

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

MAY 17, 2021

AGENDA PACKAGE



210 N. UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FLORIDA 33071

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

May 10, 2021

Board of Supervisors
Piney-Z Community Development District

Dear Board Members:

On Monday, May 17, 2021 the Board of Supervisors of the Piney-Z Community Development District will hold a meeting at 6:30 p.m. **at the Piney-Z Lodge**, 950 Piney-Z Plantation Road, Tallahassee, Florida. *In order to adhere to social distancing guidelines, seating will be limited as chairs will be spaced not less than six feet apart. Masks are required and will not be provided by the District. If you wish to join us via phone please do so by dialing, prior to 6:30 PM, 646-838-1601 Conference ID 456 364 092#. We look forward to your participation.* The following is the advance agenda for the meeting:

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments & Supervisor Response(s)**
4. **Approval of the Minutes of the April 26, 2021 Meeting**
5. **Acceptance of the April 2021 Financial Statements and Approval of the April Check Registers and Invoices**
6. **Amenities**
7. **CDD Manager's Report**
8. **District Manager's Report**
 - A. **Resolution 2021-3 - Setting the Public Hearing**
 - B. **Report on Number of Registered Voters – 1,410**
9. **District Attorney's Report**
10. **Old Business**
 - A. **Update on Intellectual Property/Trademark Filing(s)**
11. **New Business**
12. **Supervisor Requests**
13. **Adjournment**

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

Sincerely,

Bob Nanni/ms
District Manager

cc: Christopher Lyon Melinda Parker

Fourth Order of Business

**PINEY-Z
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, April 26, 2021 at 6:30 p.m. at the Piney-Z Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Cheryl Hudson	Chairperson
Art Kirby	Vice Chairperson
Gerry Cashin	Assistant Secretary
Frank Cicione	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Bob Nanni	Inframark District Manager
Chris Lyon	District Counsel (via phone)
Melinda Parker	CDD Manager (via phone)
Rick Evans	Buildings & Grounds Manager
Residents	

The following is a summary of the discussions and actions taken at the April 26, 2021 Piney-Z Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Hudson called the meeting to order at 6:30 p.m.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Welcome by Chair

- Ms. Hudson welcomed the audience and thanked Ms. Cashin for all her years as Chair.
- Mr. Nanni noted the Lodge looks terrific, great job.

FOURTH ORDER OF BUSINESS

**Audience Comments &
Supervisor Response(s)**

- Ms. Hudson noted audience comments will be taken during the agenda item.

FIFTH ORDER OF BUSINESS

**Approval of Minutes of the
January 25, 2021 Meeting**

On MOTION by Ms. Pincus seconded by Mr. Cicione, to approve the January 25, 2021 meeting minutes were approved with votes as follows:
Ann Pincus - Aye
Frank Cicione – Aye
Art Kirby - Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

SIXTH ORDER OF BUSINESS

**Acceptance of the January,
February and March 2021
Financial Statements and
Approval of the January,
February and March Check
Registers and Invoices**

On MOTION by Mr. Cicione seconded by Ms. Pincus the January, February and March 2021 financials were approved with votes as follows:
Ann Pincus - Aye
Frank Cicione – Aye
Art Kirby - Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

SEVENTH ORDER OF BUSINESS

Amenities

- Discussion on the reopening of amenities.
- Unmuted persons on the phone made portions of the discussion inaudible.
 - Ms. Parker outlined the current City of Tallahassee plans: limiting outdoor rentals to ten (10) or less, no indoor rentals at this time, no standalone fitness centers but there is no plan to resume access at the community centers, where the equipment is housed. The City will likely not be being opening their activity pools by Memorial Day; unless an adequate number of lifeguards can be hired.
 - Ms. Parker noted her role is provide information to inform discussion on whether and when staff is prepared to open the pool. As to whether the

April 26, 2021

Board should open on a date certain is entirely up to the members of the Board, she will not recommend yea or nay the decision is the Board's. She believes they will have the staff required by Memorial Day and all but one is currently certified. They have the necessary supplies to outfit staff, sanitize the pool and etcetera.

- Recommendations: No guests permitted, no reservations required, no temperatures taken, and no health questions asked. They would like to place deck seating six feet apart and require mask to the edge of the pool and whenever in contact with the pool attendant.
- Mr. Lyon outlined CS/SB 72 – Civil Liability for Damages Relating to COVID-19 passed in March.
- Mr. Lyon addressed the District's decision to follow the City of Tallahassee guidelines with regard to COVID-19.
- Discussion followed on re-opening the pool and a schedule.

On MOTION by Ms. Cashin seconded by Mr. Kirby to re-open the pool for the 2021 season was approved with votes as follows:
Ann Pincus – Aye
Frank Cicione – Aye
Art Kirby – Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

- Discussion continued on the schedule and a reopening date. Those in attendance were allowed time to comment.

On MOTION by Ms. Cashin seconded by Ms. Pincus to reopen the pool on Saturday, May 29th if pool attendants are available Pool hours will be as read–was approved with votes as follows:
Ann Pincus – Aye
Frank Cicione – Aye
Art Kirby – Aye
Gerry Cashin – Aye
Cheryl Hudson - Nay

- The use of the fitness center, Lodge and pavilion was discussed. (Side discussion in the audience.)

Ms. Cashin MOVED to table the fitness center discussion until the May 17th meeting and Ms. Pincus seconded the motion.

The motion was approved with votes as follows:
Ann Pincus – Aye
Frank Cicione – Aye
Art Kirby – Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

Mr. Kirby MOVED to table the pavilion and inside of the Lodge discussion until the next meeting and Ms. Cashin seconded the motion.

The motion was approved with votes as follows:
Ann Pincus – Aye
Frank Cicione – Aye
Art Kirby – Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

- Ms. Hudson noted they need to prepare for the discussion for the next meeting.

The record will reflect the Board took a brief recess.

EIGHTH ORDER OF BUSINESS

CDD Manager’s Report

A. Presentation of FY 2022 Draft Budget

- Mr. Nanni outlined the budget timeline noting May 17th is the highwater mark. Discussion followed on approving the highwater mark this evening.
- Cleaning of the Lodge and pool area were discussed with it being noted that during pool season, the restrooms are attended to daily by staff, with third party cleaning thereof on Mondays and Thursdays.

On MOTION by Ms. Pincus seconded by Mr. Kirby, to approve the FY 2022 budget with no increase in assessments was approved with votes as follows:
Ann Pincus – Aye
Frank Cicione – Aye
Art Kirby – Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

On MOTION by Ms. Cashin seconded by Ms. Pincus, to utilize the Universal Pool Schedule as presented beginning with the 2022 pool season was approved with votes as follows:
Ann Pincus – Aye
Frank Cicione – Aye
Art Kirby – Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

B. Report of Lodge Renovations

- i. Tallahassee Floor Finishing**
- ii. OPTIONS by E.T.**

- Discussion followed on the renovation with it being noted that the beams in the crawl space were not a problem relative to the dip in the lodge floor. Fortunately the flaw was corrected through sanding.

C. Renovation Ratification Items

- i. CRR Contract**

On MOTION by Ms. Cashin seconded by Ms. Pincus, CRR contract for window repairs in the amount of \$3,898.67 was ratified with votes as follows:
Ann Pincus – Aye
Frank Cicione – Aye
Art Kirby – Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

- ii. Associated Services Cleaning and Restoration Contract**

<p>On MOTION by Ms. Cashin seconded by Ms. Pincus, Associated Services Cleaning and Restoration contract for mold remediation in the amount of \$14,456.92 was ratified with votes as follows:</p> <p>Ann Pincus – Aye Frank Cicione – Aye Art Kirby – Aye Gerry Cashin – Aye Cheryl Hudson - Aye</p>
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D. Approval of CRR Drywall Contract

<p>On MOTION by Mr. Kirby seconded by Ms. Cashin, the CRR contract for drywall repairs in the amount of \$9,970.40 was approved with votes as follows:</p> <p>Ann Pincus – Aye Frank Cicione – Aye Art Kirby – Aye Gerry Cashin – Aye Cheryl Hudson – Aye</p>
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NINTH ORDER OF BUSINESS

District Manager’s Report

A. Acceptance of the Audit for Fiscal Year 2020

- Mr. Nanni reviewed the audit and reported the Fiscal Year 2020 audit was a clean audit.

<p>On MOTION by Mr. Kirby seconded by Ms. Pincus, to accept the audit for fiscal year ended September 30, 2020 was approved with votes as follows:</p> <p>Ann Pincus - Aye Frank Cicione – Aye Art Kirby - Aye Gerry Cashin – Aye Cheryl Hudson - Aye</p>
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B. Report on FMIT and COVID-19

- Mr. Nanni noted the CS/SB 72 – Civil Liability for Damages Relating to COVID-19 supersedes this.

TENTH ORDER OF BUSINESS

District Attorney’s Report

A. Legislative Report on COVID-19 Liability

April 26, 2021

- Previously addressed.

ELEVENTH ORDER OF BUSINESS

Old Business

A. Update on Intellectual Property – Trademark Filings

- Mr. Kirby provided an update.
 - Ms. Hudson will do further research on the process for trademarking the logo.

TWELFTH ORDER OF BUSINESS

New Business

A. Consideration of Leon County Tax Collector / 3% Collection Agreement

On MOTION by Ms. Cashin seconded by Ms. Pincus, the Leon County Tax Collector agreement for 3% collection fee was approved with votes as follows:

Ann Pincus - Aye
Frank Cicione – Aye
Art Kirby - Aye
Gerry Cashin – Aye
Cheryl Hudson - Aye

B. Recording Department Charges Incurred January through March

- Informational purposes.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Pincus seconded by Ms. Cashin, with all in favor, the meeting was adjourned at 9:26 p.m.

Bob Nanni
Secretary

Cheryl Hudson
Chair

Fifth Order of Business

MEMORANDUM

TO: Board of Supervisors, Piney-Z CDD
FROM: Sonia Rowley, District Accountant
CC: Bob Nanni, District Manager
DATE: May 3, 2021
SUBJECT: April Financials

Please find attached the April 2021 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 \$78,997.
- Unassigned Balance: Represents the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Total Revenues for the General Fund were at 95% of adopted budget.

- The YTD Non-Ad Valorem assessments collections are at 98%.

Total Expenditures through April were at 57% of adopted budget.

- Parks & Recreation - R&M-General
 - ▶ Includes \$53,307 for remediation and renovations of the lodge.
- Parks & Recreation - Reserve-Lodge
 - ▶ Includes \$8,764 for hardwood floor refinish.
- Swimming Pool - Reserves-Pool Filters
 - ▶ Includes \$856 to Premier Pools for filters.
- Swimming Pool - Reserves-Pool Pumps
 - ▶ Includes \$275 to Premier Pools for gutter drain repair.
- Park & Grounds - Reserve-Mulch
 - ▶ Includes \$3,821 to Rainbow Outdoor Services for playground mulch.

PINEY-Z

Community Development District

Financial Report

April 30, 2021

Prepared by



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PINEY-Z

Community Development District

Financial Statements

(Unaudited)

April 30, 2021

Balance Sheet
April 30, 2021

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 85,392
Cash On Hand/Petty Cash	250
Accounts Receivable - Other	185
Investments:	
Money Market Account	396,027
Prepaid Items	360
TOTAL ASSETS	\$ 482,214
<u>LIABILITIES</u>	
Accounts Payable	\$ 9,725
Accrued Expenses	5,635
Accrued Taxes Payable	122
TOTAL LIABILITIES	15,482
<u>FUND BALANCES</u>	
Nonspendable:	
Prepaid Items	360
Assigned to:	
Operating Reserves	99,779
Reserves - CDD Amenity	23,582
Reserves - Fitness Center	5,000
Reserves-Lodge	7,952
Reserves - Park	7,379
Reserves-Pool Equipment	7,820
Reserves-Pool Filters	11,114
Reserves-Pool Pumps	6,150
Reserves - Pool Shell	10,000
Unassigned:	287,596
TOTAL FUND BALANCES	\$ 466,732
TOTAL LIABILITIES & FUND BALANCES	\$ 482,214

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 2,000	\$ 1,167	\$ 442	\$ (725)
Interest - Tax Collector	200	117	76	(41)
Special Assmnts- Tax Collector	394,706	394,706	387,591	(7,115)
Special Assmnts- Discounts	(15,788)	(15,788)	(14,304)	1,484
Other Miscellaneous Revenues	-	-	5,002	5,002
Access Cards	1,198	699	-	(699)
Pavilion Rental	1,100	642	-	(642)
Lodge Rental	16,500	9,625	-	(9,625)
TOTAL REVENUES	399,916	391,168	378,807	(12,361)
EXPENDITURES				
Administration				
P/R-Board of Supervisors	8,000	4,667	2,200	2,467
FICA Taxes	612	357	168	189
ProfServ-Legal Services	24,000	14,000	14,000	-
ProfServ-Mgmt Consulting Serv	44,775	26,119	18,281	7,838
ProfServ-Special Assessment	4,637	4,637	-	4,637
Auditing Services	3,250	3,250	3,150	100
Postage and Freight	200	117	140	(23)
Insurance - General Liability	12,364	9,273	8,785	488
Printing and Binding	225	131	19	112
Legal Advertising	1,000	583	159	424
Miscellaneous Services	150	87	154	(67)
Misc-Assessmnt Collection Cost	11,840	11,840	11,199	641
Misc-Contingency	100	58	-	58
Office Supplies	100	58	-	58
Annual District Filing Fee	175	175	175	-
Total Administration	111,428	75,352	58,430	16,922
Field				
Contr-Landscape-Amenities Area	24,000	14,000	13,636	364
R&M-Trees and Trimming	3,000	1,750	-	1,750
Misc-Contingency	4,000	2,333	105	2,228
Total Field	31,000	18,083	13,741	4,342

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Other	500	292	-	292
Payroll-Maintenance	7,024	4,097	8,245	(4,148)
Payroll-Administrative	43,808	25,555	32,878	(7,323)
Payroll - Special Pay	7,500	4,375	-	4,375
FICA Taxes	4,501	2,626	3,227	(601)
Workers' Compensation	4,845	3,634	2,002	1,632
Contracts-Janitorial Services	2,340	1,365	200	1,165
Contracts-Security Services	1,305	761	585	176
Contracts-Fire Exting. Insp.	350	204	175	29
Contract-Copier Maintenance	300	175	18	157
Contract-Dumpster Rental	312	182	182	-
Contracts-Pest Control	480	280	427	(147)
Contracts-Fire Insp Sprinkler System	250	-	-	-
Contract-Website Hosting	350	204	-	204
Communication - Teleph - Field	120	70	-	70
Postage and Freight	55	32	45	(13)
Utility - General	18,677	10,895	8,955	1,940
Utility - Other	3,238	1,889	1,676	213
Electricity - Streetlighting	1,344	784	777	7
Utility - Irrigation	3,600	2,100	924	1,176
Utility - Refuse Removal	1,446	844	894	(50)
R&M-General	1,500	875	53,974	(53,099)
R&M-Electrical	425	248	61	187
R&M-Roof	360	210	-	210
R&M-Fire Equipment	100	58	102	(44)
R&M-Plumbing	200	117	-	117
Misc-Contingency	3,000	1,750	1,277	473
Misc-Information Technology	660	385	404	(19)
Misc-Mileage Reimbursement	325	190	224	(34)
Office Supplies	2,000	1,167	765	402
Supplies-Cleaning & Paper	325	190	132	58
Reserves-Lodge	1,650	-	-	-
Total Parks and Recreation - General	112,890	65,554	118,149	(52,595)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2021

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<u>Swimming Pool</u>				
Payroll-Maintenance	14,048	8,195	5,053	3,142
Payroll-Administrative	14,603	8,518	3,515	5,003
Payroll-Pool Attendants	21,243	12,392	-	12,392
FICA Taxes	3,817	2,227	655	1,572
Communication - Teleph - Field	800	467	423	44
R&M-General	300	175	30	145
R&M-Electrical	100	58	33	25
R&M-Pools	1,500	875	1,750	(875)
Misc-Licenses & Permits	250	-	-	-
Misc-Contingency	3,250	1,896	681	1,215
Op Supplies - Pool Chemicals	2,250	1,313	66	1,247
Reserve - Pool	16,810	-	-	-
Reserves-Pool Filters	-	-	856	(856)
Reserves-Pool Pumps	-	-	275	(275)
Total Swimming Pool	78,971	36,116	13,337	22,779
<u>Fitness Center</u>				
Payroll-Maintenance	2,342	1,366	731	635
Payroll-Administrative	7,301	4,259	2,225	2,034
FICA Taxes	738	431	226	205
Contracts-Janitorial Services	1,560	910	-	910
Contracts-Fitness Equipment	1,200	700	100	600
Contracts-Pest Control	163	95	178	(83)
R&M-General	300	175	65	110
R&M-Electrical	100	58	-	58
R&M-Equipment	1,000	583	1,176	(593)
Misc-Contingency	300	175	-	175
Supplies-Cleaning & Paper	650	379	17	362
Reserve - Equipment	2,500	-	-	-
Total Fitness Center	18,154	9,131	4,718	4,413

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	23,414	13,658	12,171	1,487
Payroll-Administrative	7,301	4,259	2,504	1,755
FICA Taxes	2,350	1,371	1,123	248
Contracts-Janitorial Services	1,300	758	-	758
Contracts-Roof	360	210	240	(30)
Contracts-Pest Control	215	125	109	16
R&M-General	2,000	1,167	60	1,107
R&M-Electrical	175	102	37	65
R&M-Irrigation	1,000	583	-	583
R&M-Backflow Inspection	355	207	-	207
Misc-Contingency	2,500	1,458	624	834
Supplies-Cleaning & Paper	275	160	51	109
Reserves - Irrigation System	500	-	-	-
Reserve-Mulch	2,000	-	3,821	(3,821)
Reserve - Parking Lot	1,200	-	-	-
Reserve - Playground	2,500	-	-	-
Total Park & Grounds	47,445	24,058	20,740	3,318
<u>Reserves</u>				
Reserve - CDD Amenity	28	-	-	-
Total Reserves	28	-	-	-
TOTAL EXPENDITURES & RESERVES	399,916	228,294	229,115	(821)
Excess (deficiency) of revenues				
Over (under) expenditures	-	162,874	149,692	(13,182)
Net change in fund balance	\$ -	\$ 162,874	\$ 149,692	\$ (13,182)
FUND BALANCE, BEGINNING (OCT 1, 2020)	317,040	317,040	317,040	
FUND BALANCE, ENDING	\$ 317,040	\$ 479,914	\$ 466,732	

PINEY-Z

Community Development District

Supporting Schedules

April 30, 2021

**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 FY2021				\$ 394,706
Allocation %				100%
11/13/20	3,244	135	100	3,479
11/23/20	40,893	1,704	1,265	43,862
12/23/20	70,589	2,941	2,183	75,714
12/30/20	214,689	8,945	6,640	230,274
01/20/21	13,709	424	424	14,557
02/08/21	5,326	109	165	5,599
03/17/21	4,508	46	139	4,693
04/13/21	9,130	0	282	9,412
				0
TOTAL	\$ 362,088	\$ 14,304	\$ 11,199	\$ 387,591

% COLLECTED 98%

TOTAL OUTSTANDING	\$ 7,116
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Cash and Investment Report

April 30, 2021

<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%	\$85,392
Petty Cash	Petty Cash	Cash	0.00%	\$250
Public Funds Money Market Account	Centennial Bank	Money Market Account	0.40%	\$396,027
			Total	<u><u>\$481,669</u></u>

Piney-Z CDD

Bank Reconciliation

Bank Account No. 2471 BB&T GF Checking
 Statement No. 04-21
 Statement Date 4/30/2021

G/L Balance (LCY)	85,391.77	Statement Balance	88,317.75
G/L Balance	85,391.77	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	85,391.77	Subtotal	88,317.75
Negative Adjustments	0.00	Outstanding Checks	2,925.98
	<hr/>	Differences	0.00
Ending G/L Balance	85,391.77	Ending Balance	85,391.77
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
4/21/2021	Payment	57789	COMCAST	241.78	0.00	241.78
4/26/2021	Payment	57790	CENTURYLINK	61.99	0.00	61.99
4/26/2021	Payment	57791	INFRAMARK, LLC	2,622.21	0.00	2,622.21
Total Outstanding Checks.....				2,925.98		2,925.98

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account
 For the Period from 4/1/2021 to 04/30/2021
 (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	57781	04/02/21	Vendor	CAPITAL SECURITY AND	20190889	COMMERICAL ALARM MONITORING	Contracts-Security Services	001-534037-57201	\$195.00
Check	57782	04/02/21	Vendor	RAINBOW OUTDOOR SERVICES	8073	MARCH 2021 LANDSCAPE SVC	Contr-Landscape-Amenities Area	001-534053-53901	\$1,300.00
Check	57783	04/02/21	Vendor	RICK EVANS	033121	March 2021 Mileage	Misc-Mileage Reimbursement	001-549951-57201	\$27.15
Check	57784	04/05/21	Vendor	BB&T	032521-0985	PURCHASES 3/8/21-3/19/21	HOME DEPOT-LIGHTBULBS	001-546020-57205	\$9.94
Check	57784	04/05/21	Vendor	BB&T	032521-0985	PURCHASES 3/8/21-3/19/21	HOME DEPOT-ELECTRICAL MISC-RENOVATION	001-546001-57201	\$20.41
Check	57784	04/05/21	Vendor	BB&T	032521-0985	PURCHASES 3/8/21-3/19/21	HOME DEPOT-R&M PAINT- RENOVATION	001-546001-57201	\$12.81
Check	57784	04/05/21	Vendor	BB&T	032521-0985	PURCHASES 3/8/21-3/19/21	LIFTE TRIBUTES-PLANT FOR EVANS M-I-L FUNERAL	001-549900-57201	\$87.90
Check	57784	04/05/21	Vendor	BB&T	032521-0985	PURCHASES 3/8/21-3/19/21	HOME DEPOT-R&M MISC RENOVATION	001-546001-57201	\$32.65
Check	57784	04/05/21	Vendor	BB&T	032521-0985	PURCHASES 3/8/21-3/19/21	HOME DEPOT-EMERGENCY LIGHTING	001-546230-57201	\$102.38
Check	57784	04/05/21	Vendor	BB&T	032521-0985	PURCHASES 3/8/21-3/19/21	PODS- 3/19-4/18 RENTAL-RENOVATION	001-546001-57201	\$348.00
Check	57784	04/05/21	Vendor	BB&T	032521-0985	PURCHASES 3/8/21-3/19/21	STAPLES-OFFICE SUPPLIES	001-551002-57201	\$134.46
Check	57785	04/05/21	Vendor	CITY OF TALLAHASSEE	033021	SVC 2/25/21-3/26/21	Utility - Irrigation	001-543014-57201	\$116.01
Check	57785	04/05/21	Vendor	CITY OF TALLAHASSEE	033021	SVC 2/25/21-3/26/21	Utility - General	001-543001-57201	\$1,076.54
Check	57785	04/05/21	Vendor	CITY OF TALLAHASSEE	033021	SVC 2/25/21-3/26/21	Utility - Refuse Removal	001-543020-57201	\$127.92
Check	57786	04/05/21	Vendor	OPTIONS BY E.T., INC	040121	ADD SUB FLOOR TO ENTRY-RENOVATION	R&M-General	001-546001-57201	\$200.00
Check	57787	04/20/21	Vendor	LEWIS, LONGMAN, & WALKER, P.A.	MCL-140565	03/2021 PROFESSIONAL SVCS	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	57788	04/21/21	Vendor	CITY OF TALLAHASSEE	04122021	SVC 3/12/21-4/12/21	Electricity - Streetlighting	001-543013-57201	\$112.94
Check	57789	04/21/21	Vendor	COMCAST	041121-3478	SVC 4/25/21-5/24/21	Utility - Other	001-543004-57201	\$241.78
Check	57790	04/26/21	Vendor	CENTURYLINK	041121-4553	SVC 4/11/21-5/10/21	Communication - Teleph - Field	001-541005-57205	\$61.99
Check	57791	04/26/21	Vendor	INFRAMARK, LLC	62652	MGMT FEES APRIL 2021	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$2,611.50
Check	57791	04/26/21	Vendor	INFRAMARK, LLC	62652	MGMT FEES APRIL 2021	Postage and Freight	001-541006-51301	\$10.71
ACH	DD000782	04/14/21	Employee	MELINDA J. PARKER	PAYROLL	April 14, 2021 Payroll Posting			\$2,082.90
ACH	DD000783	04/14/21	Employee	RICKY S EVANS	PAYROLL	April 14, 2021 Payroll Posting			\$1,548.52
ACH	DD000784	04/28/21	Employee	MELINDA J. PARKER	PAYROLL	April 28, 2021 Payroll Posting			\$2,082.90
ACH	DD000785	04/28/21	Employee	RICKY S EVANS	PAYROLL	April 28, 2021 Payroll Posting			\$1,564.03
ACH	DD000786	04/30/21	Employee	DELORES A. PINCUS	PAYROLL	April 30, 2021 Payroll Posting			\$184.70
ACH	DD000787	04/30/21	Employee	ARTHUR R. KIRBY	PAYROLL	April 30, 2021 Payroll Posting			\$184.70
ACH	DD000788	04/30/21	Employee	FRANK CICIONE	PAYROLL	April 30, 2021 Payroll Posting			\$184.70
ACH	DD000789	04/30/21	Employee	GERALDINE B. CASHIN	PAYROLL	April 30, 2021 Payroll Posting			\$184.70

Account Total \$16,847.24

Seventh Order of Business

Piney-Z Community Development District
CDD Manager's Report
May 9, 2021
for
Meeting of May 17, 2021

LODGE/GARAGE

- roof, exterior of the building, surrounding walks and patios washed and sanitized
- April activity reported after submission deadline for 4-26-21 report:
 - all brass floor covers and door stops polished and re-installed
 - a/c filters changed in lodge (4-14)
 - blinds re-hung throughout main floor
 - flag replaced in front of house

FITNESS CENTER

- no updates at this time

PAVILION

- temporary damage done, again, to floor of pavilion; requires professional cleaning to remove “doughnuts” caused by unknown vehicle

POOL

- efforts to assemble pool staff continue
- **QUESTIONS TO BE ANSWERED** prior to setting up the pool deck, training staff, orientation, printing forms, etc.:
 - masks or no masks
 - social distancing or no social distancing
 - guests or no guests

These issues were put forth last month, with no resolution. They relate solely to the pool operation and must be decided **now**.

PLAYGROUND

- all equipment, sidewalks and curbs washed and sanitized

PARK AND GROUNDS

- First pine straw application for FY 2021 completed
- Spring fertilization of lawn and shrubs throughout property completed

GENERAL

- Worker’s comp audit of FY 2020 resulted in a refund/credit of \$865
- Assessment collection rate at 4-30-21 was 98%
- Assessment for FY 2022 represents year 7 of no fee increase
- Annual termite inspection completed
- House furniture moved back inside
- Website updates should be completed by date of meeting. 19 new photographs, dozens of narrative edits, etc.
- FY 2020 audit and FY 2022 tentative budgets posted to site
- E-Verify registration solicitation continues, with marginal success
- Multiple renters refuse to comply with requests to provide current lease information; along with fobs registered to now *former* owners, dozens and dozens of fobs have been de-activated over the past year, in an ongoing effort to retain the hard-fought-for integrity of the system.

UPDATES SINCE PUBLICATION

TBD/A

FEE INCOME @ 4-30-21

Rental fees retained in calendar year 2021	None
Fob income realized in calendar year 2021	None

Eighth Order of Business

8A.

RESOLUTION 2021-3

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT
SETTING A PUBLIC HEARING THEREON PURSUANT
TO FLORIDA LAW FOR THE FY 2022 BUDGET**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating budget for Fiscal Year 2022, as approved at the April 26, 2021, a copy of which is attached hereto, and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

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

1. The budget proposed by the District Manager for Fiscal Year 2022, as may have been amended by the Board at the April 26, 2021 meeting, is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, hour and place:

Date: July 26, 2021
Hour: 6:30 p.m.
Place: Piney-Z Plantation Lodge
950 Piney-Z Plantation Road
Tallahassee, Florida

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

Adopted this 17th day of May 2021.

Cheryl Hudson
Chair

Bob Nanni
Secretary

PINEY-Z
Community Development District

Annual Operating Budget

Fiscal Year 2022

Version 1 - Approved Tentative Budget:

(Approved at April 26, 2021 meeting)

Prepared by:



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Piney-Z
Community Development District

Operating Budget
Fiscal Year 2022

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	FY 2020	BUDGET	THRU	APR-	PROJECTED	BUDGET
				FY 2021	MAR-2021	SEP-2021	FY 2021	FY 2022
REVENUES								
Interest - Investments	\$ 1,939	\$ 2,808	\$ 2,157	\$ 100	\$ 374	\$ 374	\$ 748	\$ 2,000
Interest - Tax Collector	357	612	360	200	76	-	76	300
Special Assmnts- Tax Collector	394,971	394,517	394,369	394,706	378,178	16,528	394,706	394,707
Special Assmnts- Discounts	(14,974)	(14,388)	(14,513)	(15,788)	(14,304)	-	(14,304)	(15,788)
Settlements	37,210	8,480	-	-	-	-	-	-
Other Miscellaneous Revenues	1,675	1,868	431	-	365	-	365	-
Access Cards	918	1,179	225	1,198	-	-	-	675
Pavilion Rental	1,340	1,400	80	1,100	-	-	-	800
Lodge Rental	13,434	20,453	6,385	16,500	-	-	-	18,500
Insurance Reimbursements	(28,730)	-	-	-	-	-	-	-
TOTAL REVENUES	408,140	416,929	389,494	399,916	364,689	16,902	381,591	401,193

EXPENDITURES

Administrative

P/R-Board of Supervisors	4,600	3,600	2,800	8,000	1,400	4,000	5,400	8,000
FICA Taxes	352	275	214	612	107	306	413	612
ProfServ-Dissemination Agent	-	1,000	1,000	-	-	-	-	-
ProfServ-Legal Services	24,117	24,000	24,000	24,000	12,000	12,000	24,000	24,000
ProfServ-Mgmt Consulting Serv	50,317	44,775	44,775	44,775	15,669	15,669	31,338	31,338
ProfServ-Recording	-	-	-	-	-	-	-	2,784
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	-	-	-	-
Auditing Services	3,150	3,150	3,150	3,250	-	3,150	3,150	3,150
Postage and Freight	818	311	195	200	129	70	199	200
Insurance - General Liability	10,016	9,824	11,246	12,364	8,785	2,928	11,713	12,299
Printing and Binding	176	257	156	225	19	150	169	200

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	FY 2020	BUDGET FY 2021	THRU MAR-2021	APR- SEP-2021	PROJECTED FY 2021	BUDGET FY 2022
Legal Advertising	1,170	624	1,484	1,000	159	800	959	1,200
Miscellaneous Services	109	290	379	150	134	134	268	150
Misc-Assessmnt Collection Cost	11,400	11,404	11,396	11,841	10,916	496	11,412	11,841
Misc-Contingency	41	-	-	100	-	50	50	100
Office Supplies	-	-	-	100	-	50	50	100
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	111,078	104,322	105,607	111,429	49,493	39,803	89,296	96,149
Field								
Contr-Landscape-Amenities Area	12,099	15,988	23,090	24,000	8,575	12,000	20,575	24,000
R&M-Trees and Trimming	2,500	1,500	1,600	3,000	-	1,500	1,500	3,000
Misc-Contingency	3,260	1,044	2,646	4,000	105	2,000	2,105	4,000
Total Field	17,859	18,532	27,336	31,000	8,680	15,500	24,180	31,000
Parks and Recreation - General								
Payroll-Other	-	-	-	500	-	250	250	500
Payroll-Maintenance	7,946	7,827	6,923	7,024	6,572	6,572	13,144	7,164
Payroll-Administrative	47,115	53,064	53,991	43,808	27,683	27,683	55,366	56,593
FICA Taxes	1,467	4,642	4,595	4,501	2,702	2,640	5,342	4,916
Workers' Compensation	3,406	3,622	3,718	4,845	2,867	956	3,823	3,938
Contracts-Janitorial Services	2,160	2,150	1,325	2,340	200	1,170	1,370	2,808
Contracts-Security Services	1,655	1,865	780	1,305	390	653	1,043	1,130
Contracts-Fire Exting. Insp.	350	350	350	350	175	175	350	350
Contract-Copier Maintenance	137	335	46	300	18	150	168	150
Contract-Dumpster Rental	312	312	312	312	156	156	312	312
Contracts-Pest Control	499	568	427	480	145	240	385	480
Contracts-Fire Insp Sprinkler System	250	250	200	250	-	125	125	200

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	FY 2020	BUDGET FY 2021	THRU MAR-2021	APR- SEP-2021	PROJECTED FY 2021	BUDGET FY 2022
Contract-Website Hosting	-	-	-	350	-	175	175	242
Communication - Teleph - Field	90	100	-	120	-	60	60	120
Postage and Freight	-	-	107	55	45	28	73	55
Utility - General	15,551	17,605	18,635	18,677	7,455	7,455	14,910	20,938
Utility - Other	3,285	2,918	3,077	3,238	1,436	1,436	2,872	3,000
Electricity - Streetlighting	1,326	1,195	1,314	1,344	664	664	1,328	1,476
Utility - Irrigation	3,932	2,716	3,407	3,600	764	764	1,528	3,828
Utility - Refuse Removal	1,144	1,173	1,468	1,446	768	768	1,536	1,649
R&M-General	2,115	826	386	1,500	52,694	750	53,444	1,000
R&M-Electrical	390	350	489	425	61	213	274	500
R&M-Roof	-	-	60	360	-	180	180	720
R&M-Fire Equipment	40	-	-	100	102	50	152	50
R&M-Plumbing	3	66	-	200	-	100	100	150
Misc-Contingency	1,133	2,683	14,353	3,000	627	1,500	2,127	3,000
Misc-Information Technology	1,036	3,462	628	660	404	330	734	300
Misc-Mileage Reimbursement	336	284	317	325	183	163	346	350
Office Supplies	3,087	1,750	1,234	2,000	739	1,000	1,739	2,000
Supplies-Cleaning & Paper	261	246	379	325	98	163	261	400
Capital Outlay	(4,287)	-	61,465	-	-	-	-	-

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	FY 2020	BUDGET FY 2021	THRU MAR-2021	APR- SEP-2021	PROJECTED FY 2021	BUDGET FY 2022
Non-Capitalized New Equipment	4,287	-	-	-	-	-	-	-
Reserves-Lodge	-	-	-	1,650	-	-	-	4,920
Total Parks and Recreation - General	99,026	110,359	179,986	112,890	106,948	56,566	163,514	123,239
Swimming Pool								
Payroll-Lifeguards	18,067	-	-	-	-	-	-	-
Payroll-Maintenance	11,591	14,253	10,137	14,048	4,410	7,024	11,434	10,507
Payroll-Administrative	6,249	6,781	6,918	14,603	3,374	7,302	10,676	7,446
Payroll-Pool Attendants	-	21,595	1,562	21,243	-	10,622	10,622	20,287
FICA Taxes	4,972	3,261	1,424	3,817	596	1,908	2,504	2,925
Communication - Teleph - Field	473	746	744	800	361	400	761	800
R&M-General	218	162	364	300	30	150	180	350
R&M-Electrical	-	-	53	100	33	50	83	100
R&M-Pools	4,570	105	80	1,500	1,750	750	2,500	2,000
Misc-Licenses & Permits	250	250	250	250	-	125	125	250
Misc-Contingency	3,426	3,097	5,121	3,250	-	1,625	1,625	4,350
Op Supplies - Pool Chemicals	2,242	1,957	1,676	2,250	21	1,125	1,146	2,250
Capital Outlay - Pool	51,893	-	-	-	-	-	-	-
Reserve - Pool	25,000	-	-	16,810	-	-	-	25,050
Reserves-Pool Filters	-	-	-	-	856	-	856	-
Reserves-Pool Pumps	-	-	1,575	-	275	-	275	-
Total Swimming Pool	128,951	52,207	29,904	78,971	11,706	31,080	42,786	76,315

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	FY 2020	BUDGET FY 2021	THRU MAR-2021	APR- SEP-2021	PROJECTED FY 2021	BUDGET FY 2022
<i>Fitness Center</i>								
Payroll-Maintenance	1,282	1,425	4,221	2,342	686	1,171	1,857	4,298
Payroll-Administrative	3,084	3,391	3,585	7,301	2,085	3,651	5,736	3,723
FICA Taxes	275	368	597	738	212	369	581	614
Contracts-Janitorial Services	1,440	1,420	980	1,560	-	-	-	1,872
Contracts-Fitness Equipment	1,100	1,200	500	1,200	100	600	700	1,200
Contracts-Pest Control	214	145	178	163	73	82	155	163
R&M-General	291	209	670	300	65	150	215	300
R&M-Electrical	84	14	200	100	-	-	-	150
R&M-Equipment	735	130	317	1,000	1,176	500	1,676	1,500
Misc-Contingency	95	-	930	300	-	-	-	500
Supplies-Cleaning & Paper	234	520	560	650	17	325	342	650
Reserve - Equipment	-	-	-	2,500	-	-	-	5,000
Total Fitness Center	8,834	8,822	12,738	18,154	4,414	6,847	11,261	19,970
<i>Park & Grounds</i>								
Payroll-Maintenance	20,651	23,820	24,393	23,414	10,884	10,884	21,768	25,788
Payroll-Administrative	6,023	6,781	6,468	7,301	2,363	2,363	4,726	6,702
FICA Taxes	1,754	2,341	2,361	2,350	1,013	1,013	2,026	2,485
Contracts-Janitorial Services	1,200	1,230	245	1,300	-	-	-	1,560
Contracts-Roof	75	-	60	360	240	180	420	720
Contracts-Pest Control	145	145	109	215	73	108	181	215
R&M-General	446	1,852	1,462	2,000	42	1,000	1,042	1,500
R&M-Electrical	81	29	145	175	22	88	110	175
R&M-Irrigation	875	2,445	695	1,000	-	500	500	1,000
R&M-Vegetation Removal	-	2,200	-	-	-	-	-	-
R&M-Backflow Inspection	315	355	380	355	-	178	178	380

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	FY 2020	BUDGET FY 2021	THRU MAR-2021	APR- SEP-2021	PROJECTED FY 2021	BUDGET FY 2022
Misc-Hurricane Expense	-	2,350	-	-	-	-	-	-
Misc-Contingency	5,620	1,605	3,559	2,500	299	1,250	1,549	1,500
Supplies-Cleaning & Paper	66	166	200	275	51	138	189	275
Capital Outlay	-	-	11,919	-	-	-	-	-
Reserve-Gutters	-	7,726	-	-	-	-	-	-
Reserves - Irrigation System	-	-	-	500	-	-	-	500
Reserve-Mulch	-	3,250	-	2,000	3,821	-	3,821	4,000
Reserve - Parking Lot	-	44,695	1,200	1,200	-	-	-	1,200
Reserve - Playground	-	-	-	2,500	-	-	-	2,500
Total Park & Grounds	37,251	100,990	53,196	47,445	18,808	17,700	36,508	50,500
Reserves								
Reserve - CDD Amenity	-	-	8,096	28	-	-	-	4,020
Total Reserves	-	-	8,096	28	-	-	-	4,020
TOTAL EXPENDITURES & RESERVES	402,999	395,232	416,863	399,916	200,049	167,496	367,545	401,193
Excess (deficiency) of revenues								
Over (under) expenditures	5,141	21,697	(27,369)	(0)	164,640	(150,594)	14,046	0
OTHER FINANCING SOURCES (USES)								
Interfund Transfer - In	-	23,131	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	(0)	-	-	-	0
TOTAL OTHER SOURCES (USES)	-	23,131	-	(0)	-	-	-	0

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	ACTUAL THRU MAR-2021	PROJECTED APR- SEP-2021	TOTAL PROJECTED FY 2021	ANNUAL BUDGET FY 2022
Net change in fund balance	5,141	44,828	(27,369)	(0)	164,640	(150,594)	14,046	0
FUND BALANCE, BEGINNING	294,440	299,581	344,409	317,145	317,040	-	317,040	331,086
FUND BALANCE, ENDING	\$ 299,581	\$ 344,409	\$ 317,040	\$ 317,145	\$ 481,680	\$ (150,594)	\$ 331,086	\$ 331,086

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2022	\$ 331,086
Net Change in Fund Balance - Fiscal Year 2022	0
Reserves - Fiscal Year 2022 Additions	47,190
Total Funds Available (Estimated) - 9/30/22	378,276

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital 100,298 ⁽¹⁾

Contribution CDD Amenity prior years	23,582	
Contribution CDD Amenity FY 2022	4,020	<u>27,602</u>
Reserve - Lodge prior years	7,952	
Reserve - Lodge FY 2022	4,920	<u>12,872</u>
Reserve - Park prior years	7,379	
Reserve - Park FY 2022	8,200	<u>15,579</u>
Reserve - Equipment prior years	5,000	
Reserve - Equipment FY 2022	5,000	<u>10,000</u>
Reserve - Pool Equipment prior years	7,820	
Reserve - Pool Equipment FY 2022	25,050	<u>32,870</u>
Reserve - Pool Filters prior years	11,114	
Reserve - Pool Filters FY 2022	-	<u>11,114</u>
Reserve - Pool Pumps prior years	6,150	

PINEY-Z

Community Development District

Reserve - Pool Pumps FY 2022	-	<u>6,150</u>	
Reserve - Pool Shell prior years	10,000		
Reserve - Pool Shell FY 2022	-	<u>10,000</u>	
			126,187
		Subtotal	<u>226,485</u>

Total Allocation of Available Funds	226,485
--	----------------

Total Unassigned (undesignated) Cash	<u><u>\$ 151,791</u></u>
---	--------------------------

Notes

(1) Represents approximately 3 months of operating expenditures

PINEY-Z

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2022**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.

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2022

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.

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2022

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.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2022

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, based on previous fiscal year, year end reviews.

FICA Taxes (521001-57201)

Payroll tax for staff above.

Workers’ Compensation (524001-57201)

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

PINEY-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2022

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.

PINEY-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2022

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.

PINEY-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2022

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, 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 regular, \$12.50 per hour lead).

FICA Taxes (521001-57205)

Payroll tax for above.

Communication - Telephone-Field (541005-57205)

TracFone for attendant station; dedicated 911 phone.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2022

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, 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.

PINEY-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2022

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.

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2022

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 (534026-57240)

Twice weekly cleaning of pavilion restrooms, in season.

Contracts- Roof (534108-57240)

Regular cleaning of pavilion roof.

Contracts- Pest Control (534125-57240)

Quarterly treatment of the pavilion.

R&M - General (546001-57240)

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

R&M - Electrical (564020-57240)

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

R&M - Irrigation (546041-57240)

Repairs to the irrigation system.

R&M - Backflow Inspections (546459-57240)

Inspection of the backflows from the water/waste lines.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2022

Expenditures – Parks & Grounds (continued)

Miscellaneous - Contingency (549900-57240)

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57240)

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

Reserves – Irrigation System (568098-57240)

For repair or replacement of irrigation system.

Reserves - Mulch (568109-57240)

Playground Mulch.

Reserves - Parking Lots (568117-57240)

For re-sealing of all asphalt lots.

Reserves – Playground Equipment (568122-57240)

For repair or replacement of playground equipment.

Piney-Z

Community Development District

Supporting Budget Schedules

Fiscal Year 2022

Comparison of Non-Ad Valorem Assessment Rates Fiscal Year 2022 vs Fiscal Year 2021

Assessments Per Unit				
LOT SIZE	# OF	General Fund		
	UNITS	FY2022	FY2021	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			

8B.



MARK S. EARLEY
SUPERVISOR OF ELECTIONS
LEON COUNTY, FLORIDA

April 26, 2021

Sandra H. Demarco
210 N University Dr, Suite 702
Coral Springs, FL 33071
Re: Piney-Z Community Development District

Dear Ms. Demarco:

In response to your email we are happy to provide the number of registered voters for the Piney-Z CDD as of April 15, 2021. The voter registration total that you requested is as follows:

Piney-Z CDD: 1,410 registered voters

These determinations were made using our voter registration database and the current map of the district. We hope this information satisfies your requirements. If you need additional assistance please contact Johnny To, Demographics/GIS Manager at

(850) 606-8683 or via email at ToJ@leoncountyfl.gov.

Sincerely,

Mark Earley