Poitras East
Community Development District

3501 Quadrangle Boulevard, Suite 270, 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 Poitras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, August 17, 2021 at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, 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 July 7, 2021 Special Board of Supervisors' Meeting**
2. **Consideration of the Minutes of the July 20, 2021 Board of Supervisors' Meeting**
3. **Consideration of Resolution 2021-05, Approving an Annual Meeting Schedule for Fiscal Year 2022**

Business Matters

4. **Consideration of Construction Committee Recommendations for Request for Qualifications from Contractors Interested in Providing Construction Services for Master Infrastructure Improvements**
5. **Request to Advertise Invitation to Bid for Pearson Avenue Phase 2**
6. **Consideration of Acquisition of Right-of-Way for Master Infrastructure Phase 1C**
7. **Consideration of Acquisition of Right-of-Way for Master Infrastructure Phase 1D**
8. **Consideration of Acquisition of Right-of-Way for Pearson Avenue Phase 2**
9. **Consideration of Resolution 2021-06, Authorizing the District to Purchase Construction Materials**
10. **Public Hearing on the Adoption of the District's Annual Budget**
    a. **Public Comments and Testimony**
    b. **Board Comments**
    c. **Consideration of Resolution 2021-07, Adopting the Fiscal Year 2022 Budget and Appropriating Funds**
11. **Public Hearing on the Imposition of Special Assessments**
    a. **Public Comments and Testimony**
    b. **Board Comments**
    c. **Consideration of Resolution 2021-08, Imposing Special Assessments and Certifying an Assessment Roll**
12. **Ratification of Payment Authorization Nos. 115 – 116**

pfm

13. Recommendation of Work Authorization/Proposed Services (if applicable)
14. 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
    5. Landscape Supervisor
    6. Irrigation Supervisor
B. Supervisor Requests

Adjournment

pfm

Poitras East
Community Development District

Minutes of the July 7, 2021
Special Board of Supervisors' Meeting

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

FIRST ORDER OF BUSINESS **Roll Call to Confirm Quorum**

The Special Board of Supervisors' Meeting for the Poitras East Community Development District was called to order on Wednesday, July 7, 2021 at 12:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Richard Levey	Chairperson	
Rob Adams	Vice-Chairperson	
Julie Salvo	Assistant Secretary	
Brent Schademan	Assistant Secretary	
Frank Paris	Assistant Secretary	(via phone)

Also, attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone at 12:02 p.m.)
Matt McDermott	Construction Committee Member	(via phone)

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 **Consideration of Acquisition of Pearson Phase 1 Right-of-Way**

Mr. Newton stated Pearson Street Phase 1 is currently under construction by the Developer and the roadway improvements will ultimately be conveyed to the District. For now, the District is being asked to acquire the right-of-way so the team can proceed with the final plat for the roadway.

Ms. Mackie stated the first document orients the Board to the location of the particular phase of Pearson Phase 1 being discussed. It is highlighted in purple on the map attached to the agenda. It is approximately 2.492 acres. The District has previously agreed to acquire right-of-way at a value of $85,000.00 per acre which puts it at approximately $211,820.00. The Board would then approve the acquisition at a not-to-exceed amount and subject to the documentation being received pursuant to the Acquisition Agreement and the closing being scheduled, District staff would move forward with the acquisition following Board action today. Ms. Mackie suggested the Board round up to $230,000.00 for a not-to-exceed amount.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Acquisition of Pearson Phase 1 Right-of-Way with a not-to-exceed amount of $230,000.00.

FOURTH ORDER OF BUSINESS **Consideration of Insurance Proposal for Construction Materials**

Ms. Walden explained the District will need insurance coverage for construction materials. She reached out to Egis and they came back that for the rest of Fiscal Year 2021 it would be $1,025.00 for coverage and for Fiscal Year 2022 it would be $4,025.00.

Ms. Mackie added the reason the District is being presented with this proposal for insurance is that the District anticipates direct purchasing these materials so as to take advantage of sales tax savings. This insurance would cover the product while it is on site waiting to be installed as part of the Construction Agreement.

Dr. Levey asked if the District actually takes possession of the materials. Mr. Newton stated when the materials are delivered to the site, the Contractor receives them, inspects them, and they sign off on it and then they send the District Engineer the back up and bills and that is when the District pays the supplier. Technically the District owns the materials until such time that the Contractor puts them in the ground. Dr. Levey asked if the Contractor agrees to store the materials until such time as they need them. Mr. Newton said yes.

Mr. Newton explained the amount of the policy may fluctuate over time because the District has four different projects under three contracts right now for which the District is acquiring materials. Ms. Walden stated the insurance proposal was based on the total of $573,278.00 in materials so if there are additional materials then the District would have to go back out to bid for insurance coverage. Mr. Newton stated the District is about to start that process with Jr. Davis on Phase 1C and Centerline Drive Segment F and will need coverage for those materials as well. Dr. Levey asked if the insurance premium is based on what the District has on hand or if it will increase as the District purchases more materials. Mr. Newton stated he thinks it is based on what the District has on site.

On Motion by Mr. Schademan, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Insurance Proposal for Construction Materials.

FIFTH ORDER OF BUSINESS **Recommendation of Work Authorization/Proposed Services**

Mr. Kaufmann presented a Work Authorization that is for Donald W. McIntosh & Associates in the amount of $22,920.00. It involves Pearson Ave Phase 2 and it is a revision to the plans required due to Developer plans being submitted that would cause the District to move the turn outs into the subdivision that is being developed. There are three turns outs to be added and one that will be deleted on the west side of the roadway.

On Motion by Mr. Adams, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization that is for Donald W. McIntosh & Associates in the amount of $22,920.00 for Pearson Avenue Phase 2.

SIXTH ORDER OF BUSINESS **Staff Reports**

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting will be Tuesday, July 20, 2021 at the Courtyard Orlando Lake Nona.

District Engineer – Mr. Newton stated he will update the Board at the next meeting.

Construction Supervisor – No Report

Landscape Supervisor- No Report

Irrigation Supervisor- No Report

SEVENTH ORDER OF BUSINESS **Supervisor Requests & Adjournment**

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

On Motion by Ms. Salvo, second by Mr. Schademan, with all in favor, the July 7, 2021 Special Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

_____ _____

Secretary/Assistant Secretary Chair/Vice Chair

Poitras East
Community Development District

Minutes of the July 20, 2021
Board of Supervisors' Meeting

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS **Roll Call to Confirm Quorum**

The Board of Supervisors' Meeting for the Poitras East Community Development District was called to order on Tuesday, July 20, 2021, at 4:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Richard Levey	Chairperson
Rob Adams	Vice-Chairperson
Julie Salvo	Assistant Secretary
Brent Schademan	Assistant Secretary

Also, attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
Deborah Sier	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	
Chris Wilson	Construction Committee Member	

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 **Consideration of the Minutes of the June 15, 2021 Board of Supervisors' Meeting**

Board Members reviewed the minutes from the June 15, 2021 Board of Supervisors' Meeting.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the June 15, 2021 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS **Consideration of Lift Station Maintenance Items**

a) Agreement between District and Brownie's Septic & Plumbing, LLC for Lift Station Maintenance Services

b) **Agreement between the District and USIC Locating Services, LLC for Facilities Locating Services**
c) **Consideration of Proposal from Eyecomm for Lift Station Monitoring Service**

Ms. Mackie stated the District is operating a Lift Station which requires the services of Brownie's Septic & Plumbing which would provide for mechanical maintenance and a semi-annual pump-out and cleaning that would result in approximately $4,350.00 annual service charge. USIC would be responsible for assisting with facility locating and marking services and is anticipated to be less than $3,600.00 per year, but the actual cost will depend on the number of tickets. Eyecomm would perform the remote monitoring service on behalf of the District for $250.00 per year.

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 Agreement between District and Brownie's Septic & Plumbing, LLC for Lift Station Maintenance Services, the Agreement between the District and USIC Locating Services, LLC for Facilities Locating Services, and the Proposal from Eyecomm for Lift Station Monitoring Service.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2021-04, Regarding the District's Direct Purchase of Construction Materials and the Approving Procedures Associated with the Same**

Ms. Mackie requested this item be tabled and it will be brought back before the Board at the August meeting.

SIXTH ORDER OF BUSINESS **Consideration of Items Pertaining to Construction of Centerline Drive Segment F**

a) **Termination of Interlocal Agreement between the District and the Greeneway Improvement District Regarding Construction of Centerline Drive Segment F**
b) **Consideration of Interlocal Agreement between the District and the Midtown Improvement District Regarding Construction of Centerline Drive Segment F**

Ms. Mackie explained this District previously awarded a contract with Jr. Davis for construction of a certain segment of Luminary Blvd but also the construction of Centerline Drive Segment F which was at the time located within the Greeneway Improvement District. The Board approved an Interlocal Agreement whereby Poitras East CDD would undertake the obligation to manage that construction project and Greeneway would provide for the funding.

About a month ago, the Greeneway ID boundaries were amended and Centerline Drive Segment F is now located within the Midtown Improvement District. District staff has prepared a termination of the Interlocal Agreement with the Greeneway ID and also prepared a related Interlocal Agreement between the Poitras East CDD and the Midtown ID regarding the construction of Centerline Drive Segment F. The only difference between the prior version of the Interlocal Agreement and the one now being presented between the District and the Midtown ID is that District staff is requesting on a pay application basis that the Midtown ID provide the funding that would result in Poitras East CDD not having to draw down a note for a greater amount than is otherwise due on behalf of the Poitras East CDD.

Ms. Mackie requested a motion from the Board to approve the Termination of Interlocal Agreement between the District and the Greeneway Improvement District Regarding Construction of Centerline Drive Segment F.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Termination of Interlocal Agreement between the District and the Greeneway Improvement District Regarding Construction of Centerline Drive Segment F.

Ms. Mackie requested a motion to approve the Interlocal Agreement between the District and the Midtown Improvement District Regarding Construction of Centerline Drive Segment F.

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 Interlocal Agreement between the District and the Midtown Improvement District Regarding Construction of Centerline Drive Segment F.

SEVENTH ORDER OF BUSINESS **Consideration of Temporary Construction Easements – Master Infrastructure Phases 1C and 1D & Centerline Drive Segment F**

Ms. Mackie explained the right-of-way associated with the construction project that was previously awarded to Jr. Davis is not owned by the District. Accordingly, the District needs to enter into a temporary construction easement with the owner of the property so the District and the contractor can begin constructing the improvements. There are two separate Temporary Construction Easements as there are two separate ownership entities - one is with TDCP, LLC and the other is Lake Nona Land Company LLC. Ms. Mackie requested approval subject to Developer consent and delegation to the Chair to approve the final version.

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 Temporary Construction Easements – Master Infrastructure Phases 1C and 1D & Centerline Drive Segment F subject to Developer consent and delegation to the Chair to approve the final version.

EIGHTH ORDER OF BUSINESS **Consideration of Insurance Quote for Additional Direct Purchase Materials**

Ms. Walden explained the District has more construction materials that are going to be direct purchased. Ms. Walden is working with the insurance carrier and is presenting today a not-to-exceed amount of $4,000.00 for the remainder of Fiscal Year 2021 and $17,500.00 for Fiscal Year 2022. She is hoping the District will be able to adjust the policy throughout the year as materials are installed and come online to realize some savings. Dr. Levey asked if these funds would come out of the Construction Fund. Ms. Mackie responded yes.

On Motion by Ms. Salvo, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Insurance Quote for Additional Direct Purchase Material for a not-to-exceed $4,000.00 for the remainder of Fiscal Year 2021 and $17,500.00 for Fiscal Year 2022.

NINTH ORDER OF BUSINESS **Ratification of Payment Authorization Nos. 112 – 114**

The Board reviewed Payment Authorization Nos. 112 – 114. Ms. Walden noted these have already been approved and just need to be ratified by the Board.

On Motion by Mr. Schademan, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Payment Authorization Nos. 112 – 114.

TENTH ORDER OF BUSINESS **Recommendation of Work Authorization/Proposed Services**

Mr. Kaufmann stated there were no Work Authorizations for today.

ELEVENTH ORDER OF BUSINESS **Review of District's Financial Position and Budget to Actual YTD**

Ms. Walden noted though the end of June the District has expenses of $77,000.00 vs. an overall budget of $361,000.00. No action is required by the Board.

TWELFTH ORDER OF BUSINESS **Staff Reports**

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting will be Tuesday, August 17, 2021 for the budget and assessment hearing.

District Engineer – Mr. Newton presented the Construction Contract Status Memorandum (Minutes Exhibit A). He noted that the maintenance of traffic and the interim striping and signage plan was submitted to Orange County for Master Infrastructure Phase

1A a couple of weeks ago and they are in review on those plans. He is hopeful it will be approved within the next month or two. When that is implemented the road can be opened. Jr. Davis stated it is 6-8 weeks from the time they can start until they can have the road open. Additionally, there will be some commercial uses that will be opening there and the Developer's obligation is to deliver access via Luminary Blvd. by the end of October.

The traffic signal material submittals have been reviewed.The contractor ordered materials and they want to be able to store those materials and be paid for stored materials. The current contract does not provide for payment of stored materials as it only pays for installed materials. Mr. Newton recommended the Board agree to pay for stored materials in this instance because of the high potential for material price increases. The materials will be kept in the contractor's warehouse until needed.

Master Infrastructure Phase 1B is coming along. The District has not acquired the wastewater improvements yet because the air release valve was just installed earlier this week. There is some testing that needs to happen.

Master Infrastructure Phase 1C and Centerline Drive Segment F has had pre-construction meetings and has issued a notice to proceed. Jr. Davis was supposed to start construction yesterday but there is a potential delay with the construction of Centerline Drive Segment F because there is some coordination going on with OUC on the electric. Because of the Vertiport on Parcel 24 E, the design that was previously done does not provide sufficient electric service to be able to serve the Vertiport. So, instead of a pullbox and conduit system it will have to go to a manhole system and it could change the design of some of the utilities in the roadway as it takes up more room. Jr. Davis will be notified to wait on Centerline Drive Segment F until it is resolved.

Infrastructure Phase 1D has had pre-construction meetings and has issued a notice to proceed. The ODP process has started and there is a Change Order associated with a material price increase. It is to Jr. Davis in the amount of $154,671.13. The bid was over 90 days ago and they are entitled to a material price increase.

The Offsite Force Main to Tavistock Lakes Blvd. is still awaiting approved plans from Orange County Utilities. The required easements have been submitted.

Pearson Avenue Phase 1 is being constructed by the Developer and it has commenced. The storm sewer is expected to be completed by the end of the month.

Pearson Avenue Phase 2 is in the design and permitting process and the request to bid will be brought back in August or September.

Mr. Schademan asked if Mr. Newton anticipates a larger increase from Jr. Davis for Phase 1D or does the current request include everything. Mr. Newton stated that it is all of their material price increase. The District is purchasing the materials

but the District will have a deductive change order later for what it purchased so Jr. Davis needed to do an additive change order to reconcile the material costs. Discussion ensued regarding the material cost increases that the Developer is seeing because the suppliers are reserving the right to charge the material cost when the items ship and it could be an inflation situation that the District may have to deal with.

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 actions contained in the Construction Contract Status Memorandum dated July 20, 2021.

Construction Supervisor – No Report

Landscape Supervisor- No Report

Irrigation Supervisor- No Report

THIRTEENTH ORDER OF BUSINESS **Supervisor Requests & Adjournment**

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

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the July 20, 2021 Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

_____ _____

Secretary/Assistant Secretary Chair/Vice Chair

MINUTES EXHIBIT A

DONALD W. MCINTOSH
ASSOCIATES, INC.

MEMORANDUM

DATE: July 20, 2021

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.

Master Infrastructure Phase 1A – Jr. Davis Construction Company, Inc.
(Note: this construction contract is between TDCP and JDC)

Construction Status: Luminary Boulevard final lift of asphalt, the southbound auxiliary lane and the left turn lane improvements on Narcoossee Road are delayed until an interim Maintenance of Traffic (MOT) plan is approved by Orange County. This interim MOT plan was submitted to Orange County on 7/9/21 and a WebEx meeting with Orange County was held on 7/16/21. Once approved, the interim MOT plan will allow traffic to enter/exit Luminary Blvd until the new traffic signal is constructed and placed into operation, which is anticipated in late-December or early-January. OCU signed off on the FDEP wastewater clearance application and clearance was obtained 7/14/21.

Recommended Motion: None.

Narcoossee/Luminary Traffic Signal – The New Florida Industrial Electric

Construction Status: A Notice to Proceed was issued effective 6/28/21. Contractor would like to purchase and store materials in their warehouse and has asked the District to consider paying for such stored materials. The Standard Conditions of the Construction Contract state *"Progress payments are to be made only on installed material, and no payments shall be made on stored material, whether on or off site, unless prior written arrangements are made with Owner."* Given the current economic environment of material price escalations, and the extended lead time for acquiring mast arms, it is recommended that the Board authorize District Staff to pay for stored materials, subject to standard retainage.

Change Order (C.O.) Status: None

Recommended Motion: Authorize District Staff to pay the Contractor for stored materials, subject to standard retainage.

CIVIL ENGINEERS
LAND PLANNERS
SURVEYORS
2200 Park Ave. North
Winter Park, FL
32789-2355
Fax 407-644-8318
407-644-4068
http://www.dwma.com

Master Infrastructure Phase 1B – Jr. Davis Construction Company, Inc.
(Note: this construction contract is between TDCP and JDC)

Construction Status: Site grading, potable water, reclaimed water, storm sewer systems and OUC electrical conduits and vaults are 100% complete. The wastewater force main is complete with the exception of installation of an air release valve (ARV). After installation of the ARV, force main pressure testing will be scheduled and the District will be able to acquire the wastewater improvements, and continue the process of obtaining the signed FDEP clearance application from OCU. Curb, gutter and base material are installed on both the east and westbound lanes.

Recommended Motion: None.

Master Infrastructure Phase 1C & Centerline Drive Segment F – Jr. Davis Construction Company

Construction Status: The preconstruction meeting with the City of Orlando took place on 7/15/21 and a notice to proceed has been issued with an effective date of 7/19/21.

Change Order (C.O.) Status: None

Recommended Motion: None

Infrastructure Phase 1D – Jr. Davis Construction Company

Construction Status: The preconstruction meeting with the City of Orlando took place on 7/15/21 and a notice to proceed has been issued with an effective date of 7/19/21. The OCU preconstruction meeting took place 7/1/21. ODP purchase orders have been issued and executed by vendors. Contractor has completed clearing and grubbing and submitted shop drawings which were all reviewed, processed, and returned back for his perusal.

Change Order (C.O.) Status: Contractor has submitted Change Order Request No. 1 in the amount of $154,671.13 for material price increases. Material prices have been increasing significantly industrywide. The material prices for this contract were quoted at the time of bid, which was over 90 day ago.

Recommended Motion: Motion to approve Jr. Davis Change Order No. 1 in the amount of $154,671.13 for material price increases.

DONALD W. McINTOSH Associates, Inc.
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789-2355 • (407) 644-4068 • FAX (407) 644-8318
http://www.dwma.com

Off-Site Force Main to Tavistock Lakes Boulevard – JMHC

Construction Status: The preconstruction meeting with the City of Orlando took place on 7/13/21. ODP purchase orders have been issued and executed by vendors. Executed easements have been submitted and the Notice to Proceed is now pending issuance of approved plans by Orange County Utilities.

Change Order (C.O.) Status: None

Recommended Motion: None

Street A Phase 1 (aka Pearson Avenue) – Jr. Davis Construction Company

Construction Status: The Master Developer is constructing this project. Construction has commenced and the contractor has completed construction of the sanitary sewer system except for pump installation within the lift station. Contractor is installing the storm sewer system and expected to complete it by week ending 7/30/21.

Recommended Motion: None.

Street A Phase 2 (aka Pearson Avenue) – Contractor TBD

Construction Status: This project is in the design and permitting stage and is intended to be constructed by the District. Bidding is likely to occur in the late-summer.

Change Order (C.O.) Status: None

Recommended Motion: None

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

Thank you.

End of memorandum.
c: Larry Kaufmann
Matt McDermott
Chris Wilson
Dan Young
Tarek Fahmy

DONALD W. McINTOSH Associates, Inc.
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789-2355 • (407) 644-4068 • FAX (407) 644-8318
http://www.dwma.com

Poitras East Community Development District
Master Infrastructure Phase 1D
Change Order Log
Jr. Davis Construction, Inc.

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						$ 2,900,282.54			
1	7/19/2021	Material Price Escalations	0	$154,671.13		$ 3,054,953.67	7/20/2021		

Poitras East Community Development District
Off-Site Force Main Extension
Change Order Log
JMHC, Inc.

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						$ 1,057,724.00			
1	6/15/2021	Material Price Increase		$ 26,179.99	Approved	$ 1,083,903.99	6/15/2021	6/15/2021	

Poitras East
Community Development District

Resolution 2021-05,
Approving an Annual Meeting Schedule
for Fiscal Year 2022

RESOLUTION 2021-05

A RESOLUTION OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in City of Orlando, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

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

1. Regular meetings of the District's Board shall be held as provided on the schedule attached hereto as **Exhibit A**.

2. In accordance with Section 189.015(1), *Florida Statutes*, the District's Secretary is hereby directed to file annually with Orange County a schedule of the District's regular meetings.

3. This Resolution shall take effect immediately upon adoption.

Adopted this 17th day of August, 2021.

ATTEST:

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary/Assistant Secretary

_____
Chairman

EXHIBIT A

Poitras East Community Development District
Fiscal Year 2021-2022

The Board of Supervisors of the Poitras East Community Development District will hold its meetings for the Fiscal Year 2022 at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, Florida 32827 at 3:30 p.m. on the third Tuesday of each month unless otherwise noted below.

October 19, 2021
November 16, 2021
December 14, 2021
January 18, 2022
February 15, 2022
March 15, 2022
April 19, 2022
May 17, 2022
June 21, 2022
July 19, 2022
August 16, 2022
September 20, 2022

Construction Committee of the Boggy Creek, Greeneway, Midtown & Myrtle Creek Improvement Districts and the Poitras East Community Development District
Fiscal Year 2020-2021

The Construction Committee of the Boggy Creek, Greeneway, Midtown and Myrtle Creek Improvement Districts and the Poitras East Community Development District will be meeting for the Fiscal Year 2022 in the office of Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, FL 32789 at 3:30 p.m. every other week as follows:

October 7 & 21, 2021
November 4 & 18, 2021
December 2, 16 & 30, 2021
January 13 & 27, 2022
February 10 & 24, 2022
March 10 & 24, 2022
April 7 & 21, 2022
May 5 & 19, 2022
June 2, 16 & 30, 2022
July 14 & 28, 2022
August 11 & 25, 2022
September 8 & 22, 2022

Poitras East
Community Development District

Construction Committee Recommendations for Request for Qualifications from Contractors Interest in Providing Construction Services for Master Infrastructure Improvements

To: CDD Board Members – Poitras East Community Development District

FROM: Larry Kaufmann and CDD Construction Committee Members

SUBJECT: Contractor Qualifications - RFQ 2021

DATE: August 17, 2021

CC: Tucker Mackie, Jeff Newton, Jennifer Walden, Chris Wilson, Matthew McDermott

FOR APPROVAL

The Poitras East Community Development District placed advertisements in the newspaper for contractors to respond to a "Request for Qualifications for Construction Services" and required that all qualified applicants submit their packages to the CDD Engineer's office by August 9, 2021.

The Construction Committee, CDD Attorney, CDD Engineer and CDD Management Company reviewed packages delivered by ten (10) construction companies hoping to be accepted as one of the prequalified construction companies to contract for work by this District.

The following construction companies provided RFQ packages.

Garney Companies, Inc.
Hubbard Construction Company
JMHC, Inc.
Jon M. Hall Company, LLC
Jr. Davis Construction Company, Inc.
Middlesex Corporation
Phillips & Jordan, Inc.
Prime Construction Group
Southern Development & Construction
Watson Civil Construction, Inc.

At the conclusion of our analysis, the Construction Committee recommends that all of the listed companies be accepted as qualified companies for this District pending resolution of deficient items listed below. In addition, the committee recommends that the Board consider that Garney Companies, Inc. should be limited in their qualification acceptance to Utility projects and Phillips and Jordon, Inc. should be limited in their qualification acceptance to Earthwork and Grading projects, based on their project experience and information provided in their applications.

The Construction Committee recommends that the following items be judged as waivable:

- Provision of reference letters.
- Inclusion of two similar projects valued at over $3 million.

- Addenda acknowledgement.

The financial statements of the ten contractors were evaluated by Donald W. McIntosh Associates and nothing in the financial statements would serve to disqualify any of the candidates. The recommendations of the Construction Committee are contingent on the satisfactory analysis and evaluation by the Board.

The Construction Committee found the following deficiencies with

- The surety letters for Jon M. Hall Company and Southern Development & Construction did not include the surety size rating.
- Middlesex Corporation did not provide an insurance certificate.
- The insurance certificates for JMHC, Jr. Davis Construction Co., Phillips and Jordan, and Watson Civil Construction did not include an indication that the insurance company was authorized to do business in Florida.

District staff is working with each contractor to correct the listed deficiencies. The Construction Committee recommends approval of the contractors if the issues above can be corrected and approved by the District Attorney.

Poitras East
Community Development District

Invitation to Bid
for Pearson Avenue Phase 2

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT EXHIBIT C PHASE 1 IMPROVEMENTS

PHASE 1

- POITRAS COMMUNITY DEVELOPMENT DISTRICT
- = MASTER INFRASTRUCTURE IMPROVEMENTS
- = TRAFFIC SIGNAL
- LS = LIFT STATION SITE

Poitras East Master Infrastructure Phase 1C

Street A - Phase 1 (Pearson Avenue)

Street A - Phase 2 (Pearson Avenue)

Poitras East Master Infrastructure Phase 1B

Poitras East Master Infrastructure Phase 1D

Poitras Off-Site Force Main Extension

Poitras East Master Infrastructure Phase 1A

GREENE WAY IMPROVEMENT

SEGMENT E

SEGMENT F

SEGMENT G

CENTERLINE DRIVE

PCN

LAUREATE BOULEVARD (PUBLIC R/W)

ADD ROUNDABOUT

SELTEN WAY

SEWER FORCE MAIN

LS–B

EAGLE CREEK SANCTUARY BLVD. (PRIVATE R/W)

NARCOOSSEE ROAD (PUBLIC R/W)

ADD TURN LANES

LUMINARY BOULEVARD

LS–C

BOGGY CREEK ROAD (PUBLIC ROAD)

1000'

N

RESIDENTIAL ROADWAYS AND TRACTS ARE DIAGRAMMATIC AND SUBJECT TO CHANGE

MAY 19, 2020

SHEET 1 OF 2

DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FL 32789 407.644.4068

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INVITATION TO BID

Poitras East Community Development District
Pearson Avenue Phase 2

Notice is hereby given that sealed Bid Proposals from previously pre-qualified bidders will be received until 2:00 p.m. on the 1st day of October, 2021, by the Poitras East Community Development District, c/o District Engineer, Jeffrey J. Newton, P.E., Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, FL 32789, for the Pearson Avenue Phase 2 project in the Lake Nona development in the City of Orlando, Florida. Bids will be publicly opened at the address listed above after the 2:00 p.m. deadline.

As a public health precaution, all those who wish to attend the opening of the bids in person will be asked to wear a mask and socially distance. In light of social distancing requirements, there will be limited space for attendees to physically attend the meeting and only one representative from each bidder will be admitted. All others are welcome to attend through virtual means. To attend the meeting virtually, please call 1-844-621-3956 or log in via the computer at pfmgroup.webex.com and enter code 796580192#.

Scope of Work: The proposed project involves the paving, grading, drainage and utilities for approximately 1,570 LF of 2-lane undivided urban roadway and associated turn lane improvements on Boggy Creek Road.

ONLY PREVIOUSLY PRE-QUALIFIED BIDDERS WILL BE ALLOWED TO SUBMIT BID PROPOSALS ON THIS PROJECT. In the event that a change in the status of a pre-qualified bidder has occurred, including a change of ownership or any other change which materially affects an element the District considered when initially qualifying contractors, the pre-qualified bidder must provide written notice of such change to the District within its Bid Proposal.

The District has the right to reject any and all proposals, make modifications to the work, and waive any minor informalities and irregularities in proposals as they deem appropriate, if they determine in their discretion that it is in the best interest of the District to do so. Each proposal shall be accompanied by a Bid Bond in an amount not less than 5% of the total bid to be retained as liquidated damages in the event the Successful Bidder fails to execute the Agreement and file the required bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award. A Performance and Payment Bond will also be required.

Any previously pre-qualified bidder who wishes to protest the scope of work and selection criteria shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the proposed project plans and specifications or other contract documents, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, PFM Group Consulting LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the Engineer's Bidding Documents. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Electronic copies of the Engineer's Bidding Documents may be downloaded by pre-qualified Contractors from Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, FL 32789 (Phone 407-644-4068) at no cost. Each set will contain the Contract Documents and Construction Plans.

Any and all questions relative to this project shall be directed in writing only to Jeffrey J. Newton, P.E. of Donald W. McIntosh Associates, Inc. at 2200 Park Avenue North, Winter Park, FL 32789 not later than 5:00 p.m. on the 22nd day of September 2021.

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
Jennifer Walden, District Manager

Run Date: Friday, August 27, 2021

Poitras East
Community Development District

Acquisition of Right-of-Way for Master Infrastructure Phase 1C

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT EXHIBIT C PHASE 1 IMPROVEMENTS

PHASE 1

- POITRAS COMMUNITY DEVELOPMENT DISTRICT
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Poitras East Master Infrastructure Phase 1C

Street A - Phase 1 (Pearson Avenue)

Street A - Phase 2 (Pearson Avenue)

Poitras East Master Infrastructure Phase 1B

Poitras East Master Infrastructure Phase 1D

Poitras Off-Site Force Main Extension

Poitras East Master Infrastructure Phase 1A

GREENE WAY IMPROVEMENT

SEGMENT E

SEGMENT F

SEGMENT G

CENTERLINE DRIVE

PCN

LAUREATE BOULEVARD (PUBLIC R/W)

ADD ROUNDABOUT

SELTEN WAY

SEWER FORCE MAIN

LS–B

EAGLE CREEK SANCTUARY BLVD. (PRIVATE R/W)

NARCOOSSEE ROAD (PUBLIC R/W)

ADD TURN LANES

LUMINARY BOULEVARD

LS–C

BOGGY CREEK ROAD (PUBLIC ROAD)

1000'

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RESIDENTIAL ROADWAYS AND TRACTS ARE DIAGRAMMATIC AND SUBJECT TO CHANGE

MAY 19, 2020

SHEET 1 OF 2

DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FL 32789 407.644.4068

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Poitras East
Community Development District

Acquisition of Right-of-Way for Master Infrastructure Phase 1D

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT EXHIBIT C PHASE 1 IMPROVEMENTS

PHASE 1

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Poitras East Master Infrastructure Phase 1C

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Street A - Phase 2 (Pearson Avenue)

Poitras East Master Infrastructure Phase 1B

Poitras East Master Infrastructure Phase 1D

Poitras Off-Site Force Main Extension

Poitras East Master Infrastructure Phase 1A

GREENE WAY IMPROVEMENT

SEGMENT E

SEGMENT F

SEGMENT G

CENTERLINE DRIVE

PCN

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ADD ROUNDABOUT

SELTEN WAY

SEWER FORCE MAIN

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Poitras East
Community Development District

Acquisition of Right-of-Way
for Pearson Avenue Phase 2

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Poitras East
Community Development District

Resolution 2021-06,
Authorizing the District to Purchase
Construction Material

RESOLUTION 2021-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AN INDIVIDUAL DESIGNATED BY THE BOARD OF SUPERVISORS TO ACT AS THE DISTRICT'S PURCHASING AGENT FOR THE PURPOSE OF PROCURING, ACCEPTING, AND MAINTAINING ANY AND ALL CONSTRUCTION MATERIALS NECESSARY FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE OR COMPLETION OF THE DISTRICT'S INFRASTRUCTURE IMPROVEMENTS AS PROVIDED IN THE DISTRICT'S ADOPTED IMPROVEMENT PLAN; PROVIDING FOR THE APPROVAL OF A WORK AUTHORIZATION; PROVIDING FOR PROCEDURAL REQUIREMENTS FOR THE PURCHASE OF MATERIALS; APPROVING THE FORM OF A PURCHASE REQUISITION REQUEST; APPROVING THE FORM OF A PURCHASE ORDER; APPROVING THE FORM OF A CERTIFICATE OF ENTITLEMENT; AUTHORIZING THE PURCHASE OF INSURANCE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Poitras East Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to construct, install, operate and/or maintain systems and facilities for certain basic infrastructure; and

WHEREAS, the District's Board of Supervisors ("Board"), upon recommendation of the District Engineer, has adopted an improvement plan for the construction and installation of certain infrastructure improvements within the District ("Improvements"); and

WHEREAS, the District has or will enter into various construction contracts for the construction and installation of the Improvements ("Construction Contract(s)"); and

WHEREAS, the Construction Contracts allow, or will be amended to allow, for the direct purchase by the District of certain construction materials necessary for those contracts; and

WHEREAS, the District has determined that such direct purchase of construction materials will provide a significant construction cost reduction that is in the best interest of the District; and

WHEREAS, the District desires to have a District representative who is familiar with the project and who is knowledgeable in the area of procuring and handling construction materials act as its representative.

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

SECTION 1. The District Engineer, the District Manager or another individual as shall be appointed by the Board ("Purchasing Agent") shall have the full authority of the District to issue purchase orders or enter into purchase agreements on behalf of the District at such times and intervals as it determines necessary for the timely receipt of construction materials required by the Contractor for the prosecution of the construction project.

SECTION 2. The Purchasing Agent shall purchase on behalf of the District only those materials identified in the Construction Contracts and in amounts not to exceed 10% above the cost amount contained therein.

SECTION 3. The Purchasing Agent shall be authorized to purchase on behalf of the District any additional construction materials that are identified in a schedule of values associated with any change order(s) to the Construction Contracts or that of any subcontractor to the Contractor which is approved by the District.

SECTION 4. Should the District Engineer act as the Purchasing Agent for any given Construction Contract, a work authorization of the District Engineer, a form of which is attached hereto as **Exhibit A,** is hereby approved and/or ratified, and the District Engineer shall be paid such reasonable fees, costs and expenses, related to its actions as the District's Purchasing Agent as provided for in the District Engineer's agreement with the District.

SECTION 5. The Purchasing Agent is further authorized to take any other administrative actions that are consistent with his/her duties as the Purchasing Agent, including but not limited to, negotiating for lower prices on materials from other suppliers, arranging for the storage, delivery, and protection of purchased materials, and sending and receiving notices and releases as are required by law.

SECTION 6. The District Manager is hereby directed to purchase Builders All Risk Insurance on behalf of the District and with the District as the named insured in such amounts as are necessary to cover the estimated costs of the construction materials pursuant to the Construction Contract.

SECTION 7. Unless otherwise provided in a written contract between the District and a particular contractor, the procurement procedures and its exhibits, attached hereto as **Composite Exhibit B** and incorporated herein by reference, are hereby approved and/or ratified, and shall be used by the Purchasing Agent for the purchase of construction materials on behalf of the District.

SECTION 8. The actions of current and prior members of the Board and District staff in effectuating the District's direct purchase of materials relative to the Construction Contracts, including but not limited to the execution of any documents related therewith, are hereby determined to be in accordance with the prior authorizations of the District's Chairperson and/or the Board, and are hereby ratified, approved and confirmed all respects.

SECTION 9. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 10. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 17th day of August, 2021.

ATTEST:

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

By:_____
Secretary/Assistant Secretary

By:_____
Chairperson / Vice Chairperson

Exhibit A: Form of Work Authorization
Exhibit B: Procurement Procedures for Owner Purchased Material

EXHIBIT A

Work Authorization
_____, 20__

Board of Supervisors
Poitras East Community Development District
3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817

Subject: **Work Authorization Number ___**
Poitras East Community Development District

Dear Chairperson, Board of Supervisors:

Donald W. McIntosh Associates, Inc. ("Engineer") is pleased to submit this work authorization to provide engineering services for the Poitras East Community Development District ("District"). We will provide these services pursuant to our current agreement dated _____ ("Engineering Agreement") as follows:

I. Scope of Work
The Engineer will act as Purchasing Agent for the District with respect to the direct purchase of construction materials for the District's Improvements in accordance with the procurement procedures adopted by the Board of Supervisors**.**

II. Compensation
The Engineer will be compensated for this work at the hourly rates established pursuant to the Engineering Agreement.

III. Other Direct Costs
Other direct costs include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Engineering Agreement.

This work authorization, together with the Engineering Agreement, represents the entire understanding between the District and the Engineer with regard to the referenced services and supersedes any previously executed proposal or agreement related to the provision of such services. If you wish to accept this work authorization, please sign where indicated and return to our office. Thank you for the opportunity to be of service.

APPROVED AND ACCEPTED

By: _____
Authorized Representative of District
Date: _____

Sincerely,

By:_____
Donald W. McIntosh Associates, Inc.
Date: _____

COMPOSITE EXHIBIT B

PROCUREMENT PROCEDURES FOR OWNER PURCHASED MATERIAL

1. Purchase Requisition Request Forms. Prior to CONTRACTOR ordering construction materials, OWNER's Purchasing Agent shall prepare and forward to CONTRACTOR a list of materials that the OWNER intends to purchase directly. CONTRACTOR prepares separate Purchasing Requisition Request Form for each supplier in the form attached hereto as **Attachment 1**, specifically identifying the construction materials which CONTRACTOR plans to order from each supplier.

2. Purchase Orders. After receipt of the Purchasing Requisition Request Form, the OWNER's Purchasing Agent shall prepare Purchase Orders in the form attached hereto as **Attachment 2**, for construction materials which the OWNER, in its sole discretion, wishes to purchase directly. Purchase Orders shall require that the supplier provide required shipping and handling insurance. Pursuant to the Purchase Order, the supplier will provide the CONTRACTOR the required quantities of construction material at the price established in the supplier's quote less any associated sales tax.

3. Certificate of Entitlement. The OWNER's Purchasing Agent shall execute a separate Certificate of Entitlement for each Purchase Order in the form attached hereto as **Attachment 3** and furnish a copy of same to the supplier and to the CONTRACTOR in accordance with Section 4. Each Certificate of Entitlement must have attached thereto the corresponding Purchase Order.

Each Certificate of Entitlement shall acknowledge that if the Department of Revenue determines the purchase is not a tax exempt purchase by a governmental entity, then the governmental entity will be responsible for any tax, penalties and interest determined to be due.

Each Certificate of Entitlement shall affirm that: (1) the attached Purchase Order is being issued directly to the vendor supplying the tangible personal property the CONTRACTOR will use in the identified public works; (2) the vendor's invoice will be issued directly to the governmental entity; (3) payment of the vendor's invoice will be made directly by the governmental entity to the vendor from public funds; (4) the governmental entity will take title to the tangible personal property from the vendor at the time of purchase or of delivery by the vendor; and (5) the governmental entity assumes the risk of damage or loss at the time of purchase or delivery by the vendor.

4. Transmission of Certificate of Entitlement and Attached Purchase Order. OWNER's Purchasing Agent shall forward each Certificate of Entitlement, together with the attached Purchase Order, to CONTRACTOR and to supplier. Promptly upon receipt of the Owner Purchased Materials specified in each Purchase Order, CONTRACTOR shall verify the purchase of the Owner Purchased Materials in accordance with the terms of the Purchase Order and in a manner to assure timely delivery of the Owner Purchased Materials.

5. Reduction in Contract Price. The materials portion for any pay item containing Owner Purchased Materials will be held in abeyance until all Owner Purchased Materials have been delivered and installed. Once all Owner Purchased Materials have been delivered and installed,

and the CONTRACTOR has received an approved pay application for one hundred percent (100%) of the installation cost for these materials, a deductive change order will be processed in the actual amount of the materials purchased directly by the OWNER, plus any sales taxes that would have been charged had the CONTRACTOR purchased the materials.

Upon approval of the deductive change order by the OWNER, the CONTRACTOR may include the cost of materials and the amount of the deductive change order in the next pay application.

The intent of this provision is to cause the contract price to be reduced by the amount OWNER pays for Owner Purchased Materials plus the amount of applicable sales tax that would have been paid for such construction materials, had the CONTRACTOR or any other non-tax exempt entity purchased the construction materials. All savings of sales taxes shall accrue solely to the benefit of OWNER, and CONTRACTOR shall not benefit whatsoever from savings of any such taxes.

6. Payment for Owner Purchased Materials. In order to arrange for the prompt payment to suppliers, the CONTRACTOR shall provide to the OWNER's Purchasing agent the bills of lading for delivered materials within fifteen (15) calendar days of receipt of said Owner Purchased Materials. Upon request, CONTRACTOR shall provide a copy of the applicable Purchase Orders, invoices, delivery tickets, written acceptance of the delivered items, and such other documentation as may be reasonably required by the OWNER's Purchasing Agent. Upon receipt of the appropriate documentation, the OWNER will make payment to each supplier. The CONTRACTOR agrees to assist the OWNER to immediately obtain appropriate partial or final release of waivers.

OWNER shall be responsible for the full payment of all valid and due invoices for Owner Purchased Materials and shall not be entitled to retain the standard five percent (5%) amount of the progress payment.

CONTRACTOR shall affirm that the vendor supplying the Owner Purchased Materials is not also the installer of the Owner Purchased Materials. CONTRACTOR shall further affirm that the installer of the Owner Purchased Materials did not manufacture, fabricate or furnish the Owner Purchased Materials.

7. CONTRACTOR Responsibilities. CONTRACTOR shall be fully responsible for all matters relating to ordering, storing, protecting, receipt, and handling for all construction materials including Owner Purchased Materials, in accordance with these procedures including, but not limited to, verifying correct quantities, verifying documents of orders in a timely manner, coordinating purchases, providing and obtaining all warranties and guarantees required by the contract documents, inspection and acceptance on behalf of the owner of the construction materials at the time of delivery, and loss or damage to the construction materials following acceptance of construction materials, due to the negligence of the CONTRACTOR. CONTRACTOR shall serve as bailee with respect to such Owner Purchased Materials. The CONTRACTOR shall coordinate delivery schedules, sequence of delivery, loading orientation, and other arrangements normally required by the CONTRACTOR for the construction materials furnished including Owner Purchased Materials. The CONTRACTOR shall provide all services required for the unloading, handling and storage of construction materials through installation including Owner Purchased Materials. The CONTRACTOR agrees to indemnify

and hold harmless the OWNER from any and all claims of whatever nature resulting from non-payment for Owner Purchased Materials arising from CONTRACTOR actions.

7.1 Inspection and Documentation. As Owner Purchased Materials are delivered to the job site, CONTRACTOR shall visually inspect all shipments from the suppliers, and approve the vendor's invoice for construction materials delivered. The CONTRACTOR shall assure that each delivery of Owner Purchased Material is accompanied by documentation adequate to identify the Purchase Order against which the purchase is made. This documentation may consist of a delivery ticket, bill of lading, and/or an invoice from the supplier conforming to the Purchase Order together with such additional information as the OWNER's Purchasing Agent may require. All invoices for Owner Purchase Materials shall include the Owner's consumer certificate of exemption number. The OWNER's Purchasing Agent will forward all invoices to the CONTRACTOR. Within 10 days (or the next succeeding business day), CONTRACTOR shall review all invoices submitted by all suppliers of Owner Purchased Materials delivered to the Project site(s) and either concur or object to the OWNER's issuance of payment to the suppliers, based upon CONTRACTOR's records of Owner Purchased Materials delivered to the site and whether any defects or non-conformities exist in such Owner Purchased Materials.

7.2 Warranties, Guarantees, Repairs and Maintenance. The CONTRACTOR shall be responsible for obtaining and managing on behalf of the Owner all warranties and guarantees for all construction materials as required by the contract documents and shall fully warrant all construction materials including all Owner Purchased Materials. OWNER's purchase of various construction materials shall not in any manner impact or reduce CONTRACTOR's duty to warrant said construction materials. The OWNER may forward all repair, maintenance, non-conforming construction materials calls, or any other issues relating to the construction materials to the CONTRACTOR for resolution with the appropriate supplier, vendor, or subcontractor. The CONTRACTOR shall resolve all such calls or issues.

7.3 Records and Accountings. The CONTRACTOR shall maintain records of all Owner Purchased Materials it incorporates into the work from the stock of Owner Purchased Materials in its possession as bailee. The CONTRACTOR shall account monthly to the OWNER's Purchasing Agent for any Owner Purchased Materials delivered into the CONTRACTOR's possession, indicating portions of all such construction materials which have been incorporated into the work.

7.4 Defective or Non-conforming Construction Materials. The CONTRACTOR shall ensure that Owner Purchased Materials conform to specifications, and determine prior to incorporation into the work if such construction materials are defective or non-conforming, whether such construction materials are identical to the construction materials ordered, and match the description on the bill of lading. If the CONTRACTOR discovers defective or non-conforming Owner Purchased Material upon such visual inspection, the CONTRACTOR shall not utilize such non-conforming or defective construction materials in the work and instead shall promptly notify the OWNER's Purchasing Agent of the defective or non-conforming conditions so repair or replacement of such construction materials can occur without any undue delay or interruption to the Project. If the CONTRACTOR fails to adequately and properly perform such inspection or otherwise incorporates into the Project defective or non-conforming Owner Purchased Materials, the condition of which it either knew or should have known by performance of an inspection, CONTRACTOR

shall be responsible for all damages to OWNER resulting from CONTRACTOR's incorporation of such construction materials into the Project, including any available liquidated or delay damages.

8. Title. Notwithstanding the transfer of Owner Purchased Materials by the OWNER to the CONTRACTOR's possession as bailee for the OWNER, the OWNER shall retain legal and equitable title to any and all Owner Purchased Materials.

9. Insurance and Risk of Loss. The OWNER shall purchase and maintain Builder's Risk Insurance sufficient to protect against any loss or damage to Owner Purchased Materials. Owner shall be the named insured and such insurance shall cover the full value of any Owner Purchased Materials not yet incorporated into the Project during the period between the time the OWNER first takes title to any such Owner Purchased Materials and the time when the last of such Owner Purchased Materials is incorporated into the Project or consumed in the process of completing the Project.

10. No Damages for Delay. The OWNER shall in no way be liable for, and CONTRACTOR waives all claims for, any damages relating to or caused by alleged interruption or delay due to ordering or arrival of Owner Purchased Materials, defects, or other problems of any nature with such construction materials, late payment for such construction materials, or any other circumstance associated with Owner Purchased Materials, regardless of whether OWNER's conduct caused, in whole or in part, such alleged damages. The foregoing waiver by CONTRACTOR includes damages for acceleration and inefficiencies. CONTRACTOR accepts from OWNER as further and specific consideration for the foregoing waivers, OWNER's undertaking to pay for and finance all Owner Purchased Materials.

Attachment 1

PURCHASE REQUISITION REQUEST FORM

1. Contact Person for the material supplier.
   NAME: _____
   ADDRESS: _____
   TELEPHONE NUMBER: _____
2. Manufacturer or brand, model or specification number of the item.
   _____
   _____
3. Quantity needed as estimated by CONTRACTOR. _____
4. The price quoted by the supplier for the construction materials identified above.
   $_____
5. The sales tax associated with the price quote. $_____
6. Shipping and handling insurance cost. $_____
7. Delivery dates as established by CONTRACTOR. _____

OWNER: Poitras East Community Development District

_____ _____
Authorized Signature (Title) Date

CONTRACTOR: _____

_____ _____
Authorized Signature (Title) Date

Attachment 2

PURCHASE ORDER

1. **SEE ATTACHED PURCHASE REQUISITION REQUEST FORM DATED _____.**

2. Poitras East Community Development District State of Florida sales tax exemption certificate number: _____.

Description of Goods or Services – The Owner and Seller are entering into this Purchase Order Agreement for the purpose of the Owner purchasing the items ("**Goods**") listed in the proposal attached as **Exhibit A.**

Price – $_____

IN WITNESS HEREOF, the parties have executed this Order effective as of the date executed below. By executing this document below, Seller acknowledges that it has read all of the terms and provisions of this Order, including the Terms and Conditions attached hereto as **Exhibit B**, and agrees to deliver the Goods as described herein and comply fully with the terms and conditions hereof.

Owner	Seller
By:	By:
Name:	Name:
Title:	Title:
Date Executed:	Date Executed:

EXHIBIT A: Proposal
EXHIBIT B: Terms and Conditions

PURCHASE ORDER EXHIBIT A

[attach proposal]

PURCHASE ORDER EXHIBIT B

TERMS AND CONDITIONS

1. PRICE. The Price set forth above includes all Goods, insurance, warranties and other materials or services (including without limitation all packing, loading or freight) necessary to produce and deliver the Goods.
2. SCHEDULE. Time is of the essence with respect to this Order, and all Goods shall be produced and delivered within the times set forth in the Schedule. Owner may cancel this Order or any part thereof or reject delivery of Goods if such delivery or performance is not in material accordance with the specifications of this Order, including the Schedule.
3. DELIVERY AND INSPECTION.
   a. All shipments of Goods are to be made, with all shipping costs prepaid by Seller (e.g., insurance, packing, loading, freight, etc.), to the receiving point designated by Owner's contractor. Title, and risk of loss, shall pass to Owner at the time such Goods are delivered at the Project site and accepted by Owner or Owner's contractor, provided however that Owner shall have a reasonable opportunity to inspect such Goods prior to acceptance.
   b. All Goods are subject to inspection and approval by Owner at a reasonable time post-delivery. Owner may return Goods not meeting specifications (including over-shipments) at the Seller's expense and risk. Owner will notify Seller of failure.
4. TERMS OF PAYMENT. Seller's Invoice ("**Invoice**") must be submitted before payment will be made by Owner pursuant to this Order. Owner shall make payment within 30 days of receipt of a proper invoice, and pursuant to the Local Government Prompt Payment Act, Sections 218.70 et seq., *Florida Statutes* (2019). Any indebtedness of Seller to Owner may, at Owner's option, be credited against amounts owing by Owner hereunder.
5. WARRANTY. Seller shall take all necessary steps to assign any manufacturer's warranties to the Owner. Seller warrants that the title to Goods conveyed shall be good, that the transfer of the Goods shall be rightful, and that the Goods shall be free from any security interest, lien or encumbrance. Seller further warrants that the Goods are free of any rightful claim of infringement, and shall indemnify, defend, and hold harmless the Indemnitees (defined below) against any such claim. Further, the Goods shall be new, shall be free from defects, shall be of merchantable quality, and shall be fit for use for the Owner's purposes. Seller agrees, without prejudice to any other rights Owner may have, to replace or otherwise remedy any defective Goods without further cost to Owner or, at Owner's option, to reimburse Owner for its cost of replacing defective Goods. All Goods are subject to inspection by Owner before, upon, and within a reasonable time after delivery. Goods shall not be replaced without Owner's prior written instructions. Any acceptance by Owner shall not prevent Owner from later rejecting non-conforming Goods. The warranty provided herein shall survive the completion or termination of this Order and is in addition to any warranties provided by law.
6. COMPLIANCE WITH LAW. Seller agrees that at all times it will comply with all applicable federal, state, municipal and local laws, orders and regulations.
7. INDEMNITY. To the fullest extent permitted by law, and in addition to any other obligations of Seller under the Order or otherwise, Seller shall indemnify, hold harmless, and defend Owner, and Owner's supervisors, staff, consultants, agents, subcontractors, and employees (together, "**Indemnitees**") from all liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused in whole or in part by the negligence, recklessness or intentional wrongful misconduct of the Seller, or any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them, and arising out of or incidental to the performance of this Order. The Seller shall ensure that any and all subcontractors include this express provision for the benefit of the Indemnitees. The parties agree that this paragraph is fully enforceable pursuant to Florida law. In the event that this section is determined to be unenforceable, this paragraph shall be reformed to give the paragraph the maximum effect allowed by Florida law and for the benefit of the Indemnitees. The provisions of this section shall survive the completion or earlier termination of this Order, and are not intended to limit any of the other rights and/or remedies provided to the District hereunder.
8. INSURANCE. At all times during the term of this Order agreement, Seller, at its sole cost and expense, shall maintain insurance coverages of the types and amounts set forth below:

a. Commercial general liability insurance with minimum limits of liability not less than $1,000,000. Such insurance shall include coverage for contractual liability.
b. Workers' Compensation Insurance covering all employees of Seller in statutory amounts, and employer's liability insurance with limits of not less than $100,000 each accident.
c. Comprehensive automobile liability insurance covering all automobiles used by Seller, with limits of liability of not less than $1,000,000 each occurrence combined single limit bodily injury and property damage.

9. DEFAULT. Upon any material default by Seller hereunder, Owner may, in addition to any other remedies available to Owner at law or in equity, cancel this Order without penalty or liability by written notice to Seller.
10. LIMITATION OF LIABILITY. Nothing herein shall be construed to be a waiver of the Owner's limit of liability contained in Section 768.28, Florida Statutes or other statute or law.
11. WAIVER. Any failure of Owner to enforce at any time, or for any period of time, any of the provisions of this Order shall not constitute a waiver of such provisions or a waiver of Owner's right to enforce each and every provision.
12. MODIFICATIONS. This Order supersedes all prior discussions, agreements and understandings between the parties and constitutes the entire agreement between the parties with respect to the transaction herein contemplated. Changes, modifications, waivers, additions or amendments to the terms and conditions of this Order shall be binding on Owner only if

such changes, modifications, waivers, additions or amendments are in writing and signed by a duly authorized representative of Owner.

13. APPLICABLE LAW. The validity, interpretation, and performance of this Order shall be governed by the laws of the State of Florida, in force at the date of this Order. Where not modified by the terms herein, the provisions of Florida's enactment of Article 2 of the Uniform Commercial Code shall apply to this transaction.
14. MECHANIC'S LIENS. Notwithstanding that Owner is a local unit of special purpose government and not subject to the lien provisions of Chapter 713, Florida Statutes, Seller agrees to keep the District's property free of all liens, including equitable liens, claims or encumbrances (collectively, "**Liens**") arising out of the delivery of any Goods by Seller, and shall furnish Owner with appropriate lien waivers from all potential claimants upon request of Owner. If any Liens are filed, Owner may without waiving its rights based on such breach by Seller or releasing Seller from any obligations hereunder, pay or satisfy the same and in such event the sums so paid by Owner shall be due and payable by Seller immediately and without notice or demand, with interest from the date paid by Owner through the date paid by Seller, at the highest rate permitted by law.
15. PERMITS AND LICENSES. Before commencing performance hereunder, Seller shall obtain all permits, approvals, certificates and licenses necessary for the proper performance of this Order and pay all fees and charges therefore. The originals of all such documents shall be delivered to Owner upon receipt by Seller.
16. PARTIAL INVALIDITY. If in any instance any provision of this Order shall be determined to be invalid or unenforceable under any applicable law, such provision shall not apply in such instance, but the remaining provisions shall be given effect in accordance with their terms.
17. ASSIGNMENT AND SUBCONTRACTING. This Order shall not be assigned or transferred by Seller without prior written approval by Owner, and any attempted assignment or transfer without such consent shall be void.
18. RELATIONSHIP. The relationship between Owner and Seller shall be that of independent contractor, and Seller, its agents and employees, shall under no circumstances be deemed employees, agents or representatives of Owner.
19. NOTICES. Any notice, approval or other communication required hereunder must be in writing and shall be deemed given if delivered by hand or mailed by registered mail or certified mail addressed to the parties hereto as indicated on page 1.
20. PUBLIC ENTITY CRIMES. Seller certifies, by acceptance of this purchase order, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of section 287.133(2)(a), Florida Statutes.
21. SCRUTINIZED COMPANIES. Supplier certifies, by acceptance of this purchase order, that neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, and in the event such status changes, Seller shall immediately notify Owner.
22. TERMINATION. Notwithstanding anything herein to the contrary, Owner shall have the right, at its sole election, to terminate this Order for any cause whatsoever upon the delivery of written notice to Seller. Upon such termination, Seller shall have no remedy against Owner, other than for payment of Goods already produced pursuant to specific written direction by Owner pursuant to Section 2 above, subject to any offsets or claims that Owner may have.
23. PUBLIC RECORDS. Seller acknowledges that this Agreement and all the documents pertaining thereto may be public records and subject to the provisions of Chapter 119, Florida Statutes.
24. CONFLICTS. To the extent of any conflict between this document and the Purchase Order or **Exhibit A**, this document shall control.

Attachment 3

CERTIFICATE OF ENTITLEMENT

The undersigned authorized representative of **Poitras East Community Development District** (hereinafter "Governmental Entity"), Florida Consumer's Certificate of Exemption Number _____, affirms that the tangible personal property purchased pursuant to Purchase Order Number _____ from _____ (Vendor) on or after _____, 20__ (date) will be incorporated into or become a part of a public facility as part of a public works contract pursuant to Contract dated _____ with _____ (Contractor) for the construction of _____.

The Governmental Entity affirms that the purchase of the tangible personal property contained in the attached Purchase Order meets the following exemption requirements contained in Section 212.08(6), F.S., and Rule 12A-1.094, F.A.C.: (***You must initial each of the following requirements***.)

____ 1. The attached Purchase Order is issued directly to the vendor supplying the tangible personal property the Contractor will use in the identified public works.
____ 2. The vendor's invoice will be issued directly to Governmental Entity.
____ 3. Payment of the vendor's invoice will be made directly by Governmental Entity to the vendor from public funds.
____ 4. Governmental Entity will take title to the tangible personal property from the vendor at the time of purchase or of delivery by the vendor.
____ 5. Governmental Entity assumes the risk of damage or loss at the time of purchase or delivery by the vendor.

The Governmental Entity affirms that if the tangible personal property identified in the attached Purchase Order does not qualify for the exemption provided in Section 212.08(6), F.S., and Rule 12A-1.094, F.A.C., the Governmental Entity will be subject to the tax, interest, and penalties due on the tangible personal property purchased. If the Florida Department of Revenue determines that the tangible personal property purchased tax-exempt by issuing this Certificate does not qualify for the exemption, the Governmental Entity will be liable for any tax, penalty, and interest determined to be due.

I understand that if I fraudulently issue this certificate to evade the payment of sales tax I will be liable for payment of the sales tax plus a penalty of 200% of the tax and may be subject to conviction of a third degree felony. Under the penalties of perjury, I declare that I have read the foregoing Certificate of Entitlement and the facts stated in it are true.

_____ _____
Signature of Authorized Representative Title

Poitras East Community Development District _____
Purchaser's Name Date

Federal Employer Identification Number: _____
Telephone Number: _____

You must attach a copy of the Purchase Order to this Certificate of Entitlement. Do not send to the Florida Department of Revenue. This Certificate of Entitlement must be retained in the Vendor's and the Contractor's books and records. This form supplements and supersedes (to the extent of any conflict) any prior certificates addressing the same purchase.

Poitras East
Community Development District

Resolution 2021-07,
Adopting the Fiscal Year 2022 Budget
and Appropriating Funds

RESOLUTION 2021-07

THE ANNUAL APPROPRIATION RESOLUTION OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2021, submitted to the Board of Supervisors ("**Board**") of the Poitras East Community Development District (**"District"**) proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statute*s; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (**"Adopted Budget"**), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.

c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Poitras East Community Development District for the Fiscal Year Ending September 30, 2022."

d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of $_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	$_____
DEBT SERVICE FUND(S)	$_____
TOTAL ALL FUNDS	$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.

b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of $15,000

or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 17TH DAY OF AUGUST, 2021.

ATTEST:

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary/Assistant Secretary

By: _____

Its: _____

EXHIBIT A

Poitras East CDD
Budget Item Descriptions
FY 2021 – 2022

Revenues

On-Roll Assessments

The District can 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. Assessments collected via the tax collector are referred to as "On-Roll Assessments."

Developer Contribution

Funding from the Developer.

Other Income & Other Financing Sources

Unexpected revenue source.

General & Administrative Expenses

Supervisor Fees

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for meeting attendance and to receive up to $200.00 per meeting plus payroll taxes. The amount for the Fiscal Year is based upon all supervisors attending the meetings.

Directors' & Officers' (D&O) Insurance

Supervisors' and Officers' liability insurance.

Trustee Services

The Trustee submits invoices annually for services rendered on bond series. These fees are for maintaining the district trust accounts.

Management

The District receives Management and Administrative services as part of a Management Agreement with PFM Group Consulting, LLC. These services are further outlined in Exhibit "A" of the Management Agreement.

Engineering

The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of invoices, and all other engineering services as requested by the district throughout the year.

Poitras East CDD
Budget Item Descriptions
FY 2021 – 2022

Dissemination Agent

When bonds are issued for the District, the Bond Indenture requires continuing disclosure, which the dissemination agent provides to the trustee and bond holders.

Property Appraiser Fee

Cost incurred for a copy of the annual parcel listing for parcels within the District from the county.

District Counsel

The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts, and all other legal services as requested by the District throughout the year.

Assessment Administration

The District can 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. It is typically collected via the Tax Collector. The District Manager submits an Assessment Roll to the Tax Collector annually by the deadline set by the Tax Collector or Property Appraiser.

Reamortization Schedules

When debt is paid on a bond series, a new amortization schedule must be recalculated. This can occur up to four times per year per bond issue.

Audit

Chapter 218 of the Florida Statutes requires a District to conduct an annual financial audit by an Independent Certified Public Accounting firm. Some exceptions apply.

Travel and Per Diem

Travel to and from meetings as related to the District.

Telephone

Telephone and fax machine services.

Postage & Shipping

Mail, overnight deliveries, correspondence, etc.

Copies

Printing and binding Board agenda packages, letterhead, envelopes, and copies.

Legal Advertising

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to, monthly meetings, special meetings, and public hearings for the District.

Bank Fees

Bank fees associated with the services the District uses with the bank (e.g. remote deposit capture, positive pay, wire transfers, ACH payments, monthly maintenance, etc.).

Miscellaneous

Other general & administrative expenses incurred throughout the year.

Office Supplies

General office supplies associated with the District.

Web Site Maintenance

Website maintenance fee.

Holiday Decorations

District decorations for the holidays.

Dues, Licenses & Fees

The District is required to pay an annual fee to the Department of Economic Opportunity.

Field Operations

Electric Utility Services

Electric

The District pays for electric meters used on District-owned roads.

Water-Sewer Combination Services

Water Reclaimed

Water used for irrigation

Poitras East CDD
Budget Item Descriptions
FY 2021 – 2022

Other Physical Environment

General Insurance

General liability insurance.

Property & Casualty Insurance

Insurance to protect property and cover casualty.

Other Insurance

Insurance to protect the District not otherwise covered under D&O, General, or Property & Casualty.

Irrigation Repairs

Inspection and repair of irrigation system.

Landscaping Maintenance & Material

Contracted landscaping within the boundaries of the District.

Tree Trimming

Trimming of trees on District property.

Flower & Plant Replacement

Purchase of materials and labor to replace flowers and plants within the District.

Contingency

Other Field Operations expenses incurred throughout the year.

Hurricane Cleanup

Funds set aside to assist with any cleanup needed from a hurricane or funds needed to pay a hurricane-related insurance deductible.

Road & Street Facilities

Entry and Wall Maintenance

Maintenance of entrance(s) and walls within the District.

Hardscape Maintenance

Purchase or maintenance of hard, yet "movable," parts of landscape, such gravel, paving, and stones.

Streetlights

Streetlighting expenses within the District.

Accent Lighting

Accent lighting expenses within the District.

Alleyway Maintenance

Maintenance for alleyways within the District.

Liftstation Maintenance

Liftstation expenses within the District.

Parks & Recreation

Personnel Leasing Agreement

The lease of outside personnel per signed agreement.

Reserves

Infrastructure Capital Reserve

Funds reserved for infrastructure capital repairs/maintenance/replacement. These funds are kept in a separate bank account.

Alleyway Reserve

Funds reserved for alleyway repairs. These funds are kept in a separate bank account.

Other Revenue

Interest Income

Income from interest earnings.

Poitras East CDD

FY 2022 Proposed O&M Budget

	Year To Date				
	Actual Through 07/31/2021	Anticipated Aug. - Sep.	Anticipated FY 2021 Total	FY 2021 Adopted Budget	FY 2022 Proposed Budget
Revenues					
On-Roll Assessments	$ -	$ -	$ -	$ -	$ 361,225.00
Developer Contributions	150,707.65	41,278.21	191,985.86	361,225.00	-
Other Income & Other Financing Sources	338.79	-	338.79	-	-
Net Revenues	**$ 151,046.44**	**$ 41,278.21**	**$ 192,324.65**	**$ 361,225.00**	**$ 361,225.00**
General & Administrative Expenses					
Supervisor Fees	$ 2,000.00	$ 400.00	$ 2,400.00	$ 4,800.00	$ 4,800.00
D&O Insurance	2,421.00	-	2,421.00	3,000.00	3,000.00
Trustee Services	-	-	-	6,000.00	6,000.00
Management	29,166.70	5,833.30	35,000.00	35,000.00	35,000.00
Engineering	6,129.11	1,225.82	7,354.93	12,000.00	12,000.00
Dissemination Agent	-	5,000.00	5,000.00	5,000.00	5,000.00
Property Appraiser	296.00	-	296.00	-	-
District Counsel	25,730.87	5,146.17	30,877.04	25,000.00	25,000.00
Assessment Administration	-	7,500.00	7,500.00	7,500.00	7,500.00
Reamortization Schedules	-	500.00	500.00	500.00	250.00
Audit	3,250.00	-	3,250.00	6,000.00	6,000.00
Travel and Per Diem	-	83.33	83.33	500.00	300.00
Telephone	-	16.67	16.67	100.00	50.00
Postage & Shipping	105.96	21.19	127.15	500.00	500.00
Copies	-	83.33	83.33	500.00	1,000.00
Legal Advertising	3,950.04	790.01	4,740.05	10,000.00	12,500.00
Bank Fees	-	-	-	-	180.00
Miscellaneous	338.84	67.77	406.61	9,000.00	10,120.00
Office Supplies	-	-	-	-	250.00
Web Site Maintenance	2,450.00	250.00	2,700.00	2,700.00	2,700.00
Holiday Decorations	-	-	-	-	5,000.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	**$ 76,013.52**	**$ 26,917.60**	**$ 102,931.12**	**$ 128,275.00**	**$ 137,325.00**
Field Operations					
Electric Utility Services					
Electric	$ -	$ 416.67	$ 416.67	$ 2,500.00	$ 5,000.00
Water-Sewer Combination Services					
Water Reclaimed	-	1,666.67	1,666.67	10,000.00	10,000.00
Other Physical Environment					
General Insurance	2,960.00	-	2,960.00	3,200.00	3,300.00
Property & Casualty Insurance	935.00	-	935.00	1,500.00	2,500.00
Other Insurance	-	-	-	250.00	100.00
Irrigation Repairs	-	1,666.67	1,666.67	10,000.00	10,000.00
Landscaping Maintenance & Material	-	12,500.00	12,500.00	75,000.00	75,000.00
Tree Trimming	-	833.33	833.33	5,000.00	5,000.00
Flower & Plant Replacement	-	1,666.67	1,666.67	10,000.00	10,000.00
Contingency	-	1,666.67	1,666.67	10,000.00	30,000.00
Hurricane Cleanup	-	20,000.00	20,000.00	20,000.00	-
Road & Street Facilities					
Entry and Wall Maintenance	-	500.00	500.00	3,000.00	3,000.00
Hardscape Maintenance	-	833.33	833.33	5,000.00	5,000.00
Streetlights	-	5,000.00	5,000.00	30,000.00	15,000.00
Accent Lighting	-	83.33	83.33	500.00	500.00
Alleyway Maintenance	-	1,666.67	1,666.67	10,000.00	10,000.00
Liftstation Maintenance	-	-	-	-	2,500.00
Parks & Recreation					
Personnel Leasing Agreement	10,000.00	2,000.00	12,000.00	12,000.00	12,000.00
Reserves					
Infrastructure Capital Reserve	-	20,000.00	20,000.00	20,000.00	20,000.00
Alleyway Reserve	-	5,000.00	5,000.00	5,000.00	5,000.00
Total Field Operations Expenses	**$ 13,895.00**	**$ 75,500.00**	**$ 89,395.00**	**$ 232,950.00**	**$ 223,900.00**
Total Expenses	**$ 89,908.52**	**$ 102,417.60**	**$ 192,326.12**	**$ 361,225.00**	**$ 361,225.00**
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	$ 0.88	$ 0.59	$ 1.47	$ -	$ -
Total Other Revenues (Expenses) & Gains (Losses)	**$ 0.88**	**$ 0.59**	**$ 1.47**	**$ -**	**$ -**
Net Income (Loss)	**$ 61,138.80**	**$ (61,138.80)**	**$ -**	**$ -**	**$ -**

Poitras East
Community Development District

Resolution 2021-08,
Imposing Special Assessments
and Certifying an Assessment Roll

RESOLUTION 2021-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021/2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Poitras East Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes,* for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in the City of Orlando, Orange County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget (**"Adopted Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (**"Fiscal Year 2021/2022"**), attached hereto as **Exhibit "A**;" and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2021/2022; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll ("**Assessment Roll**") attached to this Resolution as **Exhibit "B**," and to certify the portion of the Assessment Roll related to certain developed property ("**Tax Roll Property**") to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property ("**Direct Collect Property**"), all as set forth in **Exhibit "B;"** and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits "A" and "B,"** and is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 170, 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**

B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits "A" and "B."** Assessments directly collected by the District are due in full on December 1, 2021; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2021, 25% due no later than February 1, 2022 and 25% due no later than May 1, 2022. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2021/2022, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes,* or other applicable law to collect and enforce the whole assessment, as set forth herein.

C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 17th day of August, 2021.

ATTEST:

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget
Exhibit B: Assessment Roll (Uniform Method)
Assessment Roll (Direct Collect)

EXHIBIT A

Poitras East CDD

FY 2022 Proposed O&M Budget

	Year To Date				
	Actual Through 07/31/2021	Anticipated Aug. - Sep.	Anticipated FY 2021 Total	FY 2021 Adopted Budget	FY 2022 Proposed Budget
Revenues					
On-Roll Assessments	$ -	$ -	$ -	$ -	$ 361,225.00
Developer Contributions	150,707.65	41,278.21	191,985.86	361,225.00	-
Other Income & Other Financing Sources	338.79	-	338.79	-	-
Net Revenues	**$ 151,046.44**	**$ 41,278.21**	**$ 192,324.65**	**$ 361,225.00**	**$ 361,225.00**
General & Administrative Expenses					
Supervisor Fees	$ 2,000.00	$ 400.00	$ 2,400.00	$ 4,800.00	$ 4,800.00
D&O Insurance	2,421.00	-	2,421.00	3,000.00	3,000.00
Trustee Services	-	-	-	6,000.00	6,000.00
Management	29,166.70	5,833.30	35,000.00	35,000.00	35,000.00
Engineering	6,129.11	1,225.82	7,354.93	12,000.00	12,000.00
Dissemination Agent	-	5,000.00	5,000.00	5,000.00	5,000.00
Property Appraiser	296.00	-	296.00	-	-
District Counsel	25,730.87	5,146.17	30,877.04	25,000.00	25,000.00
Assessment Administration	-	7,500.00	7,500.00	7,500.00	7,500.00
Reamortization Schedules	-	500.00	500.00	500.00	250.00
Audit	3,250.00	-	3,250.00	6,000.00	6,000.00
Travel and Per Diem	-	83.33	83.33	500.00	300.00
Telephone	-	16.67	16.67	100.00	50.00
Postage & Shipping	105.96	21.19	127.15	500.00	500.00
Copies	-	83.33	83.33	500.00	1,000.00
Legal Advertising	3,950.04	790.01	4,740.05	10,000.00	12,500.00
Bank Fees	-	-	-	-	180.00
Miscellaneous	338.84	67.77	406.61	9,000.00	10,120.00
Office Supplies	-	-	-	-	250.00
Web Site Maintenance	2,450.00	250.00	2,700.00	2,700.00	2,700.00
Holiday Decorations	-	-	-	-	5,000.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	**$ 76,013.52**	**$ 26,917.60**	**$ 102,931.12**	**$ 128,275.00**	**$ 137,325.00**
Field Operations					
Electric Utility Services					
Electric	$ -	$ 416.67	$ 416.67	$ 2,500.00	$ 5,000.00
Water-Sewer Combination Services					
Water Reclaimed	-	1,666.67	1,666.67	10,000.00	10,000.00
Other Physical Environment					
General Insurance	2,960.00	-	2,960.00	3,200.00	3,300.00
Property & Casualty Insurance	935.00	-	935.00	1,500.00	2,500.00
Other Insurance	-	-	-	250.00	100.00
Irrigation Repairs	-	1,666.67	1,666.67	10,000.00	10,000.00
Landscaping Maintenance & Material	-	12,500.00	12,500.00	75,000.00	75,000.00
Tree Trimming	-	833.33	833.33	5,000.00	5,000.00
Flower & Plant Replacement	-	1,666.67	1,666.67	10,000.00	10,000.00
Contingency	-	1,666.67	1,666.67	10,000.00	30,000.00
Hurricane Cleanup	-	20,000.00	20,000.00	20,000.00	-
Road & Street Facilities					
Entry and Wall Maintenance	-	500.00	500.00	3,000.00	3,000.00
Hardscape Maintenance	-	833.33	833.33	5,000.00	5,000.00
Streetlights	-	5,000.00	5,000.00	30,000.00	15,000.00
Accent Lighting	-	83.33	83.33	500.00	500.00
Alleyway Maintenance	-	1,666.67	1,666.67	10,000.00	10,000.00
Liftstation Maintenance	-	-	-	-	2,500.00
Parks & Recreation					
Personnel Leasing Agreement	10,000.00	2,000.00	12,000.00	12,000.00	12,000.00
Reserves					
Infrastructure Capital Reserve	-	20,000.00	20,000.00	20,000.00	20,000.00
Alleyway Reserve	-	5,000.00	5,000.00	5,000.00	5,000.00
Total Field Operations Expenses	**$ 13,895.00**	**$ 75,500.00**	**$ 89,395.00**	**$ 232,950.00**	**$ 223,900.00**
Total Expenses	**$ 89,908.52**	**$ 102,417.60**	**$ 192,326.12**	**$ 361,225.00**	**$ 361,225.00**
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	$ 0.88	$ 0.59	$ 1.47	$ -	$ -
Total Other Revenues (Expenses) & Gains (Losses)	**$ 0.88**	**$ 0.59**	**$ 1.47**	**$ -**	**$ -**
Net Income (Loss)	**$ 61,138.80**	**$ (61,138.80)**	**$ -**	**$ -**	**$ -**

EXHIBIT B

Poitras East CDD
FY 2022 TRIM

Parcel ID	O&M Assessment	Parcel ID	O&M Assessment
312431000000003	15,368.18	312431389215025	-
312431389100930	268.01	312431389215026	-
312431389100940	268.01	312431389215027	-
312431389100950	268.01	312431389215028	-
312431389100960	268.01	312431389215029	-
312431389100970	268.01	312431389216002	-
312431389100980	268.01	312431389218001	-
312431389100990	268.01	312431389218002	-
312431389101000	268.01	312432389000010	558.36
312431389101010	268.01	312432389000020	558.36
312431389101020	268.01	312432389000030	446.69
312431389101030	268.01	312432389000040	446.69
312431389101040	268.01	312432389000050	446.69
312431389101050	268.01	312432389000060	268.01
312431389101060	268.01	312432389000070	268.01
312431389101070	268.01	312432389000080	268.01
312431389101080	268.01	312432389000090	268.01
312431389101090	446.69	312432389000100	268.01
312431389101100	446.69	312432389000110	268.01
312431389101110	446.69	312432389000120	223.34
312431389101120	446.69	312432389000130	223.34
312431389101130	446.69	312432389000140	223.34
312431389101140	446.69	312432389000150	223.34
312431389101150	446.69	312432389000160	223.34
312431389115012	-	312432389000170	223.34
312431389116012	-	312432389000180	223.34
312431389118001	-	312432389000190	223.34
312431389119012	-	312432389000200	223.34
312431389201550	558.36	312432389000210	223.34
312431389201560	558.36	312432389000220	223.34
312431389201570	558.36	312432389000230	223.34
312431389201580	558.36	312432389000240	223.34
312431389201590	558.36	312432389000250	223.34
312431389201600	558.36	312432389000260	223.34
312431389201610	558.36	312432389000270	223.34
312431389201620	558.36	312432389000280	223.34
312431389201630	558.36	312432389000290	223.34
312431389201640	558.36	312432389000300	223.34
312431389201650	558.36	312432389000310	223.34
312431389201660	558.36	312432389000320	223.34
312431389201670	558.36	312432389000330	223.34
312431389201680	558.36	312432389000340	223.34
312431389201690	558.36	312432389000350	223.34
312431389201700	558.36	312432389000360	223.34
312431389201710	558.36	312432389000370	223.34
312431389201720	558.36	312432389000380	223.34

Poitras East CDD
FY 2022 TRIM

Parcel ID	O&M Assessment	Parcel ID	O&M Assessment
312431389201730	558.36	312432389000390	223.34
312431389201740	558.36	312432389000400	223.34
312431389201750	558.36	312432389000410	223.34
312431389201760	558.36	312432389000420	223.34
312431389201770	558.36	312432389000430	223.34
312431389201780	558.36	312432389000440	223.34
312431389201790	558.36	312432389000450	223.34
312431389201800	558.36	312432389000460	223.34
312431389201810	558.36	312432389000470	223.34
312431389201820	558.36	312432389000480	223.34
312431389201830	558.36	312432389000490	223.34
312431389201840	558.36	312432389000500	223.34
312431389201850	446.69	312432389000510	223.34
312431389201860	446.69	312432389000520	223.34
312431389201870	446.69	312432389000530	223.34
312431389201880	446.69	312432389000540	223.34
312431389201890	446.69	312432389000550	223.34
312431389201900	446.69	312432389000560	223.34
312431389201910	446.69	312432389000570	223.34
312431389201920	446.69	312432389000580	223.34
312431389201930	446.69	312432389000590	223.34
312431389201940	446.69	312432389000600	223.34
312431389201950	446.69	312432389000610	223.34
312431389201960	446.69	312432389000620	223.34
312431389201970	446.69	312432389000630	223.34
312431389201980	446.69	312432389000640	268.01
312431389201990	446.69	312432389000650	268.01
312431389202000	446.69	312432389000660	268.01
312431389202010	446.69	312432389000670	268.01
312431389202020	446.69	312432389000680	268.01
312431389202030	446.69	312432389000690	268.01
312431389202040	446.69	312432389000700	268.01
312431389202050	446.69	312432389000710	268.01
312431389202060	446.69	312432389000720	268.01
312431389202070	446.69	312432389000730	268.01
312431389202080	558.36	312432389000740	223.34
312431389202090	558.36	312432389000750	223.34
312431389202100	558.36	312432389000760	223.34
312431389202110	558.36	312432389000770	223.34
312431389202120	558.36	312432389000780	223.34
312431389202130	558.36	312432389000790	223.34
312431389202140	558.36	312432389000800	223.34
312431389202150	558.36	312432389000810	223.34
312431389202160	558.36	312432389000820	268.01
312431389202170	558.36	312432389000830	268.01
312431389202180	558.36	312432389000840	268.01

Poitras East CDD
FY 2022 TRIM

Parcel ID	O&M Assessment	Parcel ID	O&M Assessment
312431389202190	558.36	312432389000850	268.01
312431389202200	558.36	312432389000860	268.01
312431389202210	558.36	312432389000870	268.01
312431389202220	558.36	312432389000880	268.01
312431389202230	558.36	312432389000890	268.01
312431389202240	558.36	312432389000900	268.01
312431389202250	558.36	312432389000910	268.01
312431389202260	558.36	312432389000920	268.01
312431389202270	558.36	312432389001160	446.69
312431389202280	558.36	312432389001170	446.69
312431389202290	558.36	312432389001180	446.69
312431389202300	558.36	312432389001190	446.69
312431389202310	558.36	312432389001200	446.69
312431389202320	558.36	312432389001210	446.69
312431389202330	558.36	312432389001220	446.69
312431389202340	558.36	312432389001230	446.69
312431389202350	558.36	312432389001240	446.69
312431389202360	558.36	312432389001250	446.69
312431389202370	558.36	312432389001260	446.69
312431389202380	558.36	312432389001270	446.69
312431389202390	446.69	312432389001280	446.69
312431389202400	446.69	312432389001290	446.69
312431389202410	446.69	312432389001300	446.69
312431389202420	446.69	312432389001310	446.69
312431389202430	446.69	312432389001320	446.69
312431389202440	446.69	312432389001330	446.69
312431389202450	446.69	312432389001340	446.69
312431389202460	446.69	312432389001350	223.34
312431389202470	446.69	312432389001360	223.34
312431389202480	446.69	312432389001370	223.34
312431389202490	446.69	312432389001380	223.34
312431389202500	446.69	312432389001390	223.34
312431389202510	446.69	312432389001400	223.34
312431389202520	446.69	312432389001410	223.34
312431389202530	446.69	312432389001420	223.34
312431389202540	446.69	312432389001430	223.34
312431389202550	446.69	312432389001440	223.34
312431389202560	446.69	312432389001450	223.34
312431389202570	446.69	312432389001460	223.34
312431389202580	446.69	312432389001470	223.34
312431389202590	446.69	312432389001480	223.34
312431389202600	446.69	312432389001490	223.34
312431389215021	-	312432389001500	223.34
312431389215022	-	312432389001510	223.34
312431389215023	-	312432389001520	223.34
312431389215024	-	312432389001530	223.34

Poitras East CDD
FY 2022 TRIM

Parcel ID	O&M Assessment	Parcel ID	O&M Assessment
		312432389001540	223.34
		312432389012001	-
		312432389015111	-
		312432389015112	-
		312432389015113	-
		312432389015114	-
		312432389015115	-
		312432389018001	-
		312432389019111	-
		312432389019112	-
		312432389019113	-
		312432389019114	-
		On-Roll	112,992.09
		312432779100001	-
		312432779101000	850.18
		312432779102000	2,662.18
		312431000000004	20,462.43
		312431779002001	519.78
		312432779101001	499.63
		312431000000005	-
		312431000000001	236,864.99
		312431779000001	537.91
		312431779001000	405.35
		312431779002000	481.50
		312432000000014	-
		Off-Roll	263,283.95
		Total, Gross	376,276.04

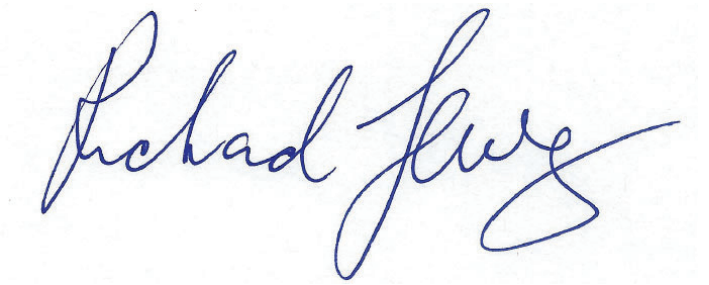
Poitras East
Community Development District

Payment Authorization
Nos. 115 – 116

Poitras East Community Development District

Payment Authorization #115
7/16/2021

Item No.	Payee	Invoice Number	General Fund
1	**Egis Insurance Advisors** FY 2021 Insurance - Policy Change	13680	$ 935.00
2	**Orlando Sentinel** Legal Ad on 06/30/2021	OSC38857394	$ 241.25
		TOTAL	**$ 1,176.25**



Chairperson

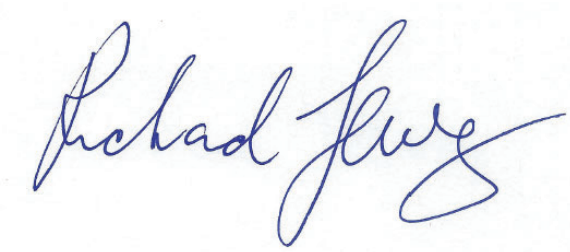
Poitras East Community Development District
c/o Fishkind & Associates, Inc.
12051 Corporate Boulevard
Orlando, FL 32817

RECEIVED
By Amanda Lane at 11:28 am, Jul 19, 2021

Poitras East Community Development District

Payment Authorization #116
7/30/2021

Item No.	Payee	Invoice Number	General Fund
1	**PFM Group Consulting**		
	DM Fee: July 2021	DM-07-2021-43	$ 2,916.67
	June Reimbursables	OE-EXP-07-38	$ 16.87
2	**Supervisor Fees - 07/20/2021 Meeting**		
	Richard Levey	--	$ 200.00
3	**VGlobalTech**		
	Quarter 2 ADA Audit	2844	$ 300.00
	July Website Maintenance	2876	$ 125.00
		TOTAL	**$ 3,558.54**



Chairperson

Poitras East Community Development District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // 407-723-5925

RECEIVED
By Amanda Lane at 8:36 am, Aug 02, 2021

Poitras East
Community Development District

Work Authorization/Proposed Services
(if applicable)

P0ITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name: Pearson Avenue (Street A) Phase 2

Brief Description: Additional Landscape and Irrigation for pond banks adjacent to the roadway

Name of Consultant /Vendor: GAI – Community Solutions Group

Is this work pursuant to an existing Agreement? ✓ Yes ____ No

If so, name and date of Agreement:

Is this project included in the District Capital Improvement Plan? ✓ Yes ____ No

Are the services required contemplated in the Capital Improvement Plan? ✓ Yes ____ No

Is this a continuation of previously authorized work? ✓ Yes ____ No

Proposal attached: ✓ Yes ____ No

Form of Agreement Utilized: Proposal

Amount of Services: $ 4,950.00

Recommendation: ✓ Approve ____ Deny

By: 8/17/21
Larry Kaufmann, Chairman
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT, CONSRTUCTION COMMITTEE

c: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins

COMMUNITY SOLUTIONS GROUP

Planning | Urban Design
Landscape Architecture
Economics | Real Estate

August 13, 2021

GAI Project No. R201019.00

Mr. Jeff Newton, PE
Poitras East Community Development District
12051 Corporate Boulevard
Orlando, FL 32817

Supplemental Proposal for Landscape Design Services
Poitras Street A Phase 2 Streetscape
Orlando, Florida

Dear Mr. Newton:

At your request, GAI Consultants, Inc. ("GAI") is pleased to submit this Supplemental Proposal to Poitras East CDD ("Owner" or "Client") for the performance of the supplemental services described below for the project stated above.

Supplemental Project Understanding

The engineering layout for the roadway has been revised to incorporate new street network for the development parcel immediately to the west, resulting in shifted intersection locations, and adjustments to the curb line and on-street parking layout. The changes are significant in their impact to the landscape and irrigation design already completed for the prior roadway design, requiring revision of our drawings.

Additionally, the Client has directed GAI to include landscape and irrigation for the pond edges along each side of the road, outside the ROW, which falls outside the original Scope of Work area. See revised Exhibit B – Scope of Work Map.

Supplemental Scope of Services

Based on our understanding of the project requirements/criteria provided to date by the Client, GAI will revise and expand upon the current landscape and irrigation design as described above. The resulting construction documents will be completed and submitted according to the original scope.

Schedule

GAI will begin work upon receipt of the executed Supplemental Proposal provided by the Client. GAI will endeavor to complete its Scope of Services within the timeframe of the Client's schedule to complete the project, subject to excused delay occasioned by factors beyond GAI's reasonable control.

Compensation

Compensation for supplemental services rendered by GAI will be $4,950, billed in addition to the $5,800 contracted fee for Task 2 – Construction Documentation.

GAI Consultants, Inc.
618 E. South Street
Suite 700
Orlando, Florida 32801

T 407.423.8398
gaiconsultants.com

A GAI Consultants, Inc. Service Group

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Planning | Urban Design
Landscape Architecture
Economics | Real Estate

Please do not hesitate to contact me at 321-319-3042 if you have any questions or wish to discuss this Supplemental Proposal.

Sincerely,

Community Solutions Group,
a GAI Consultants, Inc.
Service Group

Kevin J. Aust, PLA
Senior Manager, Landscape Architecture

Peter C. Sechler, PLA, AICP
Vice President

KJA/FB/

Attachment:

Exhibit B – Revised Scope of Work Map

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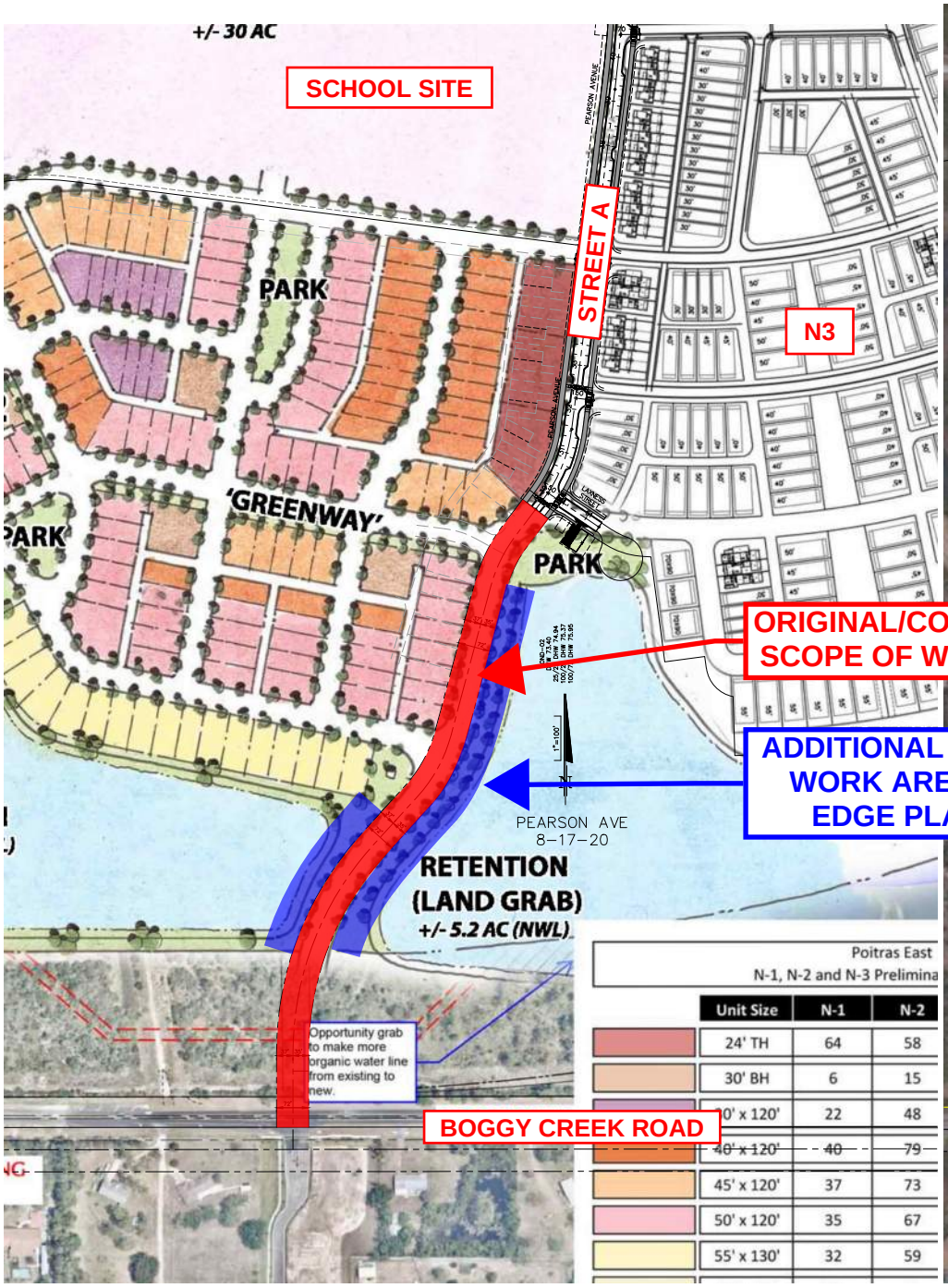
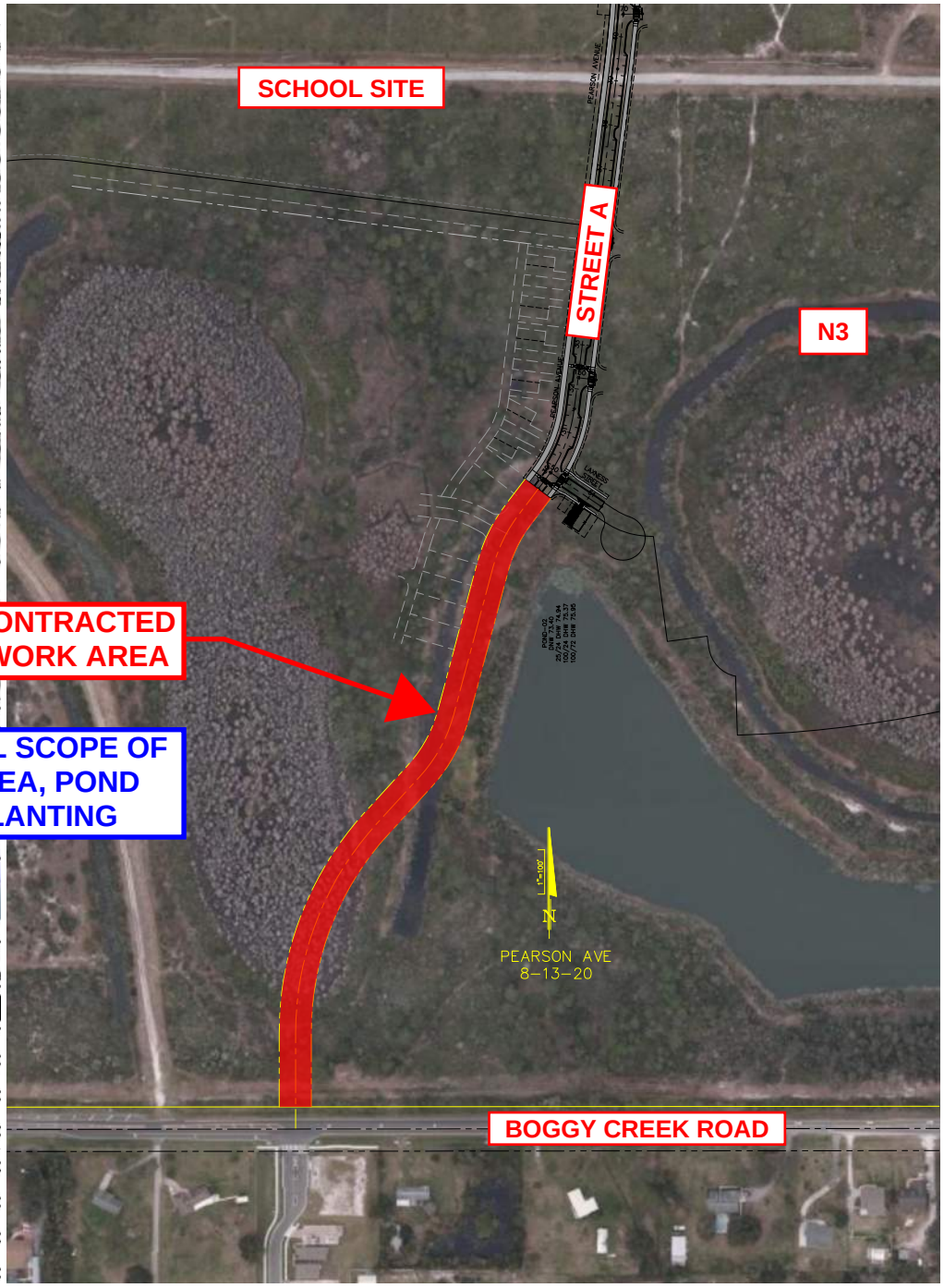


View of Scope Area from Poitras Master Plan



View of Scope Area from preliminary engineering/aerial overlay

EXHIBIT B - Revised Scope of Work Map

Poitras East
Community Development District

District's Financial Position and
Budget to Actual YTD

Poitras East CDD

Statement of Financial Position

As of 7/31/2021

	General Fund	Debt Service Fund	Capital Projects Fund	Total
Assets				
Current Assets				
General Checking Account	$71,505.45			$71,505.45
Series 2020 Debt Service Reserve		$243,602.66		243,602.66
Series 2020 Interest		8.47		8.47
Total Current Assets	$71,505.45	$243,611.13	$0.00	$315,116.58
Total Assets	$71,505.45	$243,611.13	$0.00	$315,116.58
Liabilities and Net Assets				
Current Liabilities				
Accounts Payable	$5,734.79			$5,734.79
Accounts Payable			$3,550.50	3,550.50
Total Current Liabilities	$5,734.79	$0.00	$3,550.50	$9,285.29
Total Liabilities	$5,734.79	$0.00	$3,550.50	$9,285.29
Net Assets				
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	61,138.80			61,138.80
Net Assets, Unrestricted		$33,175.73		33,175.73
Current Year Net Assets, Unrestricted		210,435.40		210,435.40
Net Assets, Unrestricted			($11,586.21)	(11,586.21)
Current Year Net Assets, Unrestricted			8,035.71	8,035.71
Total Net Assets	$65,770.66	$243,611.13	($3,550.50)	$305,831.29
Total Liabilities and Net Assets	$71,505.45	$243,611.13	$0.00	$315,116.58

Poitras East CDD

Statement of Activities

As of 7/31/2021

	General Fund	Debt Service Fund	Capital Projects Fund	Total
Revenues				
Developer Contributions	$150,707.65			$150,707.65
Other Income & Other Financing Sources	338.79			338.79
Inter-Fund Group Transfers In		$0.29		0.29
Debt Proceeds		229,235.78		229,235.78
Inter-Fund Transfers In			($0.29)	(0.29)
Debt Proceeds			2,401,102.89	2,401,102.89
Total Revenues	$151,046.44	$229,236.07	$2,401,102.60	$2,781,385.11
Expenses				
Supervisor Fees	$2,000.00			$2,000.00
D&O Insurance	2,421.00			2,421.00
Management	29,166.70			29,166.70
Engineering	6,129.11			6,129.11
Property Appraiser	296.00			296.00
District Counsel	25,730.87			25,730.87
Audit	3,250.00			3,250.00
Postage & Shipping	105.96			105.96
Legal Advertising	3,950.04			3,950.04
Miscellaneous	338.84			338.84
Web Site Maintenance	2,450.00			2,450.00
Dues, Licenses, and Fees	175.00			175.00
General Insurance	2,960.00			2,960.00
Property & Casualty	935.00			935.00
Personnel Leasing Agreement	10,000.00			10,000.00
Interest Payments (Series 2020)		$18,808.67		18,808.67
Engineering			$184,289.74	184,289.74
District Counsel			17,222.50	17,222.50
Legal Advertising			1,885.69	1,885.69
Contingency			2,189,668.97	2,189,668.97
Total Expenses	$89,908.52	$18,808.67	$2,393,066.90	$2,501,784.09
Other Revenues (Expenses) & Gains (Losses)				
Interest Income	$0.88			$0.88
Interest Income		$8.00		8.00
Interest Income			$0.01	0.01
Total Other Revenues (Expenses) & Gains (Losses)	$0.88	$8.00	$0.01	$8.89
Change In Net Assets	$61,138.80	$210,435.40	$8,035.71	$279,609.91
Net Assets At Beginning Of Year	$4,631.86	$33,175.73	($11,586.21)	$26,221.38
Net Assets At End Of Year	$65,770.66	$243,611.13	($3,550.50)	$305,831.29

Poitras East CDD
Budget to Actual
For the Month Ending 07/31/2021

	Year To Date				
	Actual	Budget	Variance	FY 2021 Adopted Budget	Percentage
Revenues					
Developer Contributions	$ 150,707.65	$ 301,020.83	$ (150,313.18)	$ 361,225.00	41.72%
Other Income & Other Financing Sources	338.79	-	338.79	-	
Net Revenues	**$ 151,046.44**	**$ 301,020.83**	**$ (149,974.39)**	**$ 361,225.00**	**41.82%**
General & Administrative Expenses					
Supervisor Fees	$ 2,000.00	$ 4,000.00	$ (2,000.00)	$ 4,800.00	41.67%
D&O Insurance	2,421.00	2,500.00	(79.00)	3,000.00	80.70%
Trustee Services	-	5,000.00	(5,000.00)	6,000.00	0.00%
Management	29,166.70	29,166.67	0.03	35,000.00	83.33%
Engineering	6,129.11	10,000.00	(3,870.89)	12,000.00	51.08%
Dissemination Agent	-	4,166.67	(4,166.67)	5,000.00	0.00%
Property Appraiser	296.00	-	296.00	-	
District Counsel	25,730.87	20,833.33	4,897.54	25,000.00	102.92%
Assessment Administration	-	6,250.00	(6,250.00)	7,500.00	0.00%
Reamortization Schedules	-	416.67	(416.67)	500.00	0.00%
Audit	3,250.00	5,000.00	(1,750.00)	6,000.00	54.17%
Travel and Per Diem	-	416.67	(416.67)	500.00	0.00%
Telephone	-	83.33	(83.33)	100.00	0.00%
Postage & Shipping	105.96	416.67	(310.71)	500.00	21.19%
Copies	-	416.67	(416.67)	500.00	0.00%
Legal Advertising	3,950.04	8,333.32	(4,383.28)	10,000.00	39.50%
Miscellaneous	338.84	7,500.00	(7,161.16)	9,000.00	3.76%
Web Site Maintenance	2,450.00	2,250.00	200.00	2,700.00	90.74%
Dues, Licenses, and Fees	175.00	145.83	29.17	175.00	100.00%
Total General & Administrative Expenses	**$ 76,013.52**	**$ 106,895.83**	**$ (30,882.31)**	**$ 128,275.00**	**59.26%**
Field Operations					
Electric Utility Services					
Electric	$ -	$ 2,083.33	$ (2,083.33)	$ 2,500.00	0.00%
Water-Sewer Combination Services					
Water Reclaimed	-	8,333.33	(8,333.33)	10,000.00	0.00%
Other Physical Environment					
General Insurance	2,960.00	2,666.67	293.33	3,200.00	92.50%
Property & Casualty Insurance	935.00	1,250.00	(315.00)	1,500.00	62.33%
Other Insurance	-	208.33	(208.33)	250.00	0.00%
Irrigation Repairs	-	8,333.33	(8,333.33)	10,000.00	0.00%
Landscaping Maintenance & Material	-	62,500.00	(62,500.00)	75,000.00	0.00%
Tree Trimming	-	4,166.67	(4,166.67)	5,000.00	0.00%
Flower & Plant Replacement	-	8,333.33	(8,333.33)	10,000.00	0.00%
Contingency	-	8,333.33	(8,333.33)	10,000.00	0.00%
Hurricane Cleanup	-	16,666.67	(16,666.67)	20,000.00	0.00%
Road & Street Facilities					
Entry and Wall Maintenance	-	2,500.00	(2,500.00)	3,000.00	0.00%
Hardscape Maintenance	-	4,166.67	(4,166.67)	5,000.00	0.00%
Streetlights	-	25,000.00	(25,000.00)	30,000.00	0.00%
Accent Lighting	-	416.67	(416.67)	500.00	0.00%
Alleyway Maintenance	-	8,333.33	(8,333.33)	10,000.00	0.00%
Parks & Recreation					
Personnel Leasing Agreement	10,000.00	10,000.00	-	12,000.00	83.33%
Reserves					
Infrastructure Capital Reserve	-	16,666.67	(16,666.67)	20,000.00	0.00%
Alleyway Reserve	-	4,166.67	(4,166.67)	5,000.00	0.00%
Total Field Operations Expenses	**$ 13,895.00**	**$ 194,125.00**	**$ (180,230.00)**	**$ 232,950.00**	**5.96%**
Total Expenses	**$ 89,908.52**	**$ 301,020.83**	**$ (211,112.31)**	**$ 361,225.00**	**24.89%**
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	$ 0.88	$ -	$ 0.88	$ -	
Total Other Revenues (Expenses) & Gains (Losses)	**$ 0.88**	**$ -**	**$ 0.88**	**$ -**	
Net Income (Loss)	**$ 61,138.80**	**$ -**	**$ 61,138.80**	**$ -**	