

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 which will be held **Monday, September 21, 2020 at 11:30 a.m.** using telephonic conferencing due to the COVID-19 Executive Order 20-193. The proposed agenda for this Board Meeting is found below.

Please use the following information to join the telephonic conferencing:

Phone: 1-844-621-3956

Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Discussion regarding Executive Order 20-193**
- 2. **Consideration of the Minutes of the August 18, 2020 Board of Supervisors' Meeting**
(provided under separate cover)
- 3. **Consideration of Resolution 2020-18, Re-setting the Location for the Landowners' Election**
(provided under separate cover)
- 4. **Consideration of Resolution 2020-19, Re-setting the Location for the Annual Meeting Schedule**
(provided under separate cover)

Business Matters

5. **Ratification of Payment Authorization Nos. 077 – 078**
6. **Recommendation of Work Authorization/Proposed Services (if applicable)**
7. **Review of District's Financial Position and Budget to Actual YTD**

Other Business

- A. Staff Reports
 1. District Counsel
 2. District Manager
 3. District Engineer
 4. Construction Supervisor
- B. Supervisor Requests

Adjournment



**Postras East
Community Development District**

**Executive Order
20-193**

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-193

(Amending Executive Order 20-179)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida due to COVID-19; and

WHEREAS, Executive Order 20-69, as amended by Executive Order 20-179, requires amendment to provide local government bodies with additional time to notice their meetings.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1.

Section 3. of Executive Order 20-179 is amended to read, as follows:

Except as amended herein, I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139 and 20-150, until 12:01 a.m. on October 1, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 7th day of August, 2020.


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA
2020 AUG - 7 PM 4: 32

FILED

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF PUBLIC MEETING HELD DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19**

Notice is hereby given that the Board of Supervisors (“**Board**”) of the Poitras East Community Development District (“**District**”) will hold a regular meeting of the Board of Supervisors on **September 21, 2020, at 11:30 a.m.**, to be conducted by means of communications media technology, pursuant to Executive Orders 20-52, 20-69, and 20-193 issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. At the meeting, the Board may consider any business that may properly come before it.

While it is necessary to hold the above referenced meeting of the District’s Board of Supervisors utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so telephonically at 1-844-621-3956; Access Code: 796 580 192#. Additionally, participants are encouraged to submit questions and comments to the District Manager in advance at (407) 723-5935 to facilitate the Board’s consideration of such questions and comments during the meeting.

A copy of the agenda may be obtained at the offices of the District Manager, c/o PFM Group Consulting, LLC, 12051 Corporate Boulevard, Orlando, Florida 32817, Phone: (407) 723-5935 (“**District Manager’s Office**”) during normal business hours or from the District’s website at <http://poitraseastcdd.com/>.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager’s Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager’s Office.

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 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 based.

Jennifer Walden
District Manager

**Postras East
Community Development District**

**Minutes of the August 18, 2020
Board of Supervisors' Meeting**
(provided under separate cover)

**Postras East
Community Development District**

**Resolution 2020-18,
Re-setting the Location for the Landowners' Election
*(provided under separate cover)***

**Postras East
Community Development District**

**Resolution 2020-19,
Re-setting the Location for the Annual Meeting Schedule
*(provided under separate cover)***

**Postras East
Community Development District**

**Payment Authorization
Nos. 077 - 078**

Postras East Community Development District

Payment Authorization #077

8/21/2020

Item No.	Payee	Invoice Number	General Fund	Capital Fund
1	Boggy Creek Improvement District 4-Way Legal Advertising on 08/09/2020 (Ad: 6716453)	OSC23756905		\$ 118.26
2	Orlando Sentinel Legal Advertising Through 08/09/2020 (Ad: 6727020)	OSC23755945	\$ 1,077.80	
3	PFM Group Consulting DM Fee: August 2020	DM-08-2020-0047	\$ 2,916.67	
4	Supervisor Fees - 08/18/2020 Meeting Richard Levey	--	\$ 200.00	
			\$ 4,194.47	\$ 118.26
TOTAL			\$4,312.73	

Chairperson

Postras East Community Development District

Payment Authorization #078

8/28/2020

Item No.	Payee	Invoice Number	General Fund	Capital Fund
1	Donald W McIntosh Associates			
	Engineering Fees Through 08/14/2020	40114	\$ 500.00	
	Construction Engineering Fees Through 08/14/2020	40115		\$ 1,810.00
			\$ 500.00	\$ 1,810.00
TOTAL				\$2,310.00

Chairperson

**Postras East
Community Development District**

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

**Postras East
Community Development District**

**District's Financial Position and
Budget to Actual YTD**

Poitras East CDD
Statement of Financial Position
As of 8/31/2020

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
General Checking Account	\$928.04		\$928.04
Accounts Receivable - Due from Developer	27,560.00		27,560.00
Total Current Assets	\$28,488.04	\$0.00	\$28,488.04
Total Assets	\$28,488.04	\$0.00	\$28,488.04
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$23,489.69		\$23,489.69
Deferred Revenue	27,560.00		27,560.00
Accounts Payable		\$6,778.90	6,778.90
Total Current Liabilities	\$51,049.69	\$6,778.90	\$57,828.59
Total Liabilities	\$51,049.69	\$6,778.90	\$57,828.59
<u>Net Assets</u>			
Net Assets, Unrestricted	(\$22,799.75)		(\$22,799.75)
Current Year Net Assets, Unrestricted	(35,506.46)		(35,506.46)
Net Assets - General Government	42,849.70		42,849.70
Current Year Net Assets - General Government	(7,105.14)		(7,105.14)
Net Assets, Unrestricted		(\$625.00)	(625.00)
Current Year Net Assets, Unrestricted		(6,153.90)	(6,153.90)
Total Net Assets	(\$22,561.65)	(\$6,778.90)	(\$29,340.55)
Total Liabilities and Net Assets	\$28,488.04	\$0.00	\$28,488.04

Poitras East CDD
Statement of Activities
As of 8/31/2020

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$84,212.00		\$84,212.00
Inter-Fund Transfers In	(35,506.46)		(35,506.46)
Inter-Fund Transfers In		\$35,506.46	35,506.46
Total Revenues	\$48,705.54	\$35,506.46	\$84,212.00
<u>Expenses</u>			
Supervisor Fees	\$3,000.00		\$3,000.00
D&O Insurance	2,306.00		2,306.00
Management	32,083.37		32,083.37
Engineering	15,059.48		15,059.48
District Counsel	18,929.07		18,929.07
Audit	3,000.00		3,000.00
Postage & Shipping	65.50		65.50
Legal Advertising	12,029.72		12,029.72
Web Site Maintenance	1,850.00		1,850.00
Dues, Licenses, and Fees	175.00		175.00
General Insurance	2,819.00		2,819.00
Engineering		\$32,551.23	32,551.23
District Counsel		8,422.14	8,422.14
Legal Advertising		686.99	686.99
Total Expenses	\$91,317.14	\$41,660.36	\$132,977.50
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$0.00	\$0.00
Change In Net Assets	(\$42,611.60)	(\$6,153.90)	(\$48,765.50)
Net Assets At Beginning Of Year	\$20,049.95	(\$625.00)	\$19,424.95
Net Assets At End Of Year	(\$22,561.65)	(\$6,778.90)	(\$29,340.55)

Postras East CDD
Budget to Actual
For the Month Ending 8/31/2020

	Year To Date			FY 2020 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
Developer Contributions	\$ 84,212.00	\$ 167,337.50	\$ (83,125.50)	\$ 182,550.00
Net Revenues	\$ 84,212.00	\$ 167,337.50	\$ (83,125.50)	\$ 182,550.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 3,000.00	\$ 4,400.00	\$ (1,400.00)	\$ 4,800.00
D&O Insurance	2,306.00	2,291.63	14.37	2,500.00
Trustee Services	-	5,500.00	(5,500.00)	6,000.00
Management	32,083.37	32,083.37	-	35,000.00
Engineering	15,059.48	11,000.00	4,059.48	12,000.00
Dissemination Agent	-	4,583.37	(4,583.37)	5,000.00
District Counsel	18,929.07	22,916.63	(3,987.56)	25,000.00
Assessment Administration	-	6,875.00	(6,875.00)	7,500.00
Reamortization Schedules	-	458.37	(458.37)	500.00
Audit	3,000.00	5,500.00	(2,500.00)	6,000.00
Travel and Per Diem	-	458.37	(458.37)	500.00
Telephone	-	91.63	(91.63)	100.00
Postage & Shipping	65.50	91.63	(26.13)	100.00
Copies	-	91.63	(91.63)	100.00
Legal Advertising	12,029.72	7,333.37	4,696.35	8,000.00
Miscellaneous	-	7,814.62	(7,814.62)	8,525.00
Web Site Maintenance	1,850.00	2,475.00	(625.00)	2,700.00
Dues, Licenses, and Fees	175.00	160.38	14.62	175.00
General Insurance	2,819.00	2,795.87	23.13	3,050.00
Landscaping Maintenance & Material	-	50,416.63	(50,416.63)	55,000.00
Total General & Administrative Expenses	\$ 91,317.14	\$ 167,337.50	\$ (76,020.36)	\$ 182,550.00
Total Expenses	\$ 91,317.14	\$ 167,337.50	\$ (76,020.36)	\$ 182,550.00
Net Income (Loss)	\$ (7,105.14)	\$ -	\$ (7,105.14)	\$ -