

# Postras East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; Phone: 407-723-5900  
<http://poitrastcdd.com/>

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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, February 16, 2021 at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

Please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmgroup.webex.com

Participant Code: 796 580 192#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the January 19, 2021 Board of Supervisors' Meeting** (*provided under separate cover*)

### Business Matters

2. **Consideration of Resolution 2021-04, Interlocal Resolution** (*provided under separate cover*)
3. **Consideration of Agreement with City of Orlando for Alley Ways (Parcel N3)** (*provided under separate cover*)
4. **Ratification of Payment Authorization Nos. 93 – 95**
5. **Recommendation of Work Authorization/Proposed Services (if applicable)**
6. **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**

**Minutes of the January 19, 2021  
Board of Supervisors' Meeting**  
*(provided under separate cover)*

**Postras East  
Community Development District**

**Resolution 2021-04,  
Interlocal Resolution**  
*(provided under separate cover)*

**Postras East  
Community Development District**

**Agreement with City of Orlando  
for Alley Ways (Parcel N3)**  
*(provided under separate cover)*

**Postras East  
Community Development District**

**Payment Authorization  
Nos. 93-95**

# Postras East Community Development District

## Payment Authorization #093

1/15/2021

<b>Item No.</b>	<b>Payee</b>	<b>Invoice Number</b>	<b>General Fund</b>
<b>1</b>	<b>Donald W McIntosh Associates</b> Engineering Services Through 12/31/2020	40604	\$ 125.00
<b>2</b>	<b>VGlobalTech</b> October - December ADA Audit	2260	\$ 300.00
	January Website Maintenance	2290	\$ 125.00
<b>TOTAL</b>			<b>\$ 550.00</b>

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Chairperson

# Postras East Community Development District

## Payment Authorization #094

1/22/2021

<b>Item No.</b>	<b>Payee</b>	<b>Invoice Number</b>	<b>General Fund</b>
<b>1</b>	<b>Supervisor Fees - 01/19/2021 Meeting</b> Richard Levey	--	\$ 200.00
		<b>TOTAL</b>	<b>\$ 200.00</b>

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Chairperson

# Postras East Community Development District

## Payment Authorization #095

1/29/2021

<b>Item No.</b>	<b>Payee</b>	<b>Invoice Number</b>	<b>General Fund</b>
<b>1</b>	<b>Orlando Sentinel</b> Legal Advertising	OSC31122327	\$ 342.50
<b>2</b>	<b>PFM Group Consulting</b> DM Fee: January 2021 Reimbursables: December 2020	DM-01-2021-0040 OE-EXP-01-38	\$ 2,916.67 \$ 6.00
<b>TOTAL</b>			<b>\$ 3,265.17</b>

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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**

**Postras East CDD**  
Statement of Financial Position  
As of 1/31/2021

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<b><u>Assets</u></b>				
<b><u>Current Assets</u></b>				
General Checking Account	\$69,147.75			\$69,147.75
Accounts Receivable - Due from Developer	3,696.00			3,696.00
Series 2020 Debt Service Reserve		\$61,434.91		61,434.91
Series 2020 Interest		1.09		1.09
Total Current Assets	<u>\$72,843.75</u>	<u>\$61,436.00</u>	<u>\$0.00</u>	<u>\$134,279.75</u>
<b>Total Assets</b>	<u><u>\$72,843.75</u></u>	<u><u>\$61,436.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$134,279.75</u></u>
<b><u>Liabilities and Net Assets</u></b>				
<b><u>Current Liabilities</u></b>				
Accounts Payable	\$8,161.17			\$8,161.17
Deferred Revenue	3,696.00			3,696.00
Accounts Payable			\$2,835.00	2,835.00
Total Current Liabilities	<u>\$11,857.17</u>	<u>\$0.00</u>	<u>\$2,835.00</u>	<u>\$14,692.17</u>
<b>Total Liabilities</b>	<u><u>\$11,857.17</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,835.00</u></u>	<u><u>\$14,692.17</u></u>
<b><u>Net Assets</u></b>				
Net Assets, Unrestricted	(\$63,275.11)			(\$63,275.11)
Net Assets - General Government	67,906.97			67,906.97
Current Year Net Assets - General Government	56,354.72			56,354.72
Net Assets, Unrestricted		\$33,175.73		33,175.73
Current Year Net Assets, Unrestricted		28,260.27		28,260.27
Net Assets, Unrestricted			(\$11,586.21)	(11,586.21)
Current Year Net Assets, Unrestricted			8,751.21	8,751.21
<b>Total Net Assets</b>	<u><u>\$60,986.58</u></u>	<u><u>\$61,436.00</u></u>	<u><u>(\$2,835.00)</u></u>	<u><u>\$119,587.58</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$72,843.75</u></u>	<u><u>\$61,436.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$134,279.75</u></u>

**Postras East CDD**  
**Statement of Activities**  
As of 1/31/2021

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<b><u>Revenues</u></b>				
Developer Contributions	\$91,510.25			\$91,510.25
Inter-Fund Group Transfers In		\$0.29		0.29
Debt Proceeds		28,259.34		28,259.34
Inter-Fund Transfers In			(\$0.29)	(0.29)
Debt Proceeds			324,982.30	324,982.30
<b>Total Revenues</b>	<b>\$91,510.25</b>	<b>\$28,259.63</b>	<b>\$324,982.01</b>	<b>\$444,751.89</b>
<b><u>Expenses</u></b>				
Supervisor Fees	\$600.00			\$600.00
D&O Insurance	2,421.00			2,421.00
Management	11,666.68			11,666.68
Engineering	1,000.00			1,000.00
District Counsel	9,558.00			9,558.00
Postage & Shipping	28.41			28.41
Legal Advertising	1,906.28			1,906.28
Miscellaneous	40.16			40.16
Web Site Maintenance	800.00			800.00
Dues, Licenses, and Fees	175.00			175.00
General Insurance	2,960.00			2,960.00
Personnel Leasing Agreement	4,000.00			4,000.00
Engineering			\$7,810.05	7,810.05
District Counsel			3,879.50	3,879.50
Legal Advertising			441.25	441.25
Contingency			304,100.00	304,100.00
<b>Total Expenses</b>	<b>\$35,155.53</b>	<b>\$0.00</b>	<b>\$316,230.80</b>	<b>\$351,386.33</b>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>				
Interest Income		\$0.64		\$0.64
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$0.00</b>	<b>\$0.64</b>	<b>\$0.00</b>	<b>\$0.64</b>
<b>Change In Net Assets</b>	<b>\$56,354.72</b>	<b>\$28,260.27</b>	<b>\$8,751.21</b>	<b>\$93,366.20</b>
<b>Net Assets At Beginning Of Year</b>	<b>\$4,631.86</b>	<b>\$33,175.73</b>	<b>(\$11,586.21)</b>	<b>\$26,221.38</b>
<b>Net Assets At End Of Year</b>	<b>\$60,986.58</b>	<b>\$61,436.00</b>	<b>(\$2,835.00)</b>	<b>\$119,587.58</b>

**Poitras East CDD**  
**Budget to Actual**  
For the Month Ending 01/31/2021

	Year To Date			FY 2021 Adopted Budget
	Actual	Budget	Variance	
<b><u>Revenues</u></b>				
Developer Contributions	\$ 91,510.25	\$ 120,408.33	\$ (28,898.08)	\$ 361,225.00
<b>Net Revenues</b>	<b>\$ 91,510.25</b>	<b>\$ 120,408.33</b>	<b>\$ (28,898.08)</b>	<b>\$ 361,225.00</b>
<b><u>General &amp; Administrative Expenses</u></b>				
Supervisor Fees	\$ 600.00	\$ 1,600.00	\$ (1,000.00)	\$ 4,800.00
D&O Insurance	2,421.00	1,000.00	1,421.00	3,000.00
Trustee Services	-	2,000.00	(2,000.00)	6,000.00
Management	11,666.68	11,666.67	0.01	35,000.00
Engineering	1,000.00	4,000.00	(3,000.00)	12,000.00
Dissemination Agent	-	1,666.67	(1,666.67)	5,000.00
District Counsel	9,558.00	8,333.33	1,224.67	25,000.00
Assessment Administration	-	2,500.00	(2,500.00)	7,500.00
Reamortization Schedules	-	166.67	(166.67)	500.00
Audit	-	2,000.00	(2,000.00)	6,000.00
Travel and Per Diem	-	166.67	(166.67)	500.00
Telephone	-	33.33	(33.33)	100.00
Postage & Shipping	28.41	166.67	(138.26)	500.00
Copies	-	166.67	(166.67)	500.00
Legal Advertising	1,906.28	3,333.33	(1,427.05)	10,000.00
Miscellaneous	40.16	2,999.99	(2,959.83)	9,000.00
Web Site Maintenance	800.00	900.00	(100.00)	2,700.00
Dues, Licenses, and Fees	175.00	58.33	116.67	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 28,195.53</b>	<b>\$ 42,758.33</b>	<b>\$ (14,562.80)</b>	<b>\$ 128,275.00</b>
<b><u>Field Operations</u></b>				
<b>Electric Utility Services</b>				
Electric	\$ -	\$ 833.33	\$ (833.33)	\$ 2,500.00
<b>Water-Sewer Combination Services</b>				
Water Reclaimed	-	3,333.33	(3,333.33)	10,000.00
<b>Other Physical Environment</b>				
General Insurance	2,960.00	1,066.67	1,893.33	3,200.00
Property & Casualty Insurance	-	500.00	(500.00)	1,500.00
Other Insurance	-	83.33	(83.33)	250.00
Irrigation Repairs	-	3,333.33	(3,333.33)	10,000.00
Landscaping Maintenance & Material	-	25,000.00	(25,000.00)	75,000.00
Tree Trimming	-	1,666.67	(1,666.67)	5,000.00
Flower & Plant Replacement	-	3,333.33	(3,333.33)	10,000.00
Contingency	-	3,333.33	(3,333.33)	10,000.00
Hurricane Cleanup	-	6,666.67	(6,666.67)	20,000.00
<b>Road &amp; Street Facilities</b>				
Entry and Wall Maintenance	-	1,000.00	(1,000.00)	3,000.00
Hardscape Maintenance	-	1,666.67	(1,666.67)	5,000.00
Streetlights	-	10,000.00	(10,000.00)	30,000.00
Accent Lighting	-	166.67	(166.67)	500.00
Alleyway Maintenance	-	3,333.33	(3,333.33)	10,000.00
<b>Parks &amp; Recreation</b>				
Personnel Leasing Agreement	4,000.00	4,000.00	-	12,000.00
<b>Reserves</b>				
Infrastructure Capital Reserve	-	6,666.67	(6,666.67)	20,000.00
Alleyway Reserve	-	1,666.67	(1,666.67)	5,000.00
<b>Total Field Operations Expenses</b>	<b>\$ 6,960.00</b>	<b>\$ 77,650.00</b>	<b>\$ (70,690.00)</b>	<b>\$ 232,950.00</b>
<b>Total Expenses</b>	<b>\$ 35,155.53</b>	<b>\$ 120,408.33</b>	<b>\$ (85,252.80)</b>	<b>\$ 361,225.00</b>
<b>Net Income (Loss)</b>	<b>\$ 56,354.72</b>	<b>\$ -</b>	<b>\$ 56,354.72</b>	<b>\$ -</b>