

# Postras East Community Development District

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

<http://poitrasedcdd.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 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**
- 3. **Consideration of Resolution 2020-18, Re-setting the Location for the Landowners' Election**
- 4. **Consideration of Resolution 2020-19, Re-setting the Location for the Annual Meeting Schedule**

### 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.

A large, stylized blue ink signature of Ron DeSantis is written over a horizontal line.

RON DESANTIS, GOVERNOR

ATTEST:

A cursive signature in black ink, reading "Laurel M. Lee".

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**

**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 18, 2020, at 4:00 p.m. via telephonic conferencing due to the COVID-19 Executive Orders 20-179

Present via Speakerphone:

Richard Levey	Chairperson
Brent Schademan	Assistant Secretary
Julie Salvo	Assistant Secretary
Frank Paris	Assistant Secretary

Also, attending via phone:

Jennifer Walden	PFM
Lynne Mullins	PFM
Brent Wilder	PFM
Kevin Plenzler	PFM
Tucker Mackie	Hopping Green & Sams
Jeff Newton	Donald W. McIntosh Associates, Inc.
Larry Kaufmann	Construction Supervisor & Construction Committee Member
Scott Thacker	District Landscape Supervisor
Mike Williams	Akerman LLP

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey asked for any public comments. There were no comments at this time.

**THIRD ORDER OF BUSINESS**

**Discussion Regarding Executive  
Orders 20-179**

Ms. Walden explained the Executive Orders are included in the packet and they state that the District is able to hold their meetings via telephonic conferencing due to the COVID-19 situation. Also included is a proof of the ad that notes those Executive Orders as well as the telephonic conferencing information so the public can join. Additionally, new orders came out last week, Executive Order 20-193, which has extended using telephonic conferencing through the end of September.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
July 21, 2020 Board of Supervisors'  
Meeting**

Board Members reviewed the minutes from the July 21, 2020 Board of Supervisors' Meeting

On Motion by Ms. Salvo, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the July 21, 2020 Board of Supervisors Meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-13, Approving an Annual Meeting for Fiscal Year 2021**

Ms. Walden suggested keeping the current schedule for Board of Supervisors as the third Tuesday of each month at 4:00 p.m. except for November which will be the week prior on November 10, 2020 at the Tavistock offices. She noted she is trying to get confirmation that the Tavistock offices will be available for use and if that changes, she will inform the Board. The Construction Committee meeting will take place at 3:30 p.m. every other week at the Donald W. McIntosh Associates offices.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2020-13, Approving an Annual Meeting Schedule for Fiscal Year 2021.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Materials on the District Website**

Ms. Walden stated included is a memo from District Counsel listing out the amendments to the District Website requirements. The three amendments are listed as follows: the audit is no longer required to be posted but a link to the audit report on the Auditor General's website can take its place, the public facilities report is no longer required to be posted, and meeting materials accompanying the agenda outline are no longer required. Ms. Walden asked for direction from the Board on how they would like District staff to move forward on each of these items regarding making future updates on the website.

Ms. Walden stated some of the sister Districts wanted to keep things transparent but currently these items are in pdf format and it does require a conversion to comply with ADA standards.

Dr. Levey stated these documents have to go through transformation to ensure they are ADA compliant before being posted to the website. The sister Board felt in the spirit of complete transparency unless there was an extraordinary cost or reason not to keep posting these documents, they agreed to take no action on this and continue business as usual. A Board discussion took place. The District will continue business as usual. No action was required

**SEVENTH ORDER OF BUSINESS**

**Presentation of Term Sheet with Synovus Bank**

Mr. Wilder presented the Term Sheet with Synovus Bank and stated they went to final credit committee last Thursday and everything was approved consistent with the original Term Sheet. The version in the agenda package mirrors the previous version provided to the Board. The revisions that have been requested by the

District's Finance Team has been incorporated into the Supplemental Trust Indenture Resolution and the version presented to the Board are consistent with the understanding of the transaction and he recommended proceeding.

Dr. Levey asked if the Term Sheet is subject to Resolution 2020-14 which delegates the authority to the Chair to sign off on the documents. Ms. Mackie replied section 4 of that resolution does accept the Term Sheet. No action was required by the Board.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-14, Authorizing the Issuance of and Awarding the Sale of Its Not Exceeding \$25,000,000 Principal Amount of Poitras East Community Development District Special Assessment Revenue Bond Anticipation Note, Series 2020**  
a) **First Supplemental Trust Indenture**  
b) **Term Sheet**

Mr. Williams presented Resolution 2020-14 to the Board and the Term Sheet is in its final form. The Resolution approves the Term Sheet and the form of the Supplemental Trust Indenture. The term sheet says up to 4 years and the District will be comfortable getting to that term.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2020-14, Authorizing the Issuance of and Awarding the Sale of Its Not Exceeding \$25,000,000 Principal Amount of Poitras East Community Development District Special Assessment Revenue Bond Anticipation Note, Series 2020.

**NINTH ORDER OF BUSINESS**

**Presentation of Supplemental Assessment Mythology Report for the Series 2020 Bond Anticipation Note**

Mr. Plenzler presented the Supplemental Assessment Methodology Report and discussed the tables within the document. Table 1-5 are consistent with the Master Methodology Report and the Engineer's Report regarding the Land Use Plan, CIP, and the Master Methodology regarding the principle amounts and maximum annual assessments. Table 8 provides an Assessment Roll and is consistent with the terms of the Bond Anticipation Note.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Supplemental Assessment Methodology Report for the Series 2020 Bond Anticipation Note.



**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-15, Setting Forth the Terms of the Series 2020 Note; Confirming the Engineer’s Report; Confirming and Adopting the Supplemental Assessment Methodology Report; Confirming, Allocating, and Authorizing the Collection of Special Assessments securing Series 2020 Note**

Ms. Mackie presented Resolution 2020-15 to the Board for approval. She confirmed the Engineer’s Report as revised today would be the version that is ultimately attached to this resolution.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2020-15, Setting Forth the Terms of the Series 2020 Note; Confirming the Engineer’s Report; Confirming and Adopting the Supplemental Assessment Methodology Report; Confirming, Allocating, and Authorizing the Collection of Special Assessments securing Series 2020 Note

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Agreement by and between the District and TDCP, LLC Regarding the Completion of Certain Improvements**

Ms. Mackie stated the Completion Agreement is typically executed between the District and the Developer when proceeds contemplated by a Bond Issuance won’t pay for the entirety of the project costs which is the case herein. The District is issuing a Bond Anticipation Note in a not to exceed amount of \$25,000,000.00 whereas the project itself contemplates approximately \$53,000,000.00 in improvements. The purpose of this agreement obligates the Developer to continue to fund beyond that \$25,000,000.00 such that the District can deliver ultimately the project in its entirety.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Agreement by and between the District and TDCP, LLC Regarding the Completion of Certain Improvements subject to further review and comment by TDCP, LLC and authorize the Chairman to execute following that review.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Acquisition and Advanced Funding Agreement**

Ms. Mackie stated this document is typical in financing where the District and the Developer agree to the process and documentation required with respect to acquisitions of improvements by the District that were previously completed by the Developer.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Acquisition and Advanced Funding Agreement subject to further review and comment by TDCP, LLC and delegating to the Chair the ability to execute.

**THIRTEENTH ORDER OF BUSINESS**

**Presentation of Notice of Series 2020 Assessments**

Ms. Mackie stated this document was referenced in Resolution 2020-15 but she wanted to notify the Board that upon closing on BAN the District will execute in the Public Record a Lien of Record for the Series 2020 Special Assessments such that any property sold within the District that is encumbered by that lien would show this notice in a title work provided at that closing. No action is required by the Board at this time.

Ms. Walden thanked those who called in to discuss the Bond Anticipation Note. Mr. Williams, Mr. Wilder, and Mr. Plenzler left the meeting in progress.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Appointment to Construction Committee**

Ms. Walden explained District staff would like to recommend replacing Mr. Scott Thacker with Mr. Matt McDermott. Mr. Thacker is now an employee of Berman and District staff spoke with the Developer who would like Mr. McDermott who is a Tavistock employee to replace Mr. Thacker. He works in the landscaping field. While Mr. Thacker will no longer be on the Construction Committee he will still be around to advise for necessary items.

On Motion by Mr. Paris, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the replacement of Mr. Scott Thacker with Mr. Matt McDermott.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Acquisition of Luminary Boulevard 1A Right of Way and Discussion Regarding Appraisal**

Ms. Mackie stated he purpose of this agenda item is to authorize District staff to begin working with the Developer to prepare documentation associated with the acquisition of the Right of Way of approximately 3.428 acres associated with Phase 1A of Luminary Boulevard. That acquisition is currently set for an acquisition value of \$85,000.00 per acre pursuant to the cost analysis included within the Engineer's Report and amounts to \$291,000.00 total for the acquisition. District staff is asking for the Board's authorization to pursue an agreement with an appraiser to obtain an appraisal for this acquisition and one that could cover future acquisitions as well giving the support to the District that it is acquiring future right of way at or below market. Ms. Walden attempted to contact some appraisers in advance to get a feeling of what those costs would be but could not get ahold of anyone but the estimates from prior District's was about \$7,000.00-\$8,000.00 for that appraisal.

Ms. Mackie requested a motion to authorize District staff to retain an Appraiser for the purposes of conducting an Appraisal of all property the District anticipates acquiring in the future at a not to exceed amount of \$10,000.00 and to authorize District staff to begin working with the Developer to prepare various documentation associated

with the acquisition of the right-of-way for Luminary Boulevard Phase 1A and approval of that acquisition at a not to exceed amount of \$300,000.00

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District authorized District staff to retain an Appraiser for the purposes of conducting an Appraisal of all property the District anticipates acquiring in the future at a not to exceed amount of \$10,000.00 and to authorize District staff to begin working with the Developer to prepare various documentation associated with the acquisition of the right-of-way for Luminary Boulevard Phase 1A and approval of that acquisition at a not to exceed amount of \$300,000.00.

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Revision to Engineer's Report and Capital Improvement Program**

Mr. Newton presented the revision to the Engineer's Report for Capital Improvements. The Engineer's Report he added some language to allow the District some flexibility as related to a federal BUILD grant obtained by the Developer. This section was related to roadways but the additional language opens it up to allow for some alternative mobility measures such as autonomous vehicle lanes, dedicated bicycle routes, etc. and this addition does not alter the list of improvements in the CIP or the budget of the CIP.

Dr. Levey stated our prior sister Board's approved similar language. Dr. Levey suggested the Board approve the revision to the Engineer's Report.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Revision to the Engineer's Report for Capital Improvement Program.

**SEVENTEENTH ORDER OF BUSINESS**

**Consideration of Personnel Leasing Agreement with Berman**

Ms. Mackie explained District currently has two separate Personnel Leasing Agreements with Tavistock Development for the retention of certain individuals to assist the District both with Contracts maintenance associated with the landscaping work and irrigation maintenance. The Personnel Leasing Agreement included in the agenda package today is meant to address two things. First the individuals are no longer employees of Tavistock, they are now employed by Berman so this agreement would be with Berman Construction, LLC. The purpose of the Agreement on the agenda is to re-execute the Personnel Leasing Agreement with Berman Construction, LLC. Secondly, the amounts identified when discussing this item for the proposed budget process now anticipate that the District will pay \$6,000.00 for Fiscal Year 2021 for the contract maintenance work and \$6,000.00 for the retention of the Irrigation Specialist. So, in total \$12,000.00 for Poitras East CDD.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Personnel Leasing Agreement with Berman.

**EIGHTEENTH ORDER OF BUSINESS**

**Consideration of Berman Agreement**

Ms. Mackie explained District staff recommends the District engage with Berman Construction, LLC under a continuing contract with the understanding that as services are needed the District would receive from Berman Construction a work authorization that would describe the work. Depending upon the amount of the same it would either be approved by the District Manager in the event it falls under their spending authorization that was previously approved by resolution or it would be brought to the Board for review and approval prior to those services being performed. Ms. Mackie added that this agreement does not limit the District from seeking alternate proposals for various services and it would just be the terms of the agreement under which a work authorization with Berman would be approved.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Agreement with Berman.

**NINTEENTH ORDER OF BUSINESS**

- Public Hearing on the Adoption of the District’s Annual Budget**
- a) **Public Comments and Testimony**
  - b) **Board Comments**
  - c) **Consideration of Resolution 2020-16, Adopting the Fiscal Year 2021 Budget and Appropriating Funds.**

Dr. Levey requested a motion to open the Public Hearing.

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

Ms. Walden noted the District noticed this hearing pursuant to Florida Statutes and the budget is included as an exhibit to the Resolution. This is the same overall budget that the Board approved in preliminary form back in May. She noted the District saw a District Management Fee Increase Letter a few meetings ago and it was discussed to talk with the Developer about the increase. District Management decided to table the increase at this time and that amount has been moved to the Miscellaneous line item for consideration later in the year.

Ms. Levey asked for public comments. Hearing none, he requested a motion to close the public hearing.

On Motion by Mr. Schademan, second by Ms. Salvo, 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 2020-16, as presented.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2020-16, Adopting the Fiscal Year 2021 Budget and Appropriating Funds.

**TWENTIETH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2020-2021 Funding Agreement**

Ms. Walden explained this agreement is with TDCP, LLC to fund the budget that was just approved.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Fiscal Year 2020-2021 Funding Agreement

**TWENTY-FIRST ORDER OF BUSINESS**

**Consideration of Resolution 2020-17, Authorizing Disbursement of Funds**

This Resolution authorizes the disbursement of funds for payment of certain continuing expenses and non-continuing expenses without prior approval of the Board. Included are requirements for each. For non-continuing expenses not exceeding \$5,000.00 it would give the District Manager authority to give approval outside a Board meeting and for those exceeding \$5,000.00 it would give the District Manager and Chairperson or Vice-Chairperson the authority to move forward outside a Board Meeting.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2020-17, Authorizing Disbursement of Funds.

**TWENTY-SECOND ORDER OF BUSINESS**

**Ratification of Payment Authorization Nos. 072 – 076**

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

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Payment Authorization Nos. 072 – 076.

**TWENTY-THIRD ORDER OF BUSINESS**

**Recommendation of Work Authorization/Proposed Services**

Mr. Kaufmann noted that there are none for this District.

**TWENTY-FOURTH ORDER OF BUSINESS**

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

The Board reviewed the financials through June 31, 2020, the District has spent just under \$81,600.00 vs. an overall budget of \$182,500.00. No action is required by the Board.

**TWENTY-FIFTH ORDER OF BUSINESS**

**Staff Reports**

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, September 15, 2020, at 3:30 p.m. to be taking place virtually.

District Engineer – Mr. Newton provided the Construction Status Memo (Exhibit A) and stated there is nothing substantial to report at this time.

Construction Supervisor – No Report

**TWENTY-SIXTH ORDER OF BUSINESS**

**Supervisor and Audience Comments & Adjournment**

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

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the August 18, 2020 meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

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

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



**DONALD W. MCINTOSH  
ASSOCIATES, INC.**

**MEMORANDUM**

DATE: August 18, 2020  
 TO: Poitras East Community Development District  
 Board of Supervisors  
 FROM: Donald W. McIntosh Associates, Inc.  
 District Engineer  
 RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity.

**Infrastructure Phase 1A – Jr. Davis Construction Company, Inc.**

(note: this construction contract is between TDCP and JDC)

CIVIL ENGINEERS

**Construction Status:** Contractor has completed off site storm sewer construction and is in the process of restoring Narcoossee Road. Contractor is continuing installation of on-site potable water, sanitary sewer, reclaim water and drainage pipes.

LAND PLANNERS

**Change Order (C.O.) Status:** None

SURVEYORS

**Recommended Motion:** None

**Infrastructure Phase 1B – Jr. Davis Construction Company, Inc.**

(note: this construction contract is between TDCP and JDC)

**Construction Status:** Permitting underway. Construction has not yet commenced.

**Change Order (C.O.) Status:** None

**Recommended Motion:** None

**Miscellaneous**

Design and permitting of the first segment of Street A and the off-site Narcoossee Road force main extension are underway. Design and permitting of Phase 1C and 1D are currently on hold pending resolution of environmental matters.

2200 Park Ave. North

Should there be any questions, please do not hesitate to call.

Winter Park, FL

Thank you.

32789-2355

End of memorandum.

Fax 407-644-8318

c: Larry Kaufmann  
 Matt McDermott  
 Chris Wilson  
 Dan Young  
 Tarek Fahmy

407-644-4068

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**Postras East  
Community Development District**

**Resolution 2020-18,  
Re-setting the Location for the Landowners' Election**



**RESOLUTION 2020-18**

**A RESOLUTION OF POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
AMENDING THE LOCATION OF THE LANDOWNER ELECTION; AND PROVIDING FOR  
AN EFFECTIVE DATE.**

**WHEREAS**, the Poitras East Community Development District ("District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, *Florida Statutes*, and situated entirely within the City of Orlando, Florida; and

**WHEREAS**, the District previously adopted Resolution 2020-09, designating, among other things, a date, time and location for the landowners' meeting and election; and

**WHEREAS**, the Board desires to amend Resolution 2020-09 in order to amend the location of the landowners' meeting and election.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS  
OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** Section 2 of Resolution 2020-09, together with all references to location identified in exhibits thereto, is hereby amended to reflect that the landowners' meeting and election will be held at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 21st day of SEPTEMBER, 2020.

ATTEST:

**POITRAS EAST COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Postras East  
Community Development District**

**Resolution 2020-19,  
Re-setting the Location for the Annual Meeting Schedule**

**RESOLUTION 2020-19**

**A RESOLUTION OF POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
AMENDING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2020/2021; AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Poitras East Community Development District ("District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, *Florida Statutes*, and situated entirely within the City of Orlando, Florida; and

**WHEREAS**, the District previously adopted Resolution 2020-13, setting forth the annual schedule of its regular public meetings, which designates the location of the District's Fiscal Year 2020/2021 meetings ("FY 2021 Schedule"); and

**WHEREAS**, the Board desires to amend the FY 2021 Schedule in order to amend the location.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS  
OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The FY 2021 Schedule is hereby amended and approved to reflect that the Board of Supervisors will hold its meetings at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827. The amended FY 2021 Schedule shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of SEPTEMBER, 2020.

ATTEST:

**POITRAS EAST COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**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	<b>Boggy Creek Improvement District</b> 4-Way Legal Advertising on 08/09/2020 (Ad: 6716453)	OSC23756905		\$ 118.26
2	<b>Orlando Sentinel</b> Legal Advertising Through 08/09/2020 (Ad: 6727020)	OSC23755945	\$ 1,077.80	
3	<b>PFM Group Consulting</b> DM Fee: August 2020	DM-08-2020-0047	\$ 2,916.67	
4	<b>Supervisor Fees - 08/18/2020 Meeting</b> Richard Levey	--	\$ 200.00	
			\$ 4,194.47	\$ 118.26
<b>TOTAL</b>			<b>\$4,312.73</b>	

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Chairperson

# Postras East Community Development District

## Payment Authorization #078

8/28/2020

Item No.	Payee	Invoice Number	General Fund	Capital Fund
1	<b>Donald W McIntosh Associates</b>			
	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
<b>TOTAL</b>				<b>\$2,310.00</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**



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

	General Fund	Capital Projects Fund	Total
<b><u>Assets</u></b>			
<b><u>Current Assets</u></b>			
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
<b>Total Assets</b>	<b>\$28,488.04</b>	<b>\$0.00</b>	<b>\$28,488.04</b>
<b><u>Liabilities and Net Assets</u></b>			
<b><u>Current Liabilities</u></b>			
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
<b>Total Liabilities</b>	<b>\$51,049.69</b>	<b>\$6,778.90</b>	<b>\$57,828.59</b>
<b><u>Net Assets</u></b>			
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)
<b>Total Net Assets</b>	<b>(\$22,561.65)</b>	<b>(\$6,778.90)</b>	<b>(\$29,340.55)</b>
<b>Total Liabilities and Net Assets</b>	<b>\$28,488.04</b>	<b>\$0.00</b>	<b>\$28,488.04</b>

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

	<b>General Fund</b>	<b>Capital Projects Fund</b>	<b>Total</b>
<b><u>Revenues</u></b>			
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
<b><u>Expenses</u></b>			
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
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>			
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$0.00	\$0.00
<b>Change In Net Assets</b>	(\$42,611.60)	(\$6,153.90)	(\$48,765.50)
<b>Net Assets At Beginning Of Year</b>	\$20,049.95	(\$625.00)	\$19,424.95
<b>Net Assets At End Of Year</b>	(\$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	
<b><u>Revenues</u></b>				
Developer Contributions	\$ 84,212.00	\$ 167,337.50	\$ (83,125.50)	\$ 182,550.00
<b>Net Revenues</b>	<b>\$ 84,212.00</b>	<b>\$ 167,337.50</b>	<b>\$ (83,125.50)</b>	<b>\$ 182,550.00</b>
<b><u>General &amp; Administrative Expenses</u></b>				
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
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 91,317.14</b>	<b>\$ 167,337.50</b>	<b>\$ (76,020.36)</b>	<b>\$ 182,550.00</b>
<b>Total Expenses</b>	<b>\$ 91,317.14</b>	<b>\$ 167,337.50</b>	<b>\$ (76,020.36)</b>	<b>\$ 182,550.00</b>
<b>Net Income (Loss)</b>	<b>\$ (7,105.14)</b>	<b>\$ -</b>	<b>\$ (7,105.14)</b>	<b>\$ -</b>