

# Postras East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817 Phone: 407-723-5900

<http://poitraseastcdd.com/>

---

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, October 15, 2019 at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

If you would like to attend the Board Meeting by phone, you may do so by dialing:

Phone: 1-844-621-3956 (new) Participant Code: 796 580 192# (new)

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
  1. **Consideration of the Minutes of the August 20, 2019 Board of Supervisors' Meeting**

### Business Matters

2. **Consideration of Matters Pertaining to District Financing** (*provided under separate cover*)
  - a. **Presentation of Draft Master Assessment Methodology Report**
  - b. **Consideration of Resolution 2020-01, Declaring Master Special Assessments**
  - c. **Consideration of Resolution 2020-02, Setting Public Hearing for Levy of Master Special Assessments**
3. **Consideration of RFQ/RFP Items** (*provided under separate cover*)
4. **Ratification of Payment Authorization Nos. 035 – 038**
5. **Recommendation of Work Authorization/Proposed Services** (*if applicable*)
6. **Review of District's Financial Position and Budget to Actual YTD** (*provided under separate cover*)

### Other Business

- A. Staff Reports
  1. District Counsel
  2. District Manager
  3. District Engineer
- B. Audience Comments, Supervisor Requests

### Adjournment



**Postras East  
Community Development District**

**Minutes of the August 20, 2019  
Board of Supervisors' Meeting**

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES**

**FIRST ORDER OF BUSINESS**

The Board of Supervisors' Meeting for the Poitras East Community Development District was called to order on Tuesday, August 20, 2019 at 4:30 p.m. at Lake Nona Lakehouse, 13623 Sachs Avenue, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey  
Zachary Capps  
Heather Isaacs

Chair  
Assistant Secretary  
Assistant Secretary

Also, attending:

Jennifer Walden  
Lynne Mullins  
Jeff Newton  
Tucker Mackie  
Larry Kaufmann  
Scott Thacker

PFM  
PFM  
Donald W. McIntosh Associates, Inc.  
Hopping Green & Sams  
Tavistock Development  
Tavistock Development

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey noted for the record that there were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes  
of the May 21, 2019 Board of  
Supervisors Meeting**

The Board reviewed the minutes of the May 21, 2019 Board of Supervisors Meeting.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the May 21, 2019 Board of Supervisors Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution  
2019-12, Approving an Annual  
Meeting Schedule for Fiscal  
Year 2020**

District Management's suggestion is to continue to hold the meetings on the third Tuesday of each month at 4:00 p.m. at Tavistock Development, 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2019-12, Approving an Annual Meeting Schedule for Fiscal Year 2020.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on the Adopting of the District's Annual Budget**

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2019-13, Adopting the Fiscal Year 2020 Budget and Appropriating Funds**

Ms. Walden noted the budget was sent to the City and County at least 60 days prior to the public hearing date and the public hearing has been advertised in the newspaper as required by Florida Statute. Ms. Walden requested a motion to open the public hearing.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District opened the Public Hearing.

Ms. Walden stated the budget is an exhibit to the resolution. The Board approved a preliminary overall budget of \$182,550.00 back in May which is the same as we are showing. Ms. Walden asked for any comments or questions on the budget. Being none, Ms. Walden requested a motion to close the public hearing.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District closed the Public Hearing.

Dr. Levey requested a motion to approve Resolution 2019-13.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2019-13, Adopting Fiscal Year 2020 Budget and Appropriating Funds.

**SIXTH ORDER OF BUSINESS**

**Consideration of 2019/2020  
Funding Agreement**

Ms. Walden explained that this is an agreement with TDCP, LLC to fund the O&M Budget approved in Resolution 2019-13.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Fiscal Year 2019/2020 Funding Agreement.

**SEVENTH ORDER OF BUSINESS**

**Consideration of ADA  
Auditing Services Proposal**

Ms. Walden noted our internet provider, VGlobal Tech has partnered with a local agency for the visually impaired. They are recommending quarterly technical and human audits each year at a cost of \$1,200 for the year.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved ADA Auditing Services with [VGlobal Tech] in the amount of \$1,200.00 per year, subject to Counsel review and setting a formal agreement.

**EIGHTH ORDER OF BUSINESS**

**Consideration of FY 2019  
Audit Engagement Letter**

Ms. Walden stated that the Board selected CRI to perform the Fiscal Year 2019 audit at a price of not-to-exceed \$3,000.00. This engagement letter matches up with that. There is a section that states Fishkind & Associates and that will be updated to reflect PFM.

On Motion by Mr. Adams, second by Ms. Isaacs, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved FY 2019 Audit Engagement Letter.

**NINTH ORDER OF BUSINESS**

**Ratification of Funding  
Request Nos. 001 - 005**

Ms. Walden noted these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Funding Request Nos. 001 - 005.

**TENTH ORDER OF BUSINESS**

**Ratification of Payment  
Authorization Nos. 001 - 033**

Ms. Walden noted these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Payment Authorization Nos. 001 - 033.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Payment  
Authorization No. 034**

The Board reviewed Payment Authorization No. 034.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Payment Authorization No. 034.

**TWELFTH ORDER OF BUSINESS**

**Recommendation of Work  
Authorization/Proposed  
Services**

There are none for this District.

**THIRTEENTH ORDER OF BUSINESS**

**Review of District’s Financial  
Position and Budget to Actual  
YTD**

The Board reviewed the financials.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

District Counsel - No Report

District Manager - No Report

District Engineer – No Report

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor and Audience  
Comments & Adjournment**

There were no Supervisor requests or audience comments. Mr. Levey requested a motion to adjourn.

On Motion by Ms. Isaacs, second by Mr. Capps, with all in favor, the August 20, 2019 Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair

**Postras East  
Community Development District**

**Matters Pertaining to District Financing**  
*(provided under separate cover)*



**Postras East  
Community Development District**

**RFQ/RFP Items**  
*(provided under separate cover)*

**Postras East  
Community Development District**

**Payment Authorization Nos. 035 – 038**

## Poitras East Community Development District

### Payment Authorization #035

8/23/2019

Item No.	Payee	Invoice Number	General Fund
<b>1</b>	<b>PFM Group Consulting</b>		
	August DM Fee	DM-08-2019-0054	\$ 2,916.67
	August Website Fee	DM-08-2019-0055	\$ 125.00
	July Reimbursables	OE-EXP-00317	\$ 1.50
<b>2</b>	<b>Supervisor Fees - 08/20/2019 Meeting</b>		
	Richard Levey	--	\$ 200.00
	Heather Isaacs	--	\$ 200.00
<b>TOTAL</b>			<b>\$ 3,443.17</b>



Chairperson

# Postras East Community Development District

## Payment Authorization #036

8/30/2019

Item No.	Payee	Invoice Number	General Fund
1	Orlando Sentinel Legal Advertising (Ad: 6382117 ; OSC8864519)	8864519000	\$ 545.00
<b>TOTAL</b>			<b>\$ 545.00</b>

*Richard J. J...*

Chairperson

Postras East Community Development District  
c/o Fishkind & Associates, Inc.  
12051 Corporate Boulevard  
Orlando, FL 32817

RECEIVED AUG 30 2019

## Postras East Community Development District

### Payment Authorization #037

8/16/2019

Item No.	Payee	Invoice Number	General Fund
1	Egis Insurance & Risk Advisors FY 2020 Insurance	9375	\$ 5,125.00
2	Hopping Green & Sams General Counsel Through 07/31/2019	109695	\$ 712.35
		<b>TOTAL</b>	<b>\$ 5,837.35</b>



Chairperson

## Postras East Community Development District

### Payment Authorization #038

9/27/2019

Item No.	Payee	Invoice Number	General Fund	Capital Fund
1	<b>Donald W McIntosh Associates</b>			
	Engineering Services Through 09/06/2019	37056	\$ 448.50	
	Construction Engineering Services Through 09/06/2019	37057		\$ 62.50
2	<b>PFM Group Consulting</b>			
	DM Fee: Sep. 2019	DM-09-2019-0054	\$ 2,916.67	
	Website Fee: Sep. 2019	DM-09-2019-0055	\$ 125.00	
	Reimbursables: Aug. 2019	OE-EXP-00398	\$ 1.95	
			\$ 3,492.12	\$ 62.50
<b>TOTAL</b>			<b>\$ 3,554.62</b>	



Chairperson

**Postras East  
Community Development District**

**Recommendation of Work  
Authorization/Proposed Services  
*(if applicable)***

**Postras East  
Community Development District**

**District's Financial Position and  
Budget to Actual YTD**  
*(provided under separate cover)*