

Postras East Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900
<http://poitrastcdd.com/>

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District (“District”), scheduled to be held at **4:00 p.m. on Tuesday, May 17, 2022, 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#

AUDITOR SELECTION COMMITTEE MEETING AGENDA

- Roll Call to Confirm Quorum
- Public Comment Period
- Review and Approval of Audit Documents
 - Audit RFP Notice
 - Instructions to Proposers
 - Evaluation Criteria – with and without price
- Adjournment

BOARD OF SUPERVISORS’ MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the April 19, 2022, Board of Supervisors’ Meeting** (*provided under separate cover*)
- 2. **Letter from Supervisor of Elections – Orange County**
- 3. **Consideration of Resolution 2022-02, Designating a Date, Time and Location for the 2022 Landowners’ Meeting** [*suggested date of November 15, 2022 at 2:00 p.m.*]

Business Matters

- 4. **Consideration of Resolution 2022-03, Approving a Preliminary Budget for Fiscal Year 2023 and Setting a Public Hearing Date** [*suggested date of August 16, 2022 at 4:00 p.m.*] (*provided under separate cover*)
- 5. **Consideration of OUC Streetlight Agreements** (*provided under separate cover*)
 - a. Luminary 1C
 - b. Centerline G
 - c. Selten Way



6. **Consideration of Luminary 1A Landscaping Proposal with United Land Services** (*provided under separate cover*)
7. **Ratification of Operation and Maintenance Expenditures Paid in April 2022 in an amount totaling \$5,788.40** (*provided under separate cover*)
8. **Ratification of Requisition Nos. 2020-142 – 2020-147 Paid in April 2022 in an amount totaling \$55,555.97** (*provided under separate cover*)
9. **Recommendation of Work Authorization/Proposed Services** (*if applicable*)
10. **Review of District's Financial Position and Budget to Actual YTD** (*provided under separate cover*)

Other Business

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

Adjournment



Postras East Community Development District

Review and Approval of Audit Documents

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF AUDIT COMMITTEE MEETING AND NOTICE OF PUBLIC MEETING**

Notice is hereby given that the Board of Supervisors (“**Board**”) of the Poitras East Community Development District (“**District**”) will hold an Audit Committee meeting and regular meetings of the Board of Supervisors on **May 17, 2022 at 4:00 p.m. at the Courtyard by Marriott Orlando Lake Nona, 6955 Lake Nona Boulevard, Orlando, FL 32827**. The Audit Committee will review, discuss and establish the minimum qualifications and evaluation criteria that the District will use to solicit audit services. The regular Board meeting will take place after the Audit Committee meeting where the Board may consider any other business that may properly come before it. A copy of the agenda may be obtained at the offices of the District Manager, c/o PFM Group Consulting LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, Phone: (407) 723-5935 (“**District Manager’s Office**”) during normal business hours or from the District’s website at <http://poitrasedcdd.com/>.

The public meeting is open to the public and will be conducted in accordance with provisions of Florida law. Copies of the agenda may be obtained at the office of the District Manager, located at 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817, Phone: (407) 723-5935 (the “**District Manager’s Office**”), during normal business hours. The public meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or board members may participate by speaker telephone.

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

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jennifer Walden
District Manager

RUN DATE: _____

**POITRAS EASTCOMMUNITY DEVELOPMENT DISTRICT
NOTICE OF AUDIT COMMITTEE MEETING AND
REGULAR BOARD OF SUPERVISORS' MEETING**

The Board of Supervisors of the Poitras East Community Development District will hold an Audit Committee meeting and regular meeting of the Board of Supervisors on **July 19, 2022 at 4:00 p.m. at the Courtyard by Marriott Orlando Lake Nona, 6955 Lake Nona Boulevard, Orlando, FL 32827**. The regular meeting will take place immediately following the adjournment of the Audit Committee meeting where the Board may consider any other business that may properly come before it. The Audit Committee will review, discuss and recommend an auditor to provide audit services to the District for Fiscal Year 2022. A copy of the agendas may be obtained at the offices of the District Manager, PFM Group Consulting LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817, (407) 723-5900, during normal business hours.

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

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (407) 723-5900 at least forty-eight (48) hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Any person who decides to appeal any decision made by the Board or the Committee with respect to any matter considered at the meetings is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jennifer Walden
District Manager

RUN DATE: _____

**POITRAS EASTCOMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Poitras East Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Orange County and has an operating budget of approximately \$361,225.00. The final contract will require that, among other things, the audit for Fiscal Year 2022 be completed no later than June 1, 2023.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, Florida Statutes; and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include additional qualification requirements, evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide three (2) hard copies of their proposal and one (1) electronic copy (flash drive) to Jennifer Walden, District Manager, located at 3501 Quadrangle Blvd., Suite 270 Orlando, Florida 32817, in an envelope marked on the outside "Auditing Services – Poitras East Community Development District." Proposals must be received by _____, **2022**, at _____ **.m.**, at the office of the District Manager. Please direct all questions regarding this Request for Proposals to the District Manager, who can be reached at (407) 723-5900.

Any protest regarding the terms of this Notice, or the proposal packages on file with the District Manager, must be filed in writing at the offices of the District Manager within seventy-two (72) calendar hours (excluding weekends) after publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. 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 or protest with respect to aforesaid Notice or proposal package provisions.

Poitras East Community Development District
Jennifer Walden, District Manager

RUN DATE: _____

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2022
Orange County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than _____, 2022, at _____ .m., at the offices of the District Manager, PFM Group Consulting LLC, located at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Each Proposer shall submit two (2) hard copies and one (1) electronic copy of the Proposal Documents (defined below), and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Poitras East Community Development District " on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the evaluation criteria and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a contract or engagement letter with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. CONTENTS OF PROPOSALS. All proposals shall include the following information in addition to any other requirements of the Proposal Documents.

- A.** List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B.** Describe proposed staffing levels, including resumes with applicable certifications.
- C.** Provide three (3) references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person. Identify any work previously conducted for other community development districts.
- D.** The lump sum cost of the provision of the services under the proposal, plus the cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. 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 or protest with respect to aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the evaluation criteria, contained within the Proposal Documents.

**AUDITOR SELECTION
EVALUATION CRITERIA (WITH PRICE)**

1. Ability of Personnel. (20 Points)

This includes the geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

2. Proposer's Experience. (20 Points)

This includes past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

Points will be awarded based upon the lowest total bid for rendering the services and the reasonableness of the proposal.

**AUDITOR SELECTION
EVALUATION CRITERIA (WITHOUT PRICE)**

1. *Ability of Personnel.* (25 Points)

This includes the geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.

2. *Proposer's Experience.* (25 Points)

This includes past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.

3. *Understanding of Scope of Work.* (25 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (25 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

**Postras East
Community Development District**

**Minutes of the April 19, 2022
Board of Supervisors' Meeting**
(provided under separate cover)

**Postras East
Community Development District**

**Supervisor of Elections
Orange County**

Bill Cowles

Date 5/6/2022

Supervisor of Elections

Orange County, FL

Time 03:27 PM

District List Report

District	Nbr	DistrictType	Description	Registered Voters					Inactive Voters				
				Total	Dems	Reps	NPA	Other	Total	Dems	Reps	NPA	Other
HSE	46	HOUSE FLORIDA	46	81,19	48,61	8,364	23,167	1,048	11,556	6,16	1,090	4,200	105
HSE	47	HOUSE FLORIDA	47	126,87	50,46	39,074	34,736	2,606	12,460	4,98	2,731	4,560	183
HSE	48	HOUSE FLORIDA	48	107,81	48,38	18,576	39,452	1,402	11,172	4,74	1,508	4,780	136
HSE	49	HOUSE FLORIDA	49	106,19	43,55	25,085	35,610	1,949	12,097	4,98	2,195	4,687	227
HSE	50	HOUSE FLORIDA	50	92,08	32,57	26,034	31,731	1,749	7,208	2,472	1,755	2,858	123
				853,965	360,453	213,700	265,069	14,743	80,575	34,011	15,140	30,259	1,165
SB	1	SCHOOL BOARD	1	113,489	43,99	31,42	35,891	2,174	12,259	4,84	2,517	4,638	255
SB	2	SCHOOL BOARD	2	137,56	54,00	32,966	48,238	2,354	12,681	4,96	2,316	5,226	172
SB	3	SCHOOL BOARD	3	122,27	51,18	28,306	40,936	1,842	11,248	4,57	1,918	4,616	135
SB	4	SCHOOL BOARD	4	143,58	50,91	43,721	46,188	2,761	11,463	4,22	2,897	4,152	193
SB	5	SCHOOL BOARD	5	91,40	54,59	9,788	25,879	1,141	12,869	6,77	1,291	4,683	116
SB	6	SCHOOL BOARD	6	119,370	56,45	28,74	31,872	2,302	12,369	5,68	2,273	4,223	185
SB	7	SCHOOL BOARD	7	126,28	49,29	38,749	36,065	2,169	7,686	2,928	1,928	2,721	109
				853,965	360,453	213,700	265,069	14,743	80,575	34,011	15,140	30,259	1,165
SEN	11	SENATE FLORIDA	11	313,48	150,098	70,23	88,223	4,935	29,153	13,91	4,611	10,281	344
SEN	13	SENATE FLORIDA	13	340,44	137,246	88,80	108,213	6,178	35,575	14,25	6,849	13,902	570
SEN	15	SENATE FLORIDA	15	200,03	73,10	54,663	68,633	3,630	15,847	5,840	3,680	6,076	251
				853,965	360,453	213,700	265,069	14,743	80,575	34,011	15,140	30,259	1,165
SPC	1	BONNET CREEK RESORT				0	0	0	0		0	0	0
SPC	2	EAST PARK		1,61	59	388	594	29	95	3	22	36	2
SPC	3	FALCON TRACE		1,90	87	354	650	26	133	5	22	53	3
SPC	4	NARCOOSSEE		1,81	67	440	672	34	261	10	50	105	6
SPC	5	STONEBROOK WEST		3,48	1,22	1,102	1,095	68	235	8	64	80	4
SPC	6	URBAN ORLANDO		6,14	2,20	2,036	1,735	161	880	28	268	314	9
SPC	7	VISTA LAKES		4,21	1,69	965	1,497	62	339	13	60	146	2
SPC	8	RANGER DRAINAGE		6,43	1,90	2,417	1,967	146	373	113	113	13	
SPC	9	BOGGY CREEK		2		8	12	0	0		0	0	0
SPC	10	GREENEWAY		4,57	1,54	1,308	1,622	104	239	7	66	98	5
SPC	11	MYRTLE CREEK		2,38	75	664	914	54	215	7	57	82	2
SPC	13	RANDAL PARK		1,45	48	423	510	37	93	3	26	32	4
SPC	15	FOWLERS GROVE WG VIL				0	0	0	0		0	0	0
SPC	20	STOREY PARK		1,85	68	403	730	42	55	2	6	22	2
SPC	22	GROVE RESORT				0	0	0	0		0	0	0
SPC	23	DOWDEN WEST		22	9	48	75	8	0		0	0	0
SPC	24	FRERC				1	0	0	0		0	0	0
SPC	25	POITRAS EAST		16	3	43	83	4	0		0	0	0
SPC	26	GRANDE PINES CDD				0	0	0	0		0	0	0
SPC	27	WESTWOOD CDD				0	0	0	0		0	0	0
SPC	28	VALENCIA WATER CONTROL D					0	0	0		0	0	0
SPC	29	MIDTOWN IMPROVEMENT DIS		32	12	8	111	9	65	2	18	23	2
SPC	99	BELLE ISLE 2022 ANNEX		18	7	58	50	4	15	5	1	9	0
				36,828	12,981	10,742	12,317	788	2,998	1,03	773	1,139	49
UNP	9	UNPRECINCTABLE ABSENTEE		0			0	0	0	0	0	0	0
				0	0	0	0	0	0		0	0	0

**Postras East
Community Development District**

**Resolution 2022-02,
Designating a Date, Time and Location
for the 2022 Landowners' Meeting**

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, 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 entirely within the City of Orlando, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*],” and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Richard Levey	11/2022
2	Brent Schademan	11/2022
3	Julie Salvo	11/2024
4	Rob Adams	11/2024
5	Frank Paris	11/2022

This year, Seat 1, currently held by Richard Levey, Seat 2, currently held by Brent Schademan, and Seat 5, currently held by Frank Paris are subject to election by landowners in November 2022. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

2. **LANDOWNER’S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 15th day of November, 2022, at 4:00 p.m., and located at 6955 Lake Nona Blvd, Orlando, FL 32827.

3. **PUBLICATION.** The District’s Secretary is hereby directed to publish notice of the landowners’ meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners’ meeting and election have been announced by the Board at its **May 17, 2022** meeting. A sample notice of

landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, PFM Group Consulting, LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817.

5. **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.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS 17th DAY OF MAY, 2022.

**POITRAS EAST COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Poitras East Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 1,060 acres, located west of Narcoossee Road, north and east of Boggy Creek Road, and south of the Central Florida Greenway and the Lake Nona property, in the City of Orlando, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: _____
TIME: _____
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817, Ph: (407) 723-5900 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Jennifer Walden
District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT
4888-0622-8511.1

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: _____, November __, 2022

TIME: _____ .M.

LOCATION:

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER __, 2022**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (**"Proxy Holder"**) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Poitras East Community Development District to be held at _____, on _____, at _____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER __, 2022

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Poitras East Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
1		
2		
5		

Date: _____

Signed: _____

Printed Name: _____

**Postras East
Community Development District**

**Resolution 2022-03,
Approving a Preliminary Budget for Fiscal Year
2023 and Setting a Public Hearing Date
*(provided under separate cover)***

Postras East Community Development District

OUC Streetlight Agreements
(provided under separate cover)

Postras East Community Development District

Luminary 1C
(provided under separate cover)

Postras East Community Development District

Centerline G
(provided under separate cover)

**Postras East
Community Development District**

Selten Way
(provided under separate cover)

**Postras East
Community Development District**

**Luminary 1A Landscaping Proposal with
United Land Services**
(provided under separate cover)

**Postras East
Community Development District**

**Operation and Maintenance Expenditures Paid in
April 2022 in an amount totaling \$5,788.40**
(provided under separate cover)

**Postras East
Community Development District**

**Requisition Nos. 2020-142-2020-147 Paid in April
2022 in an amount totaling \$55,555.97**
(provided under separate cover)

Postras East Community Development District

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

Postras East Community Development District

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