES & FUND BALANCES	\$ 437,944

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 2,000	\$ 1,333	\$ 1,744	\$ 411
Interest - Tax Collector	-	-	343	343
Special Assmnts- Tax Collector	394,706	394,706	390,014	(4,692)
Special Assmnts- Discounts	(15,788)	(15,788)	(14,513)	1,275
Other Miscellaneous Revenues	522	348	101	(247)
Access Cards	675	450	225	(225)
Pavilion Rental	1,000	667	80	(587)
Lodge Rental	16,000	10,667	6,385	(4,282)
TOTAL REVENUES	399,115	392,383	384,379	(8,004)
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	5,333	1,800	3,533
FICA Taxes	612	408	138	270
ProfServ-Legal Services	24,000	16,000	16,000	-
ProfServ-Mgmt Consulting Serv	44,775	29,850	29,850	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	150	100	152	(52)
Insurance - General Liability	11,893	8,920	8,486	434
Printing and Binding	200	133	145	(12)
Legal Advertising	1,200	800	459	341
Miscellaneous Services	150	100	276	(176)
Misc-Assessmnt Collection Cost	11,842	11,842	11,265	577
Misc-Contingency	100	67	-	67
Office Supplies	200	133	-	133
Annual District Filing Fee	175	175	175	-
Total Administration	111,084	81,648	76,533	5,115
<u>Field</u>				
Contr-Landscape-Amenities Area	24,000	16,000	14,936	1,064
R&M-Trees and Trimming	3,000	2,000	1,600	400
Misc-Contingency	4,000	2,667	2,217	450
Total Field	31,000	20,667	18,753	1,914

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2020

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	667	-	667
Payroll-Maintenance	6,820	4,547	4,561	(14)
Payroll-Administrative	49,625	33,083	34,387	(1,304)
FICA Taxes	4,395	2,930	2,996	(66)
Workers' Compensation	4,165	3,124	2,789	335
Contracts-Janitorial Services	2,340	1,560	1,275	285
Contracts-Security Services	1,305	870	2,455	(1,585)
Contracts-Fire Exting. Insp.	350	233	175	58
Contract-Copier Maintenance	250	167	35	132
Contract-Dumpster Rental	312	208	208	-
Contracts-Pest Control	498	332	145	187
Contracts-Fire Insp Sprinkler System	250	-	-	-
Contract-Website Hosting	326	217	-	217
Communication - Teleph - Field	120	80	-	80
Postage and Freight	55	37	96	(59)
Utility - General	17,000	11,333	12,271	(938)
Utility - Other	3,400	2,267	2,056	211
Electricity - Streetlighting	1,500	1,000	862	138
Utility - Irrigation	3,000	2,000	2,321	(321)
Utility - Refuse Removal	1,250	833	963	(130)
R&M-General	3,000	2,000	105	1,895
R&M-Electrical	425	283	489	(206)
R&M-Roof	1,035	690	60	630
R&M-Fire Equipment	100	67	-	67
R&M-Flooring	1,360	907	-	907
R&M-Plumbing	250	167	-	167
Misc-Contingency	3,000	2,000	9,099	(7,099)
Misc-Information Technology	600	400	497	(97)
Misc-Mileage Reimbursement	400	267	187	80
Office Supplies	2,000	1,333	237	1,096
Supplies-Cleaning & Paper	400	267	338	(71)
Reserves-Lodge	8,016	-	-	-
Total Parks and Recreation - General	118,547	73,869	78,607	(4,738)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Maintenance	15,912	10,608	5,670	4,938
Payroll-Administrative	7,090	4,727	4,608	119
Payroll-Pool Attendants	21,037	14,025	1,562	12,463
FICA Taxes	3,369	2,246	906	1,340
Communication - Teleph - Field	780	520	472	48
R&M-General	400	267	333	(66)
R&M-Electrical	150	100	-	100
R&M-Pools	1,000	667	-	667
Misc-Licenses & Permits	250	250	-	250
Misc-Contingency	3,000	2,000	4,845	(2,845)
Op Supplies - Pool Chemicals	3,000	2,000	357	1,643
Reserve - Pool	7,810	-	-	-
Reserves-Pool Pumps	-	-	1,575	(1,575)
Total Swimming Pool	63,798	37,410	20,328	17,082
<u>Fitness Center</u>				
Payroll-Maintenance	2,273	1,515	3,382	(1,867)
Payroll-Administrative	7,088	4,725	2,372	2,353
FICA Taxes	716	477	440	37
Contracts-Janitorial Services	1,560	1,040	980	60
Contracts-Fitness Equipment	1,200	800	500	300
Contracts-Pest Control	215	143	73	70
R&M-General	400	267	655	(388)
R&M-Electrical	150	100	200	(100)
R&M-Equipment	1,250	833	317	516
Misc-Contingency	500	333	-	333
Supplies-Cleaning & Paper	600	400	519	(119)
Reserve - Equipment	2,500	-	-	-
Total Fitness Center	18,452	10,633	9,438	1,195

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	20,458	13,639	16,000	(2,361)
Payroll-Administrative	7,090	4,727	4,539	188
FICA Taxes	2,107	1,405	1,571	(166)
Contracts-Janitorial Services	1,300	867	245	622
Contracts-Roof	300	200	60	140
Contracts-Pest Control	145	97	73	24
R&M-General	1,500	1,000	776	224
R&M-Electrical	200	133	80	53
R&M-Irrigation	1,000	667	174	493
R&M-Backflow Inspection	315	210	-	210
Misc-Contingency	2,500	1,667	149	1,518
Supplies-Cleaning & Paper	250	167	174	(7)
Reserves - Irrigation System	500	-	-	-
Reserve-Mulch	2,000	-	-	-
Reserve - Parking Lot	1,200	-	1,200	(1,200)
Reserve - Pavilion	12,000	-	11,919	(11,919)
Reserve - Playground	2,500	-	-	-
Total Park & Grounds	55,365	24,779	36,960	(12,181)
<u>Reserves</u>				
Reserve - CDD Amenity	869	-	59,885	(59,885)
Total Reserves	869	-	59,885	(59,885)
TOTAL EXPENDITURES & RESERVES	399,115	249,006	300,504	(51,498)
Excess (deficiency) of revenues				
Over (under) expenditures	-	143,377	83,875	(59,502)
Net change in fund balance	\$ -	\$ 143,377	\$ 83,875	\$ (59,502)
FUND BALANCE, BEGINNING (OCT 1, 2019)	344,409	344,409	344,409	
FUND BALANCE, ENDING	\$ 344,409	\$ 487,786	\$ 428,284	

MEMORANDUM

TO: Board of Supervisors, Piney-Z CDD
FROM: Sonia Rowley, District Accountant
CC: Bob Nanni, District Manager
DATE: July 8, 2020
SUBJECT: June Financials

Please find attached the June 2020 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 \$75,200.
- Unassigned Balance: Represents the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Total Revenues for the General Fund were at 97% of adopted budget.

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

Total Expenditures through June were at 83% 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), \$4,675 to Capital Security for clubhouse camera system (ceiling of \$5,500), \$2,385 to David Key Heating & Cooling for purification system and \$2,000 to Gary Allen for boundary survey.
- Swimming Pool - Reserves-Pool Pumps
 - ▶ Includes \$1,575 to Premier Pools for a motor.
- Park & Grounds - Reserve-Parking Lot
 - ▶ Includes \$1,200 to Jack Kelly Services for asphalt re-seal.
- Park & Grounds - Reserve-Pavilion
 - ▶ Includes \$11,919 to H&H Construction & Restoration for pavilion renovation.
- Reserves - Reserve-CDD Amenity
 - ▶ Includes \$51,790 to H&H Construction & Restoration for pavilion renovation, \$5,696 for timber replacement at the playground and \$2,400 to Jack Kelly Services for asphalt re-seal.

PINEY-Z

Community Development District

Financial Report

June 30, 2020

Prepared by



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PINEY-Z

Community Development District

Financial Statements

(Unaudited)

June 30, 2020

Balance Sheet

June 30, 2020

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash - Checking Account	\$ 47,792
Cash On Hand/Petty Cash	250
Investments:	
Money Market Account	360,291
Prepaid Items	485
TOTAL ASSETS	\$ 408,818
<u>LIABILITIES</u>	
Accounts Payable	\$ 1,763
Accrued Expenses	3,568
TOTAL LIABILITIES	5,331
<u>FUND BALANCES</u>	
Nonspendable:	
Prepaid Items	485
Assigned to:	
Operating Reserves	100,743
Reserves - CDD Amenity	33,229
Reserves - Fitness Center	2,500
Reserves-Lodge	15,066
Reserves - Park	5,000
Reserves-Pool Equipment	5,995
Reserves-Pool Filters	6,985
Reserves-Pool Pumps	6,425
Unassigned:	227,059
TOTAL FUND BALANCES	\$ 403,487
TOTAL LIABILITIES & FUND BALANCES	\$ 408,818

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 2,000	\$ 1,500	\$ 1,862	\$ 362
Interest - Tax Collector	-	-	360	360
Special Assmnts- Tax Collector	394,706	394,706	394,369	(337)
Special Assmnts- Discounts	(15,788)	(15,788)	(14,513)	1,275
Other Miscellaneous Revenues	522	392	101	(291)
Access Cards	675	506	225	(281)
Pavilion Rental	1,000	750	80	(670)
Lodge Rental	16,000	12,000	6,385	(5,615)
TOTAL REVENUES	399,115	394,066	388,869	(5,197)
EXPENDITURES				
Administration				
P/R-Board of Supervisors	8,000	6,000	1,800	4,200
FICA Taxes	612	459	138	321
ProfServ-Legal Services	24,000	18,000	18,000	-
ProfServ-Mgmt Consulting Serv	44,775	33,581	33,581	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	150	113	168	(55)
Insurance - General Liability	11,893	11,893	11,246	647
Printing and Binding	200	150	145	5
Legal Advertising	1,200	900	459	441
Miscellaneous Services	150	112	296	(184)
Misc-Assessmnt Collection Cost	11,842	11,842	11,396	446
Misc-Contingency	100	75	-	75
Office Supplies	200	150	-	150
Annual District Filing Fee	175	175	175	-
Total Administration	111,084	91,237	85,191	6,046
Field				
Contr-Landscape-Amenities Area	24,000	18,000	16,236	1,764
R&M-Trees and Trimming	3,000	2,250	1,600	650
Misc-Contingency	4,000	3,000	2,217	783
Total Field	31,000	23,250	20,053	3,197

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2020

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	750	-	750
Payroll-Maintenance	6,820	5,115	4,761	354
Payroll-Administrative	49,625	37,219	38,306	(1,087)
FICA Taxes	4,395	3,296	3,311	(15)
Workers' Compensation	4,165	4,165	3,718	447
Contracts-Janitorial Services	2,340	1,755	1,325	430
Contracts-Security Services	1,305	979	585	394
Contracts-Fire Exting. Insp.	350	262	350	(88)
Contract-Copier Maintenance	250	187	38	149
Contract-Dumpster Rental	312	234	234	-
Contracts-Pest Control	498	374	427	(53)
Contracts-Fire Insp Sprinkler System	250	-	-	-
Contract-Website Hosting	326	245	-	245
Communication - Teleph - Field	120	90	-	90
Postage and Freight	55	41	96	(55)
Utility - General	17,000	12,750	13,451	(701)
Utility - Other	3,400	2,550	2,318	232
Electricity - Streetlighting	1,500	1,125	972	153
Utility - Irrigation	3,000	2,250	2,584	(334)
Utility - Refuse Removal	1,250	938	1,089	(151)
R&M-General	3,000	2,250	105	2,145
R&M-Electrical	425	319	489	(170)
R&M-Roof	1,035	776	60	716
R&M-Fire Equipment	100	75	-	75
R&M-Flooring	1,360	1,020	-	1,020
R&M-Plumbing	250	188	-	188
Misc-Contingency	3,000	2,250	15,354	(13,104)
Misc-Information Technology	600	450	497	(47)
Misc-Mileage Reimbursement	400	300	222	78
Office Supplies	2,000	1,500	237	1,263
Supplies-Cleaning & Paper	400	300	338	(38)
Reserves-Lodge	8,016	-	-	-
Total Parks and Recreation - General	118,547	83,753	90,867	(7,114)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Maintenance	15,912	11,934	7,294	4,640
Payroll-Administrative	7,090	5,317	5,289	28
Payroll-Pool Attendants	21,037	15,778	1,562	14,216
FICA Taxes	3,369	2,527	1,082	1,445
Communication - Teleph - Field	780	585	511	74
R&M-General	400	300	333	(33)
R&M-Electrical	150	113	-	113
R&M-Pools	1,000	750	-	750
Misc-Licenses & Permits	250	250	250	-
Misc-Contingency	3,000	2,250	4,845	(2,595)
Op Supplies - Pool Chemicals	3,000	2,250	1,475	775
Reserve - Pool	7,810	-	-	-
Reserves-Pool Pumps	-	-	1,575	(1,575)
Total Swimming Pool	63,798	42,054	24,216	17,838
<u>Fitness Center</u>				
Payroll-Maintenance	2,273	1,705	3,557	(1,852)
Payroll-Administrative	7,088	5,316	2,576	2,740
FICA Taxes	716	537	469	68
Contracts-Janitorial Services	1,560	1,170	980	190
Contracts-Fitness Equipment	1,200	900	500	400
Contracts-Pest Control	215	161	178	(17)
R&M-General	400	300	655	(355)
R&M-Electrical	150	113	200	(87)
R&M-Equipment	1,250	938	317	621
Misc-Contingency	500	375	505	(130)
Supplies-Cleaning & Paper	600	450	519	(69)
Reserve - Equipment	2,500	-	-	-
Total Fitness Center	18,452	11,965	10,456	1,509

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	20,458	15,343	17,498	(2,155)
Payroll-Administrative	7,090	5,317	5,017	300
FICA Taxes	2,107	1,580	1,722	(142)
Contracts-Janitorial Services	1,300	975	245	730
Contracts-Roof	300	225	60	165
Contracts-Pest Control	145	109	109	-
R&M-General	1,500	1,125	776	349
R&M-Electrical	200	150	80	70
R&M-Irrigation	1,000	750	174	576
R&M-Backflow Inspection	315	236	-	236
Misc-Contingency	2,500	1,875	149	1,726
Supplies-Cleaning & Paper	250	187	174	13
Reserves - Irrigation System	500	-	-	-
Reserve-Mulch	2,000	-	-	-
Reserve - Parking Lot	1,200	-	1,200	(1,200)
Reserve - Pavilion	12,000	-	11,919	(11,919)
Reserve - Playground	2,500	-	-	-
Total Park & Grounds	55,365	27,872	39,123	(11,251)
<u>Reserves</u>				
Reserve - CDD Amenity	869	-	59,885	(59,885)
Total Reserves	869	-	59,885	(59,885)
TOTAL EXPENDITURES & RESERVES	399,115	280,131	329,791	(49,660)
Excess (deficiency) of revenues				
Over (under) expenditures	-	113,935	59,078	(54,857)
Net change in fund balance	\$ -	\$ 113,935	\$ 59,078	\$ (54,857)
FUND BALANCE, BEGINNING (OCT 1, 2019)	344,409	344,409	344,409	
FUND BALANCE, ENDING	\$ 344,409	\$ 458,344	\$ 403,487	

PINEY-Z

Community Development District

Supporting Schedules

June 30, 2020

**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
01/16/20	6,140	190	190	6,520
02/19/20	6,163	126	191	6,479
03/17/20	3,636	37	112	3,785
04/09/20	4,925	0	152	5,077
05/22/20	3,528	0	109	3,637
6/9/2020	1,045	0	32	1,077
6/17/2020	3,180	0	98	3,278
TOTAL	\$ 368,461	\$ 14,513	\$ 11,396	\$ 394,369

% COLLECTED 100%

TOTAL OUTSTANDING	\$ 337
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Cash and Investment Report

June 30, 2020

<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%	\$47,792
Petty Cash	Petty Cash	Cash	0.00%	\$250
Public Funds Money Market Account	Centennial Bank	Money Market Account	0.40%	\$360,291
			Total	<u><u>\$408,333</u></u>

Piney-Z CDD

Bank Reconciliation

Bank Account No. 2471 BB&T GF Checking
Statement No. 06-20
Statement Date 6/30/2020

G/L Balance (LCY)	47,791.60	Statement Balance	48,543.03
G/L Balance	47,791.60	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	48,543.03
Subtotal	47,791.60	Outstanding Checks	751.43
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	47,791.60	Ending Balance	47,791.60
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
6/4/2020	Payment	57617	RICK EVANS	20.92	0.00	20.92
6/18/2020	Payment	57623	1ST CHOICE PEST SERVICES	423.00	0.00	423.00
6/18/2020	Payment	57627	CENTURYLINK	48.37	0.00	48.37
6/25/2020	Payment	57631	COMCAST	259.14	0.00	259.14
Total Outstanding Checks.....				751.43		751.43

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 05/01/20 to 06/30/20

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
BB&T GF CHECKING - (ACCT# XXXXX2471)									
Check	57597	05/06/20	Vendor	RAINBOW OUTDOOR SERVICES	7641	LANDSCAPE SVC APRIL 2020	Contr-Landscape-Amenities Area	001-534053-53901	\$1,300.00
Check	57598	05/07/20	Vendor	RAINBOW OUTDOOR SERVICES	7613	PINE MULCH SPRING 2020	Contr-Landscape-Amenities Area	001-534053-53901	\$2,628.81
Check	57599	05/07/20	Vendor	RICK EVANS	043020	MILEAGE APRIL 2020	Misc-Mileage Reimbursement	001-549951-57201	\$30.70
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	PINCH A PENNY-O RINGS	001-546001-57205	\$7.38
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-PLAYGROUND REPAIR	001-546001-57240	\$78.40
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-GLOVES	001-552083-57240	\$3.00
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	SPECIALITY SPORTWEAR-SHIRTS POOL STAFF	001-549900-57205	\$242.00
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	PINCH A PENNY-WATER TESTING SUPPLIES	001-552009-57205	\$18.47
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	PINCH A PENNY-2 LIFE RINGS	001-552009-57205	\$179.98
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	PINCH A PENNY-2 THROW LINES	001-552009-57205	\$119.98
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	SHERWIN WILLIAMS	001-546001-57214	\$290.77
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-DROP CLOTH	001-546001-57214	\$23.98
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-EXTENSION FOR ROLLER	001-546001-57214	\$19.98
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-PAINTING SUPPLIES	001-546001-57214	\$32.45
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	ROLL OF STAMPS	001-541006-57201	\$55.00
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-ELECTRICAL BALLASTS	001-546020-57214	\$78.84
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-PAINTING SUPPLIES	001-546001-57214	\$5.01
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-CANVAS DROP CLOTH	001-546001-57214	\$11.64
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	SHERWIN WILLIAMS-FAST DRY ALK WHITE PRIMER	001-546001-57214	\$32.29
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-PAINTING SUPPLIES	001-546001-57214	\$41.68
Check	57600	05/11/20	Vendor	BB&T	042420	MISC PURCHASES 3/25-4/12/20	HOME DEPOT-FILTER SHOP VAC	001-546001-57201	\$15.97
Check	57601	05/12/20	Vendor	JACK KELLY SERVICES, LLC	050520	SEAL COAT/PAVEMENT MARKINGS	Reserve - Pavilion	001-568119-57240	\$1,200.00
Check	57601	05/12/20	Vendor	JACK KELLY SERVICES, LLC	050520	SEAL COAT/PAVEMENT MARKINGS	Reserve - CDD Amenity	001-568044-58100	\$2,400.00
Check	57602	05/15/20	Vendor	CENTURYLINK	04553-041120	SVC 4/11/20-5/10/20	Communication - Teleph - Field	001-541005-57205	\$67.37
Check	57603	05/15/20	Vendor	CITY OF TALLAHASSEE	042920	SVC 3/27/20-4/27/20	Utility - Irrigation	001-543014-57201	\$332.40
Check	57603	05/15/20	Vendor	CITY OF TALLAHASSEE	042920	SVC 3/27/20-4/27/20	Utility - General	001-543001-57201	\$1,878.31
Check	57603	05/15/20	Vendor	CITY OF TALLAHASSEE	042920	SVC 3/27/20-4/27/20	Utility - Refuse Removal	001-543020-57201	\$126.10
Check	57604	05/15/20	Vendor	GARY G. ALLEN	68893	SURVEY LOT 1	Misc-Contingency	001-549900-57201	\$300.00
Check	57605	05/15/20	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-135605	PROFESSIONAL SVC 4/30/20	ProfServ-Legal Services	001-531023-51301	\$2,000.00
Check	57606	05/21/20	Vendor	CENTURYLINK	051120-4553	SVC 5/11/20-6/10/20	Communication - Teleph - Field	001-541005-57205	\$67.37
Check	57607	05/21/20	Vendor	INFRAMARK, LLC	51503	MGMT FEES MAY 2020	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$3,731.25
Check	57607	05/21/20	Vendor	INFRAMARK, LLC	51503	MGMT FEES MAY 2020	Postage and Freight	001-541006-51301	\$8.65
Check	57608	05/21/20	Vendor	MELINDA BRYANT	051720	LODGE CANCELLATION	Lodge Rentals	369943	\$280.00
Check	57609	05/22/20	Employee	PHILIP E. WILCOX	PAYROLL	May 22, 2020 Payroll Posting			\$184.70
Check	57610	05/28/20	Vendor	CITY OF TALLAHASSEE	051220	SVC 4/11/20-5/12/20	Electricity - Streetlighting	001-543013-57201	\$92.16
Check	57611	05/28/20	Vendor	COMCAST	051120-3478	SVC 5/25/20-6/24/20	Utility - Other	001-543004-57201	\$261.88
Check	57612	05/28/20	Vendor	LAWSON & LAWSON ELECTRICAL SERVICES, INC.	13795	LIGHT BACK GYM -TROUBLESHOOT	R&M-Electrical	001-546020-57201	\$160.00
Check	57613	05/28/20	Vendor	MARPAN SUPPLY CO., INC.	1580627	RENTAL 6/1/20	2/1/2020	001-534098-57201	\$26.00
Check	57614	06/04/20	Vendor	FEDEX	7-021-48579	SVC 5/19/20	Postage and Freight	001-541006-51301	\$14.15
Check	57615	06/04/20	Vendor	OFFICE BUSINESS SYSTEMS INC	059831 1	EXCESS BILLING 4/30-5/30/20	Contract-Copier Maintenance	001-534097-57201	\$30.43
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	WALMART- PAINTERS TAPE	001-546001-57214	\$5.14
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SHELL/CIRCLE K-MASKS FOR VIRUS	001-549900-57201	\$26.88
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SHELL/CIRCLE K-MASKS FOR VIRUS	001-549900-57205	\$26.87
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAMS-DRINKS	001-549900-57205	\$54.88

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 05/01/20 to 06/30/20

(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	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAMS-TOWELS	001-552083-57214	\$31.96
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAMS-CLEANING	001-552083-57201	\$9.65
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAMS-CLEANING	001-552083-57214	\$9.65
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAMS-CLEANING	001-552083-57240	\$9.66
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	RED CROSS- CERTIFICATION-EVANS	001-549900-57205	\$126.00
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	RED CROSS- CERTIFICATION-ROBERTS	001-549900-57205	\$252.00
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	RED CROSS- CERTIFICATION-NAZZAL	001-549900-57205	\$126.00
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	RED CROSS- CERTIFICATION-HOFFMANN	001-549900-57205	\$126.00
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	HOME DEPOT-CHEMICAL SPRAY	001-546001-57240	\$29.97
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	HOME DEPOT-ANT SPRAY	001-546001-57240	\$7.54
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	HOME DEPOT-LEAF RAKE	001-552009-57205	\$20.98
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	HOME DEPOT-CLEANING	001-552083-57201	\$7.41
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	HOME DEPOT-CLEANING	001-552083-57214	\$7.42
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	HOME DEPOT-CLEANING	001-552083-57240	\$14.83
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAM-CLEANING	001-552083-57214	\$31.96
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAM-CLEANING	001-552083-57201	\$28.53
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAM-CLEANING	001-552083-57240	\$28.53
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	SAM-CLEANING	001-552083-57214	\$28.52
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	PROOF BREWING COMPANY-HAND SANITIZER	001-552083-57240	\$35.83
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	PROOF BREWING COMPANY-HAND SANITIZER	001-552083-57201	\$35.83
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	PROOF BREWING COMPANY-HAND SANITIZER	001-552083-57205	\$35.84
Check	57616	06/04/20	Vendor	BB&T	052620-0985	PURCHASES 4/28/20-5/24/20	GO DADDY-WEBSITE	001-549942-57201	\$83.88
Check	57617	06/04/20	Vendor	RICK EVANS	053120	MILEAGE MAY 2020	Misc-Mileage Reimbursement	001-549951-57201	\$20.92
Check	57618	06/11/20	Vendor	BERGER, TOOMBS, ELAM, & FRANK	20180	AUDIT FYE 9/30/19	Auditing Services	001-532002-51301	\$3,150.00
Check	57619	06/11/20	Vendor	CITY OF TALLAHASSEE	052920	SVC 4/28/20-5/27/20	Utility - Irrigation	001-543014-57201	\$262.38
Check	57619	06/11/20	Vendor	CITY OF TALLAHASSEE	052920	SVC 4/28/20-5/27/20	Utility - General	001-543001-57201	\$1,179.99
Check	57619	06/11/20	Vendor	CITY OF TALLAHASSEE	052920	SVC 4/28/20-5/27/20	Utility - Refuse Removal	001-543020-57201	\$126.10
Check	57620	06/11/20	Vendor	DAVID KEY HEATING & COOLING	44315	INSTALL PURIFICATION SYSTEM	Misc-Contingency	001-549900-57201	\$2,385.00
Check	57620	06/11/20	Vendor	DAVID KEY HEATING & COOLING	44315	INSTALL PURIFICATION SYSTEM	Misc-Contingency	001-549900-57214	\$505.00
Check	57621	06/11/20	Vendor	FLORIDA DEPARTMENT OF HEALTH	37-BID-4644853	#37-60-00331 POOL	Misc-Licenses & Permits	001-549066-57205	\$250.00
Check	57622	06/11/20	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-135987	05/2020 PROFESSIONAL SVC	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	57623	06/18/20	Vendor	1ST CHOICE PEST SERVICES	35844	TERMITE RENEWEL	Contract-Pest Control	001-534125-57201	\$209.00
Check	57623	06/18/20	Vendor	1ST CHOICE PEST SERVICES	35844	TERMITE RENEWEL	Contract-Pest Control	001-534125-57214	\$69.00
Check	57623	06/18/20	Vendor	1ST CHOICE PEST SERVICES	35843	QTLY PEST SVC	Contract-Pest Control	001-534125-57201	\$72.50
Check	57623	06/18/20	Vendor	1ST CHOICE PEST SERVICES	35843	QTLY PEST SVC	Contract-Pest Control	001-534125-57214	\$36.25
Check	57623	06/18/20	Vendor	1ST CHOICE PEST SERVICES	35843	QTLY PEST SVC	Contract-Pest Control	001-534125-57240	\$36.25
Check	57624	06/18/20	Vendor	PEDDIE CHEMICAL COMPANY	410059834	POOL SUPPLIES	Op Supplies - Pool Chemicals	001-552009-57205	\$1,117.40
Check	57625	06/18/20	Vendor	QUALITY FLOOR CLEANING, LLC	8310	05/2020 CLEANING	Contracts-Janitorial Services	001-534026-57201	\$50.00
Check	57626	06/18/20	Vendor	RAINBOW OUTDOOR SERVICES	7680	MAY 2020 LANDSCAPE SVC	Contr-Landscape-Amenities Area	001-534053-53901	\$1,625.00
Check	57627	06/18/20	Vendor	CENTURYLINK	061120-4553	SVC 6/11/20-7/10/20	Communication - Teleph - Field	001-541005-57205	\$48.37
Check	57628	06/18/20	Vendor	CITY OF TALLAHASSEE	061020	BILL PRD 5/13-6/10/20	Electricity - Streetlighting	001-543013-57201	\$109.47
Check	57629	06/18/20	Vendor	GARY G. ALLEN	69139	BOUNDARY SURVEY	Misc-Contingency	001-549900-57201	\$2,000.00
Check	57630	06/18/20	Vendor	INFRAMARK, LLC	52320	JUNE MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$3,731.25
Check	57630	06/18/20	Vendor	INFRAMARK, LLC	52320	JUNE MGMT FEES	Postage and Freight	001-541006-51301	\$15.50
Check	57630	06/18/20	Vendor	INFRAMARK, LLC	52320	JUNE MGMT FEES	Communication - Teleph - Field	001-541005-57205	(\$9.50)
Check	57631	06/25/20	Vendor	COMCAST	061120-3478	SVC 6/25/20-7/24/20	Utility - Other	001-543004-57201	\$259.14

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 05/01/20 to 06/30/20

(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	57632	06/25/20	Vendor	FLORIDA MUNICIPAL INSURANCE TR	INV-31437-W8W3	GEN LIAB/PROP/WRKRS COMP FY 2020	Insurance - General Liability	001-545002-51301	\$2,759.75
Check	57632	06/25/20	Vendor	FLORIDA MUNICIPAL INSURANCE TR	INV-31437-W8W3	GEN LIAB/PROP/WRKRS COMP FY 2020	Workers' Compensation	001-524001-57201	\$929.50
Check	57633	06/25/20	Vendor	MARPAN SUPPLY CO., INC.	1584858	MTHLY RENTAL 7/1/20	2/1/2020	001-534098-57201	\$26.00
ACH	DD000709	05/13/20	Employee	MELINDA J. PARKER	PAYROLL	May 13, 2020 Payroll Posting			\$2,022.64
ACH	DD000710	05/13/20	Employee	RICKY S EVANS	PAYROLL	May 13, 2020 Payroll Posting			\$1,474.44
ACH	DD000711	05/22/20	Employee	DELORES A. PINCUS	PAYROLL	May 22, 2020 Payroll Posting			\$184.70
ACH	DD000712	05/22/20	Employee	ARTHUR R. KIRBY	PAYROLL	May 22, 2020 Payroll Posting			\$184.70
ACH	DD000713	05/27/20	Employee	MELINDA J. PARKER	PAYROLL	May 27, 2020 Payroll Posting			\$2,022.64
ACH	DD000714	05/27/20	Employee	RICKY S EVANS	PAYROLL	May 27, 2020 Payroll Posting			\$1,524.60
ACH	DD000715	06/10/20	Employee	MELINDA J. PARKER	PAYROLL	June 10, 2020 Payroll Posting			\$1,902.77
ACH	DD000716	06/10/20	Employee	RICKY S EVANS	PAYROLL	June 10, 2020 Payroll Posting			\$1,494.51
ACH	DD000717	06/24/20	Employee	MELINDA J. PARKER	PAYROLL	June 24, 2020 Payroll Posting			\$2,022.64
ACH	DD000718	06/24/20	Employee	RICKY S EVANS	PAYROLL	June 24, 2020 Payroll Posting			\$1,494.51
Account Total									\$56,871.28

CENTENNIAL GF MMA - (ACCT# XXXXX5680)

Check	1040	05/15/20	Vendor	PINEY Z CDD	050120-XFER	XFER FROM CENTENNIAL MMA TO BBT CKG	Cash with Fiscal Agent	103000	\$50,000.00
Account Total									\$50,000.00

Total Amount Paid	\$106,871.28
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	106,871.28
Total	106,871.28

Seventh Order of Business

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

LODGE/GARAGE

-- the UV scrubbers approved at the May meeting were installed on June 1. RGF Reme-Halo units were placed in the three standard HVAC units; a Fresh Aire LED UV unit was placed in the Daikin mini-split upstairs.

-- quarterly pest service and annual termite inspection service performed on June 9

FITNESS CENTER

-- quarterly pest service and annual termite inspection service performed on June 9

-- all signs have been re-written to conform with the amenities rules recently adopted. They are scheduled to be printed and installed prior to the July meeting.

-- work remains on re-stocking the children's play area

PAVILION

-- quarterly pest service performed on June 9

POOL

-- motion sensors added to chemical shed and rear arbor

-- locks and hasps replaced on gate from pool area to pump area, and on chemical shed

- routine pool maintenance continues in order to ensure that it is “swimmable” when it is able to be opened
- one of the in-ground lights has been re-secured
- two additional attendants were certified by the Red Cross; this was necessary as two attendants who obtained other employment pulled out
- we remain in regular touch with the city regarding its plans for pool re-opening. As of this writing the focus remains on staffing, including replacing those who contracted COVID-19 and hiring adequate staff to operate all city **lap** pools.

PLAYGROUND

- no significant issues to report

GENERAL

- a site-wide survey, including for the first time all buildings and lots, was completed in June. Discussions are underway regarding additional notations to be added by staff. The cost of the survey was \$1,000 **less** than anticipated. The acreage now totals 4.74.
- we are working with the tax roll administrator in the Leon County Property Appraiser’s office to have the information posted on its website made consistent with new survey
- the City of Tallahassee **denied** our request to have taken down the live oak tree abutting the property line between the CDD and 866 Piney Village Loop. In summary, it was denied because the tree had not done any damage, our certified arborist did not recommend taking it down and I indicated that the CDD did not have \$20,000, which was suggested we pay/spend as – my word, not the city’s – a penalty for taking it down. Although we could

have done a complete tree inventory of our property (and sign a statement promising to care for all of them for a period of years) to avoid possibly the \$20,000, the fact remained that we could not sign an affidavit stating that the tree in question had done damage and, therefore, could not pull a permit. Miller's Tree Service will be out on August 18 to "groom" the tree. The entirety of this information has been communicated to Mrs. Thomas.

-- Non-ADA issues remain with the website; we hope to have them resolved soon so that updates may be made as intended

-- Work continues on the five year plan for renovation and maintenance.

UPDATES SINCE PUBLICATION

Railing project

Water fountain in gym

FEE INCOME (excluding FOBS)

Through March we had booked 13 reservations, *excluding* those made (3) for the calendar year by the **Leon County Supervisor of Elections**. No reservations have been made since that time. Net of the thousands of dollars which had to be re-funded due to COVID-19, the income for calendar 2020 is only \$1,465, which *includes* the \$130 deposited in April from the **Leon County Supervisor of Elections**.

EIGHTH ORDER OF BUSINESS

8A

Notice of Meetings
Piney-Z Community Development District

As required by Chapter 189 Florida Statutes, notice is being given that the Board of Supervisors of the Piney-Z Community Development District will hold their meetings for Fiscal Year 2021 at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida, at 6:00 p.m. on the following dates:

November 23, 2020
January 25, 2021
March 29, 2021
May 17, 2021 (Third Monday)
July 26, 2021
September 27, 2021

There may be occasions when one or more Supervisors will participate by telephone. Meetings may be continued to a date, time and place certain, which will be announced at the meeting.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Management Company, Inframark, Infrastructure Management Services at (954) 603-0033. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or (800) (800) 955-8771 (TTY) / (800) 955-8770 (VOICE) for aid in contacting the District Office at least two (2) days prior to the date of any hearing or meeting.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be

The Piney-Z Homeowners Association will hold meetings at which two or more Supervisors of the Piney-Z Community Development District Board may be in attendance, at the Piney-Z Lodge, 950 Piney-Z Plantation Road, Tallahassee, FL at 6:30 p.m. on:

October, 2020
December, 2020
February, 2021
April, 2021
June, 2021
July 2021 - Annual Meeting at 7:00 PM
August, 2021