

# Postras East Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

<http://poitrasedcdd.com/>

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, April 18, 2023, 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 March 21, 2023, Board of Supervisors' Meeting**

### Business Matters

- 2. **Review of Fiscal Year 2024 Operations & Maintenance Budget**
- 3. **Ratification of Operation and Maintenance Expenditures Paid in March 2023 in an amount totaling \$10,534.43**
- 4. **Ratification of Requisition Nos. 2023-001 – 2023-008 Paid in March 2023 in an amount totaling \$2,493,510.84**
- 5. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
- 6. **Review of District's Financial Position and Budget to Actual YTD**

### Other Business

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

### Adjournment



# **Postras East Community Development District**

**Minutes of the March 21, 2023,  
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, March 21, 2023, at 4:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

|                 |                     |
|-----------------|---------------------|
| Richard Levey   | Chairman            |
| Frank Paris     | Assistant Secretary |
| Brent Schademan | Assistant Secretary |
| Julie Salvo     | Assistant Secretary |

Also attending:

|                   |                               |             |
|-------------------|-------------------------------|-------------|
| Jennifer Walden   | PFM                           | (via phone) |
| Lynne Mullins     | PFM                           |             |
| Jorge Jimenez     | PFM                           | (via phone) |
| Tucker Mackie     | Kutak Rock                    |             |
| Jeffrey Newton    | Donald W. McIntosh Associates |             |
| Larry Kaufmann    | Construction Supervisor       | (via phone) |
| Verona Griffith   | PFM                           | (via phone) |
| Matt McDermott    | Construction Committee Member |             |
| Katie Harmer      | Berman                        |             |
| Samantha Sharenow | Berman                        |             |

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey called for public comments. He noted there were no public comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
February 21, 2023, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the February 21, 2023, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the February 21, 2023, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of First Amendment to  
Landscape and Irrigation  
Maintenance Agreement with United  
Land Services**

Ms. Mullins stated the agreement with ULS is expected to expire on June 1, 2023. District staff has discussed with Mr. McDermott and Berman and the recommendation is to move forward with keeping ULS on until September 30, 2023. This would coincide with the new bids through the RFP process, which the Board will discuss next. She noted that there will be no additional cost to the budget.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the First Amendment to Landscape and Irrigation Maintenance Agreement with United Land Services, which extends the agreement until September 30, 2023.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of RFP for District Landscaping & Common Area Maintenance**

Ms. Mullins stated District staff is working on putting together the RFP for the District. District staff is asking for approval to move forward with placing the ad for the RFP and approval of the attached evaluation criteria. This is consistent with several of the sister Districts who did their landscaping RFP last year.

Mr. McDermott noted the project scope description needs to be expanded. He added that this is the first time this District has gone out for RFP and the package is still being worked on as some of the verbiage in the ad needs to be tweaked to include all roadways.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the RFP evaluation criteria and District staff placing the RFP ad for the District Landscaping & Common Area Maintenance.

## **SIXTH ORDER OF BUSINESS**

### **Review and Acceptance of Arbitrage Rebate Report for the Series 2020 BAN**

Ms. Mullins stated LLS Tax Solutions provided the report, which indicates that there is no cumulative rebatable arbitrage liability as of February 14, 2023.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the Arbitrage Rebate Report from LLS Tax Solutions for the Series 2020 BAN.

## **SEVENTH ORDER OF BUSINESS**

### **Ratification of Operation and Maintenance Expenditures Paid in**



**February 2023 in an amount totaling  
\$8,682.15**

Ms. Mullins stated these have been approved and need to be ratified.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in February 2023 in an amount totaling \$8,682.15.

## **EIGHTH ORDER OF BUSINESS**

### **Recommendation of Work Authorization/Proposed Services**

Mr. Kaufmann stated there's one Work Authorization in the agenda package from Donald W. McIntosh Associates in the amount of \$17,890.00. It includes the evaluation of a proposed location for a future lift station, the capacity for that lift station, and a modification to the master utility plan with Orange County to accommodate that lift station.

Mr. Newton stated there are four lift stations in the CIP, three of them have been built and one remains. The remaining lift station is currently planned for within the limits of the proposed Village center, so the Developer is not ready to put that lift station in yet. At the same time, the City has a fire station site on the north side of Luminary Blvd., and there's also another site that the Developer is marketing, both of which need sewer service. The request was that District staff look at what it would take to construct a separate lift station to serve those parcels and as much of the land lying south of Luminary as possible.

On motion by Ms. Salvo, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization with Donald. W. McIntosh Associates, Inc. for \$17,890.00 for the Lift Station G Evaluation.

## **NINTH ORDER OF BUSINESS**

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

Ms. Mullins stated through February, the District has expenses of just under \$99,000.00 versus an overall budget of \$412,000.00. So, the District has spent about 24% of the adopted budget.

## **TENTH ORDER OF BUSINESS**

### **Staff Reports**

District Counsel –

Ms. Mackie stated the 1A, 1B and Pearson Ave. infrastructure that remain to be acquired by the District is now in the process of documentation. Mr. Newton reviewed costs and certified them for the District's purposes. She noted District staff will bring that back before the Board for ratification as it was already approved by the Board. Then the District will likely be requisitioning funds from not only the 2023 Bonds, but the 2020 BAN as well. Ms. Mackie noted that at the last meeting, Bond Counsel presented certain items that would necessitate a reissuance, so Dr. Levey may need to sign a few additional documents.

District Manager –

No report.

District Engineer –

Mr. Newton reviewed the Construction Contract Status Memorandum (Minutes Exhibit A).

For Narcoossee/Luminary Traffic Signal, the pedestrian push buttons are still being addressed. Kittelson has come up with a remediation plan that includes not only moving the pedestrian push buttons, but also includes demolition and reconstruction of sidewalks and ramps. The area is constrained so it's hard to find flat landing areas within 10 feet of the edge of the travelway, which is recommended by the MUTCD for pedestrian push buttons. It's been a struggle to find middle ground between the ADA and MUTCD. The solution recommended by Kittelson is to redo the ramps and the lead in sidewalks to provide flat landing areas.

Dr. Levey asked how the District got to this point with the signal being new. Mr. Newton stated that on the East side of Narcoossee Road it was all existing. The signal poles and the pedestrian push buttons were designed by Kittelson based on what was already there. He stated he will look into where it fell apart on the West side but feels it was probably a timing issue.

For Master Infrastructure Phase 1C & Centerline Drive Segment F, the project is effectively complete. The final lift of asphalt got placed at the beginning of this month and the Certificate of Completion is on track to be issued by the City by the end of the month. There are a couple of Change Orders for this project. First is Change Order No. 15 in the additive amount of \$3,103.73 for a reduction in the screen wall length at Centerline Drive Segment G box culvert and the addition of a reclaimed point of connection. Second is Change Order No. 16 in the additive amount of \$85,888.27 for diesel fuel price adjustments for October 2022 through March 2023, the addition of an OUC automatic flushing device, and some additional sod, stone, and grading at the roundabout. Of that total amount, \$70,939.44 is applicable to Master Infrastructure Phase 1C project and the remaining \$14,948.83 is applicable to the Midtown ID's Centerline Drive Segment F project.

For Master Infrastructure Phase 1D, ODP reconciliation is being worked on but is still waiting on information from the contractor to finalize.

For Pearson Avenue Phase 2, the Certificate of Completion got issued by the City last month and the release of retainage request should be on the Contractor's next pay application.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the action items of the March 21, 2023, Construction Contract Status memorandum, which amount to approval of Change Order No. 15 in the additive amount of \$3,103.73 and Change Order No. 16 in the additive amount of \$85,888.27.

Construction Supervisor –

No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On motion by Mr. Paris, seconded by Ms. Salvo, with all in favor, the March 21, 2023, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

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Secretary / Assistant Secretary

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Chair / Vice Chair



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

## MEMORANDUM

DATE: March 21, 2023

TO: Poitras East Community Development District  
Board of Supervisors

FROM: Donald W. McIntosh Associates, Inc.  
District Engineer

RE: Construction Contract Status

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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.

CIVIL ENGINEERS

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

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

LAND PLANNERS

**Construction Status:** The project has been completed. Acquisition of improvements by the District is ongoing.

SURVEYORS

**Narcoossee/Luminary Traffic Signal – The New Florida Industrial Electric**

**Construction Status:** The Contractor and signal consultant are continuing to coordinate with Orange County regarding the pedestrian push buttons. The current cure includes not only relocation of the pedestrian push buttons but also the demolition and reconstruction of curb ramps and adjacent sidewalks at the intersection for compliance with ADA. While the relocation of the pedestrian push buttons should be completed by the Contractor with no additional cost to the District, it is likely that the sidewalk demolition and reconstruction will be viewed as additional work subject to a change order. The Contractor has been informed that retainage will not be released until the issue is fully resolved.

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

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

**Construction Status:** The project has been completed. Acquisition of improvements by the District is ongoing.

2200 Park Ave. North

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

Winter Park, FL

**Construction Status:** Project is substantially complete. The final lift of asphalt has been placed, storm repair videos have been received, and final project completion is currently anticipated by the end of March pending the City's acceptance of as-builts and other closeout documentation as submitted.

32789-2355

Fax 407-644-8318

**Change Order (C.O.) Status:** Change Order No. 15 in the additive amount of \$3,103.73 for reduction in screen wall length at the Centerline Drive Segment G box culvert and addition of

407-644-4068

F:\Proj2017\17170\ENGadmin\C\ec315 Construction Memo 03-21-23.docx



*Memorandum*

*Re: Poitras East Community Development District  
Construction Contract Status*

*March 21, 2023*

*Page 2*

a reclaimed point of connection. Change Order No. 16 in the additive amount of \$85,888.27 for diesel fuel price adjustments for October 2022 through March 2023, addition of an OUC automatic flushing device, and additional sod, stone, and grading at the roundabout, \$70,939.44 of which is applicable to PECDD's Master Infrastructure Phase 1C project and \$14,948.83 of which is applicable to MID's Centerline Drive Segment F project.

**Recommended Motion:** Approve Change Order No. 15 in the additive amount of \$3,103.73 and Change Order 16 in the additive amount of \$85,888.27.

**Master Infrastructure Phase 1D – Jr. Davis Construction Company**

**Construction Status:** The project has been completed. Contract closeout is underway, including ODP reconciliation pending receipt of additional information from the contractor.

**Change Order (C.O.) Status:** None at this time.

**Recommended Motion:** None.

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

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

**Construction Status:** The project has been completed. Acquisition of improvements by the District is ongoing.

**Street A Phase 2 (aka Pearson Avenue) – Jr. Davis Construction Company**

**Construction Status:** A Certificate of Completion was issued by the City on 2/17/23. Request for release of retainage is expected in the next pay application.

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

**Recommended Motion:** None.

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

Thank you.

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

**Poitras East Community Development District  
Master Infrastructure Phase 1C and Centerline Drive Segment F  
Change Order Log  
Jr. Davis Construction, Inc.**

| C.O. #                                | Date       | Description of Revision  | Additional Days  | Amount                         | Status   | New Contract Amount<br>Original Contract Date | To Board   | Approval Date | Notes   |
|---------------------------------------|------------|--|------------------|--------------------------------|----------|---|------------|---------------|---|
|                                       |            |  | 300              |                                |          | \$ 8,105,537.19                               |            |               |   |
| <u>1</u>                              | 4/6/2022   | Hardscape - Roundabouts and Retaining Wall   | 0                | \$ 133,966.67                  | Approved | \$ 8,239,503.86                               | 4/19/2022  | 4/19/2022     | Tavistock approved 5/4/22                                       |
| <u>2</u>                              | 4/13/2022  | Increase in Cost to Procure 16" PVC Force Main from FEI  | 0                | \$ 69,162.54                   | Approved | \$ 8,308,666.40                               | 4/19/2022  | 4/19/2022     | Tavistock approved 5/4/22                                       |
| <u>3</u>                              | 5/16/2022  | Landscaping & Irrigation for Phase 1C (including 12 months of maintenance)   | 120              | \$ 2,348,776.51                | Approved | \$ 10,657,442.91                              | 5/17/2022  | 5/17/2022     |   |
| <u>4</u>                              | 6/20/2022  | Diesel Fuel Price Adjustment through May 2022  |                  | \$ 19,807.62                   | Approved | \$ 10,677,250.53                              | 6/21/2022  | 6/21/2022     |   |
| <u>6</u>                              | 8/10/2022  | Phase 1C Truck Apron Pavers  | 30               | \$ 160,500.00                  | Approved | \$ 10,837,750.53                              | 8/16/2022  | 8/16/2022     |   |
| <u>7</u>                              | 8/10/2022  | Segment F Landscape & Irrigation   | 49               | \$ 337,107.02                  | Approved | \$ 11,174,857.55                              | 8/16/2022  | 8/15/2022     |   |
| <u>8</u>                              | 8/12/2022  | Remove 12 months of landscape/irrigation maintenance   | 0                | \$ (243,187.92)                | Approved | \$ 10,931,669.63                              | 8/16/2022  | 8/16/2022     |   |
| <u>9</u>                              | 11/4/2022  | Hurricane Ian Additional Work  | 0                | \$ 3,729.00                    | Approved | \$ 10,935,398.63                              | 11/15/2022 | 11/15/2022    |   |
| <u>10</u>                             | 11/14/2022 | Diesel Fuel Price Adjustment - June through September 2022   | 0                | \$ 24,259.08                   | Approved | \$ 10,959,657.71                              | 11/15/2022 | 11/15/2022    |   |
| <u>5</u>                              | 7/15/2022  | Master Infrastructure Phase 1C and Segment F Plan Changes  | 90               | \$ 1,165,512.09                | Approved | \$ 12,125,169.80                              | 7/19/2022  | 11/15/2022    | Previously approved NTE \$1,368,270.55 pending Engineers Review |
| 11                                    | 1/10/2023  | Master Infrastructure Phase 1C and Segment F Additional Cost for Trails  | 0                | \$ 1,057,784.46                | Approved | \$ 13,182,954.26                              | 1/17/2023  | 1/17/2023     |   |
| 12                                    | 2/16/2023  | Asphalt Price Escallations   | 0                | \$ 85,799.14                   | Approved | \$ 13,268,753.40                              | 2/21/2023  | 2/21/2023     |   |
| 13                                    | 2/16/2023  | LAMN Trail Modifications at Concrete Box Culvert from Asphalt to Concrete  | 0                | \$ 6,075.00                    | Approved | \$ 13,274,828.40                              | 2/21/2023  | 2/21/2023     |   |
| 14                                    | 2/16/2023  | Segment E Electrical Extension   | 0                | \$ 401,376.94                  | Approved | \$ 13,676,205.34                              | 2/21/2023  | 2/21/2023     |   |
| 15                                    | 3/14/2023  | Reduced Screen Wall and Add Relaimed Point of Connection   | 0                | \$ 3,103.73                    | Pending  | \$ 13,679,309.07                              | 3/21/2023  |               |   |
| 16                                    | 3/14/2023  | Diesel Fuel Price Adjustment - October 2022 through March 2023; Autoflush for Segment C, Added Sod and Grading, Segment E Asphalt Repair | 0                | \$ 85,888.27                   | Pending  | \$ 13,765,197.34                              | 3/21/2023  |               |   |
| <b>Days to Substantial Completion</b> |            |  | <b>589</b>       | <b>Revised Contract Amount</b> |          | <b>\$ 13,765,197.34</b>                       |            |               |   |
| <b>Days to Contract Completion</b>    |            |  | <b>619</b>       |                                |          |   |            |               |   |
| <b>NOC Date</b>                       |            |  | <b>7/19/2021</b> |                                |          |   |            |               |   |
| <b>Substantial Completion Date</b>    |            |  | <b>2/28/2023</b> |                                |          |   |            |               |   |
| <b>Contract Completion Date</b>       |            |  | <b>3/30/2023</b> |                                |          |   |            |               |   |

# Postras East Community Development District

## CONTRACT CHANGE ORDER

Change Order No. 15

Project: Master Infrastructure Phase 1C and Centerline Drive  
Segment F

Date 3/14/2023

Engineer: Donald W. McIntosh Associates, Inc.

Contractor: Jr. Davis Construction Company, Inc.

| ITEM NO. | WORK PERFORMED  | DESCRIPTION OF CHANGE | AMOUNT + / (-) |
|----------|---|-----------------------|----------------|
| 1        | Reduced Screen Wall and Add Reclaimed Point of Connection | ADD                   | \$ 3,103.73    |
|          |   |                       |                |
|          |   |                       |                |
|          |   |                       |                |
|          |   |                       |                |
|          |   |                       |                |

Net Change Order Amount \$ 3,103.73

Contract Amount Prior to Change Order \$ 13,676,205.34

Revised Contract Amount \$ 13,679,309.07

### COMMENTS:

See attached backup.

Acceptable To:

  
Jr. Davis Construction Company, Inc.

Date:

3/17/23  
bk

Approved By:

Postras East Community Development District

Date:

# Poitras Master Infrastructure 1C/1F Box Culv Screen Wall Reduction and Add POC



Jr. Davis Construction Company, Inc.

## JR. DAVIS CONSTRUCTION

210 Hangar Road  
Kissimmee, FL, 34741

Contact: Mike Heim  
Phone: 407-572-5190  
Email: Mike.Heim@jr-davis.com

Quote To: Tarek Fahmy  
Company: Donald W. McIntosh & Associates, Inc.  
Phone: 407-644-8318  
Email: tfahmy@dwma.com

Proposal Date: 2/27/2023  
HCSS: 2089RCO16  
Additional Time:

Reduced Screen wall by 138 LF and Elim. 4 Columns  
Add RM POC connection for Irrigation and 24" DEMO

| ITEM | DESCRIPTION                                    | QUANTITY | UNIT | UNIT PRICE | AMOUNT     |
|------|--|----------|------|------------|------------|
| 10   | Delete Box Culvert Screen Wall Sections        | -138.00  | LF   | 148.31     | -20,466.78 |
| 15   | Delete Box Culvert Screen Wall Columns         | -4.00    | EA   | 1,159.58   | -4,638.32  |
| 30   | Added 4" Above Ground Reclaimed POC Connection | 1.00     | LS   | 24,089.63  | 24,089.63  |
| 40   | Remove Existing 24" RCP crossing Segment F     | 80.00    | LF   | 51.49      | 4,119.20   |

**GRAND TOTAL** **\$3,103.73**

### NOTES:

As part of associated plan revisions, Box culvert screen wall was reduced by 69 LF on both east and west side of roadway at STA 86+00, resulting in net decrease of 138 LF of wall and elimination of 4 cast in place columns.

above ground 4" Reclaimed Main POC was added for irrigation connection at STA 85+00

24" Pipe Demo in Segment F; STA 96+40 taken out from ROW to ROW only (80 LF) as original plans stated that this was to be removed in future phase. RFI 11 direction stated that JDC was not to remove said pipe, but after determining the pipe was not wanted by TDC under the new Segment F roadway, Field Direction was to remove the pipe



**Postras East Community Development District**  
**CONTRACT CHANGE ORDER**

Change Order No. 16

Project: Master Infrastructure Phase 1C and Centerline Drive  
Segment F

Date 3/16/2023

Engineer: Donald W. McIntosh Associates, Inc.

Contractor: Jr. Davis Construction Company, Inc.

| ITEM NO. | WORK PERFORMED   | DESCRIPTION OF CHANGE | AMOUNT + / (-) |
|----------|--|-----------------------|----------------|
| 1        | Diesel Fuel Price Adjustment - October 2022 through March 2023           | ADD                   | \$ 51,434.38   |
| 2        | Autoflush for Segment C, Added Sod and Grading, Segment E Asphalt Repair | ADD                   | \$ 34,453.89   |
|          |  |                       |                |
|          |  |                       |                |
|          |  |                       |                |
|          |  |                       |                |

Net Change Order Amount \$ 85,888.27

Contract Amount Prior to Change Order \$ 13,679,309.07

Revised Contract Amount \$ 13,765,197.34

**COMMENTS:**

See attached backup.

Acceptable To:

  
Jr. Davis Construction Company, Inc.

Date:

3/20/23  
bk

Approved By:

Postras East Community Development District

Date:

**Jr Davis Construction**

**Fuel Index Summary by Period**

<https://www.fdot.gov/construction/fuel-bit/fuel-bit.shtm>

| Period                             | Monthly Index | Monthly Index Difference | Total GAL | Monthly Index Value |                      |             |
|------------------------------------|---------------|--------------------------|-----------|---------------------|----------------------|-------------|
| March-22                           | 3.8260        | 1.7072                   | -         | \$ -                |                      |             |
| April-22                           | 3.8260        | 1.7072                   | 1,862.96  | \$ 3,180.40         |                      |             |
| May-22                             | 4.6665        | 2.5477                   | 2,216.78  | \$ 5,647.64         | 1st Request          | \$ 8,885.09 |
| June-22                            | 4.5482        | 2.4294                   | 1,824.55  | \$ 4,432.54         |                      |             |
| July-22                            | 4.3428        | 2.2240                   | 1,144.34  | \$ 2,545.00         |                      |             |
| August-22                          | 3.8412        | 1.7224                   | 1,292.26  | \$ 2,225.76         |                      |             |
| September-22                       | 3.8855        | 1.7667                   | 7,233.57  | \$ 12,779.40        | 2nd Request          | \$21,822.86 |
| October-22                         | 3.4802        | 1.3614                   | 4,552.83  | \$ 6,198.13         |                      |             |
| November-22                        | 3.9942        | 1.8754                   | 6,627.39  | \$ 12,428.88        |                      |             |
| December-22                        | 3.6188        | 1.5000                   | 2,499.71  | \$ 3,749.52         |                      |             |
| January-23                         | 3.8667        | 1.7479                   | 1,674.94  | \$ 2,927.59         |                      |             |
| February-23                        | 3.5847        | 1.4659                   | 11,313.46 | \$ 16,584.18        |                      |             |
| March-23                           | 3.1068        | 0.9880                   | 45.00     | \$ 44.46            |                      |             |
| PROJECT COMPLETE                   |               |                          |           |                     |                      |             |
|                                    |               |                          | Sub-Total | \$ 72,743.50        | THIS REQUEST (final) | \$42,035.55 |
| Contract Index                     |               | 1.9262                   |           |                     |                      |             |
| Do NOT Edit this Cell Once Entered |               |                          |           |                     |                      |             |

- 1) Enter Payment Period in Column A
- 2) Link Column B with Appropriate Period Index
- 3) Column C will Calculate Itself
- 4) Link Column D with Appropriate Period Total
- 5) Column E will Calculate Itself

**Jr Davis Construction**

**Fuel Index Summary by Period**

<https://www.fdot.gov/construction/fuel-bit/fuel-bit.shtm>

| Period                             | Monthly Index | Monthly Index Difference | Total GAL | Monthly Index Value |           |                      |
|------------------------------------|---------------|--------------------------|-----------|---------------------|-----------|----------------------|
| March-22                           | 3.8260        | 1.7072                   | -         | \$                  | -         |                      |
| April-22                           | 3.8260        | 1.7072                   | 1,574.39  | \$                  | 2,687.76  |                      |
| May-22                             | 4.6665        | 2.5477                   | 2,446.92  | \$                  | 6,233.97  | first Request        |
| June-22                            | 4.5482        | 2.4294                   | 907.09    | \$                  | 2,203.67  |                      |
| July-22                            | 4.3428        | 2.2240                   | 1,086.27  | \$                  | 2,415.84  |                      |
| August-22                          | 3.8412        | 1.7224                   | 8.94      | \$                  | 15.40     |                      |
| September-22                       | 3.8855        | 1.7667                   | (293.20)  | \$                  | (517.99)  | 2nd Request          |
| October-22                         | 3.4802        | 1.3614                   | 1,153.51  | \$                  | 1,570.37  |                      |
| November-22                        | 3.9942        | 1.8754                   | 2,436.25  | \$                  | 4,568.89  |                      |
| December-22                        | 3.6188        | 1.5000                   | 510.90    | \$                  | 766.35    |                      |
| January-23                         | 3.8667        | 1.7479                   | 120.00    | \$                  | 209.75    |                      |
| February-23                        | 3.5847        | 1.4659                   | 1,537.94  | \$                  | 2,254.44  |                      |
| March-23                           | 3.1068        | 0.9880                   | 353.40    | \$                  | 349.15    |                      |
| PROJECT COMPLETE                   |               |                          |           |                     |           |                      |
|                                    |               |                          | Sub-Total | \$                  | 22,757.58 | This Request (final) |
|                                    |               |                          |           |                     |           | \$ 9,398.83          |
| Contract Index                     |               | 1.9262                   |           |                     |           |                      |
| Do NOT Edit this Cell Once Entered |               |                          |           |                     |           |                      |

- 1) Enter Payment Period in Column A
- 2) Link Column B with Appropriate Period Index
- 3) Column C will Calculate Itself
- 4) Link Column D with Appropriate Period Total
- 5) Column E will Calculate Itself

# Postras Master Infrastructure 1C/1F Added sod on slopes, Autoflush



Jr. Davis Construction Company, Inc.

## JR. DAVIS CONSTRUCTION

210 Hangar Road

Kissimmee, FL, 34741

Contact: Mike Heim

Phone: 407-572-5190

Email: Mike.Heim@jr-davis.com

Quote To:

Tarek Fahmy

Proposal Date:

3/15/2023

Company:

Donald W. McIntosh & Associates, Inc.

HCSS:

2089RCO17

Phone:

407-644-8318

Additional Time:

Email:

tfahmy@dwma.com

Autoflush for Segment C, added sod and grading  
per TDC direction, Seg E Asphalt repair

| ITEM               | DESCRIPTION                                       | QUANTITY | UNIT | UNIT PRICE | AMOUNT             |
|--------------------|---|----------|------|------------|--------------------|
| 6                  | Bond  | 1.00     | LS   | 535.00     | 535.00             |
| 9                  | Additional Sod Beyond ROW SEG C SWC Roundabout    | 4,000.00 | SY   | 3.00       | 12,000.00          |
| 11                 | Grading For added sod Segment C SWC Roundabout    | 4,000.00 | SY   | 0.90       | 3,600.00           |
| 15                 | Segment E Asphalt Repair                          | 1.00     | LS   | 5,550.00   | 5,550.00           |
| 30                 | Install OUC Flushing Device segment C             | 1.00     | LS   | 10,608.09  | 10,608.09          |
| 40                 | Install Check dam #57 stone W of Seg C roundabout | 1.00     | LS   | 2,160.80   | 2,160.80           |
| <b>GRAND TOTAL</b> |   |          |      |            | <b>\$34,453.89</b> |

NOTES:


Additional sod and grading placed south abd west of roundabout (Seg C)

Added autoflush (supplied by OUC but installed at STA 86+75 by JDC, included removal from donor project, and open trenching 246' 2" pipe into nearest Inlet I-4 and core drilling into back of inlet

Segment E Asphalt repair at Soccer field- caused by previous contractor working on neighborhood project

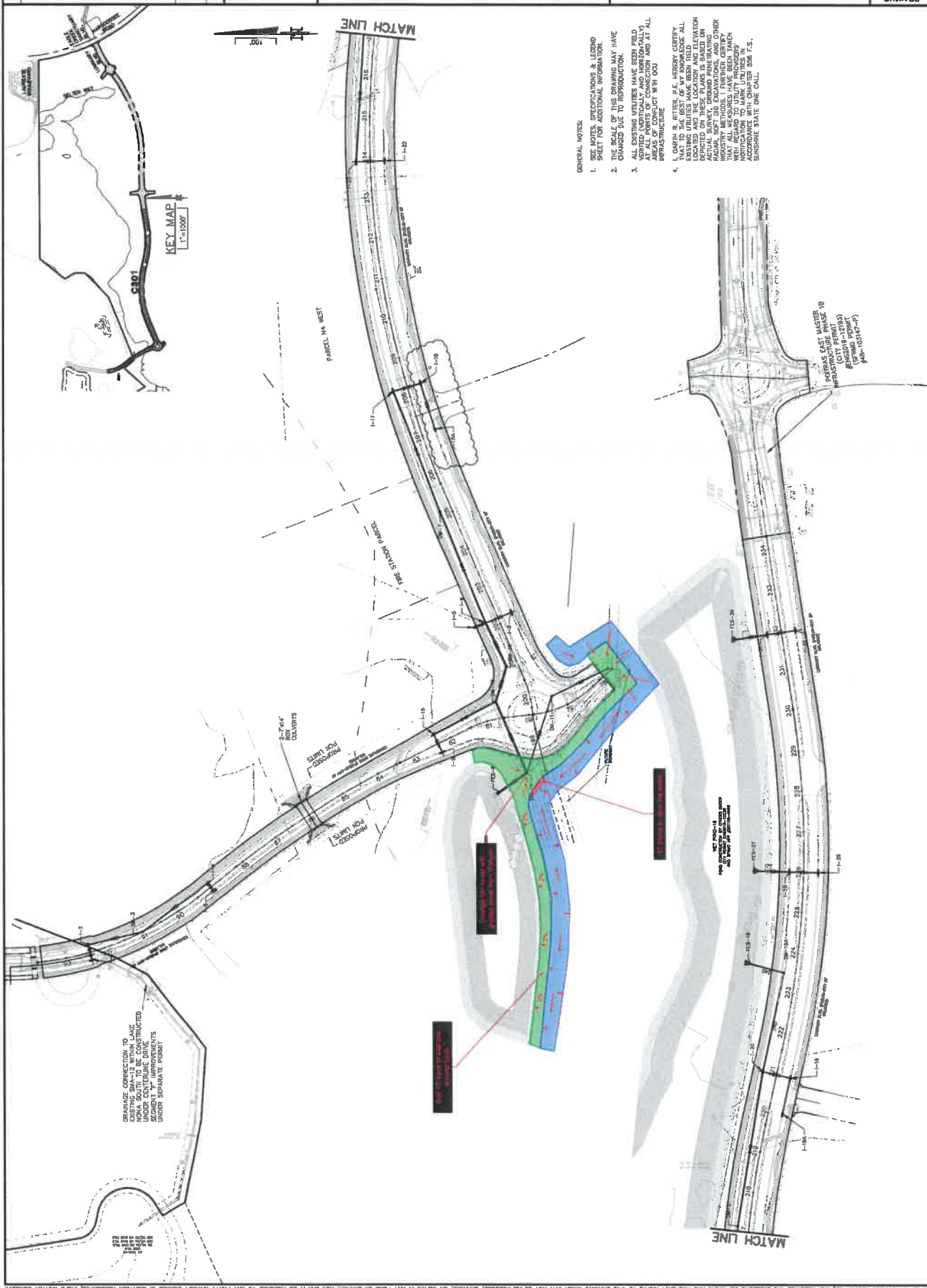
Install 57 stone check dam at West side of Seg C southern limits to facilitate positive drainage

POITRAS EAST  
MASTER INFRASTRUCTURE PHASE 1C  
CITY OF ORLANDO, FLORIDA  
MASTER DRAINAGE PLAN

|  |  |  |  |                     |  |                    |  |                  |  |                     |  |                     |  |   |  |   |  |   |  |  |  |
|--|--|--|--|---------------------|--|--------------------|--|------------------|--|---------------------|--|---------------------|--|---|--|---|--|---|--|--|--|
|  <b>McGraw-Hill Construction</b><br>ANALYTICS |  | <b>DOUGLAS W. MCINTOSH ASSOCIATES, INC.</b><br>ENGINEER<br>3200 PARK AVENUE NORTH, SUITE 100<br>PLANNERS<br>ANN ARBOR, MI 48106-0008 |  | DESIGNED BY<br>DSW# |  | CHECKED BY<br>GSR# |  | DATE<br>11/22/18 |  | SCALE<br>1"=100'    |  | JOB NUMBER<br>75354 |  | DATE<br>1/13/17   |  | NO. DATE<br>6 4/3/22<br>5 7/6/23<br>4 7/6/23<br>3 7/6/23<br>2 3/21/21<br>1 1/29/21<br>0 1/29/21   |  | REVISIONS<br>1. REVISED TO ADD NOTES & ADD LOCATIONS<br>2. REVISED TO ADD NOTES & ADD LOCATIONS<br>3. REVISED TO ADD NOTES & ADD LOCATIONS<br>4. REVISED TO ADD NOTES & ADD LOCATIONS<br>5. REVISED TO ADD NOTES & ADD LOCATIONS<br>6. REVISED TO ADD NOTES & ADD LOCATIONS |  | ISSUED FOR PERMITTING (11/22/18)<br>RESPONSE |  |
|  |  | DRAWN BY<br>DSW#   |  | DESIGNED BY<br>DSW# |  | DATE<br>11/22/18   |  | SCALE<br>1"=100' |  | JOB NUMBER<br>75354 |  | DATE<br>1/13/17     |  | NO. DATE<br>6 4/3/22<br>5 7/6/23<br>4 7/6/23<br>3 7/6/23<br>2 3/21/21<br>1 1/29/21<br>0 1/29/21 |  | REVISIONS<br>1. REVISED TO ADD NOTES & ADD LOCATIONS<br>2. REVISED TO ADD NOTES & ADD LOCATIONS<br>3. REVISED TO ADD NOTES & ADD LOCATIONS<br>4. REVISED TO ADD NOTES & ADD LOCATIONS<br>5. REVISED TO ADD NOTES & ADD LOCATIONS<br>6. REVISED TO ADD NOTES & ADD LOCATIONS |  | ISSUED FOR PERMITTING (11/22/18)<br>RESPONSE  |  |  |  |

GENERAL NOTES:

2. SEE NOTES, SPECIFICATIONS & LEGEND SHEET FOR ADDITIONAL INFORMATION.
3. THE SCALE OF THIS DRAWING MAY HAVE CHANGED DUE TO REPRODUCTION.
4. ALL EXISTING UTILITIES HAVE BEEN FIELD LOCATED AND SHOWN ON THIS DRAWING AT ALL POINTS OF CONNECTION AND AT ALL AREAS OF CONFLICT WITH ODU INFRASTRUCTURE.
5. L. GARTH R. RITTER, P.E., HERRERY CERTIFY THAT THE INFORMATION CONTAINED HEREON IS TRUE AND ACCURATE AND THAT ALL UTILITIES HAVE BEEN FIELD LOCATED AND THE LOCATION AND ELEVATION REPORTED ON THESE PLANS IS BASED ON RADAR, SFTD DIG EXAMINATIONS, AND OTHER INDUSTRY METHODS. I FURTHER CERTIFY THAT I AM A LICENSED PROFESSIONAL ENGINEER WITH REGARD TO UTILITY PROVIDERS NOTIFICATION TO MARK UTILITIES. I AM CURRENTLY LICENSED UNDER JOB 536 F.S., SINGAPORE STATE OF CALIFORNIA.



Better Paving Inc.  
 684 Shepard Rd.  
 Orlando, FL 32833-2897  
 Phone 407-568-2583  
 Fax 407-568-1990

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 3/9/2023 | 3073      |

| Bill To   |
|---|
| Jr. Davis Construction Company<br>210 S Hoagland Blvd<br>Kissimmee, Florida 34741 |

| P.O. No. | Terms | Project |
|----------|-------|---------|
|          |       |         |

| Description  | Qty | Rate                    | Amount     |
|--|-----|-------------------------|------------|
| JOB NAME: POITRAS 1C/ ASPHALT REPAIR AT CURB   |     |                         |            |
| 1. Labor and equipment, asphalt crew 1/2 day   | 1   | 2,500.00                | 2,500.00   |
| 2. Mobilization  | 1   | 1,000.00                | 1,000.00   |
| 3. Asphalt delivered to jobsite. This includes trucking approximately 7 tons                       | 7   | 150.00                  | 1,050.00   |
| Better Paving Inc. is not responsible for any permits, engineered drawings, surveys, fines or fees |     |                         |            |
| THANK YOU  |     | <b>Total</b>            | \$4,550.00 |
|  |     | <b>Payments/Credits</b> | \$0.00     |
|  |     | <b>Balance Due</b>      | \$4,550.00 |

**Postras 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<br>Original Contract Date | To Board   | Approval Date | Notes                     |
|--------------------------------|------------|---|-----------------|-------------------------|----------|---|------------|---------------|---------------------------|
|                                |            |   | 245             |                         |          | \$ 2,900,282.54                               |            |               |                           |
| <a href="#">1</a>              | 7/19/2021  | Material Price Escalations  | 0               | \$ 154,671.13           | Approved | \$ 3,054,953.67                               | 7/20/2021  | 7/20/2021     |                           |
| <a href="#">2</a>              | 8/16/2021  | Rerouting of existing mainline irrigation pipe around the work area | 0               | \$ 7,651.23             | Approved | \$ 3,062,604.90                               | 8/17/2021  | 8/17/2021     |                           |
| <a href="#">3</a>              | 10/22/2021 | Segmental Block Retaining Wall Add Cost Color                       | 0               | \$ 14,898.00            | Approved | \$ 3,077,502.90                               | 11/16/2021 | 11/16/2021    |                           |
| <a href="#">4</a>              | 10/22/2021 | Mainline Irrigation Valve Relocation                                | 0               | \$ 9,174.00             | Approved | \$ 3,086,676.90                               | 11/16/2021 | 11/16/2021    |                           |
| <a href="#">5</a>              | 12/13/2021 | Additional Retaining Wall   | 0               | \$ 24,039.07            | Approved | \$ 3,110,715.97                               | 1/18/2022  | 1/18/2022     |                           |
| 6                              | 12/13/2021 | Additional Work Public Parking Lot and MOT Plan Revision            | 56              | \$ 46,190.00            | Approved | \$ 3,156,905.97                               | 1/18/2022  | 1/18/2022     |                           |
| 7                              | 4/5/2022   | Hardscape - Roundabouts and Retaining Wall                          | 0               | \$ 177,466.67           | Approved | \$ 3,334,372.64                               | 4/19/2022  | 4/19/2022     | Tavistock approved 5/4/22 |
| 8                              | 4/18/2022  | Landscape   | 120             | \$ 643,619.95           | Approved | \$ 3,977,992.59                               | 4/19/2022  | 4/19/2022     | Tavistock approved 5/4/22 |
| 9                              | 6/20/2022  | LAMN Selten Way Phase 1D Trails                                     | 0               | \$ 267,006.75           | Approved | \$ 4,244,999.34                               | 6/21/2022  | 6/21/2022     |                           |
| 10                             | 6/20/2022  | Diesel Fuel Price Adjustment through May 2022                       | 0               | \$ 6,240.10             | Approved | \$ 4,251,239.44                               | 6/21/2022  | 6/21/2022     |                           |
| 11                             | 8/10/2022  | Phase 1D Truck Apron Pavers   | 30              | \$ 188,200.00           | Approved | \$ 4,439,439.44                               | 8/16/2022  | 8/16/2022     |                           |
| 12                             | 9/14/2022  | Deduct Monthly Landscape Maintenance and Irrigation Inspection      | 0               | \$ (28,560.00)          | Approved | \$ 4,410,879.44                               | 10/18/2022 | 10/18/2022    |                           |
| 13                             | 11/4/2022  | Hurricane Ian A Preparation and Repairs                             | 0               | \$ 15,424.00            | Approved | \$ 4,426,303.44                               | 11/15/2022 | 11/15/2022    |                           |
| 14                             | 11/9/2022  | Diesel Fuel Price Adjustment - June through September 2022          | 0               | \$ 3,881.02             | Approved | \$ 4,430,184.46                               | 11/15/2022 | 11/15/2022    |                           |
| 15                             | 1/12/2023  | Add Sod Beyond Landscape Plan Limits                                | 0               | \$ 56,624.83            | Approved | \$ 4,486,809.29                               | 1/17/2023  | 1/17/2023     |                           |
|                                |            |   |                 |                         |          |   |            |               |                           |
| Days to Substantial Completion |            |   | 451             | Revised Contract Amount |          | \$ 4,486,809.29                               |            |               |                           |
| Days to Contract Completion    |            |   | 481             |                         |          |   |            |               |                           |
| NOC Date                       |            |   | 7/19/2021       |                         |          |   |            |               |                           |
| Substantial Completion Date    |            |   | 10/13/2022      |                         |          |   |            |               |                           |
| Contract Completion Date       |            |   | 11/12/2022      |                         |          |   |            |               |                           |



**Poitras East Community Development District  
Pearson Avenue Phase 2  
Change Order Log  
Jr. Davis Construction Company**

| C.O. #                                | Date      | Description of Revision  | Additional Days | Amount                         | Status   | New Contract Amount<br>Original Contract Date | To Board   | Approval Date | Notes |
|---------------------------------------|-----------|--|-----------------|--------------------------------|----------|---|------------|---------------|-------|
|                                       |           |  | 150             |                                |          | \$ 2,235,434.97                               |            |               |       |
| <a href="#">1</a>                     | 6/20/2022 | Diesel Fuel Price Adjustment through May 2022  | 0               | \$ 6,962.48                    | Approved | \$ 2,242,397.45                               | 6/21/2022  | 6/21/2022     |       |
| <a href="#">2</a>                     | 8/10/2022 | Install Split Conduit to Protect Sprint Fiber at Boggy Creek Tie-In  | 0               | \$ 9,853.92                    | Approved | \$ 2,252,251.37                               | 8/16/2022  | 8/16/2022     |       |
| <a href="#">3</a>                     | 11/4/2022 | Hurricane Ian Additional Work  | 0               | \$ 6,224.00                    | Approved | \$ 2,258,475.37                               | 11/15/2022 | 11/15/2022    |       |
| <a href="#">4</a>                     | 11/4/2022 | Additional Time Request Total 28 Days for Hurricane Impacts and Reallocate Resources to Expedite Completion of Phase 1D and Pearson Ph 1 | 28              | \$ -                           | Approved | \$ 2,258,475.37                               | 11/15/2022 | 11/15/2022    |       |
| <a href="#">5</a>                     | 11/4/2022 | Diesel Fuel Price Adjustment - June through September 2022   | 0               | \$ 20,940.53                   | Approved | \$ 2,279,415.90                               | 11/15/2022 | 11/15/2022    |       |
| 6                                     | 2/16/2023 | Added Sod Beyond ROW   | 0               | \$ 41,642.10                   | Approved | \$ 2,321,058.00                               | 2/21/2023  | 2/21/2023     |       |
|                                       |           |  |                 |                                |          |   |            |               |       |
|                                       |           |  |                 |                                |          |   |            |               |       |
| <b>Days to Substantial Completion</b> |           |  | 178             | <b>Revised Contract Amount</b> |          | \$ 2,321,058.00                               |            |               |       |
| <b>Days to Contract Completion</b>    |           |  | 208             |                                |          |   |            |               |       |
| <b>NOC Date</b>                       |           |  | 5/9/2022        |                                |          |   |            |               |       |
| <b>Substantial Completion Date</b>    |           |  | 11/3/2022       |                                |          |   |            |               |       |
| <b>Contract Completion Date</b>       |           |  | 12/3/2022       |                                |          |   |            |               |       |



# **Postras East Community Development District**

**Fiscal Year 2024  
Operations & Maintenance Budget**

# Postras East CDD Budget Item Descriptions FY 2023 – 2024

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## *Revenues*

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### **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.”

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## *General & Administrative Expenses*

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### **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.

### **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.

# Poitras East CDD Budget Item Descriptions FY 2023 – 2024

## **Property Appraiser**

The 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.

## **Arbitrage Calculation**

Annual computations are necessary to calculate arbitrage rebate liability to ensure the District's compliance with all tax regulations.

## **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.

## Postras East CDD Budget Item Descriptions FY 2023 – 2024

### **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.

### **Meeting Room**

Fee charged for renting a room for the monthly advertised meeting.

### **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*

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### ***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 2023 – 2024

### *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.

### *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.

#### **Alleyway Maintenance**

Maintenance for alleyways within the District.

#### **Streetlights**

Streetlighting expenses within the District.

## Poitras East CDD Budget Item Descriptions FY 2023 – 2024

### **Accent Lighting**

Accent lighting expenses 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.

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### *Other Revenue*

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### **Interest Income**

Income from interest earnings.

**Postras East CDD**  
FY 2024 Proposed Budget

|   | Actual<br>Through<br>03/31/2023 | Anticipated<br>04/2023 -<br>09/2023 | Anticipated<br>FY 2023 Total | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget |
|---|---------------------------------|-------------------------------------|------------------------------|------------------------------|-------------------------------|
| <b><u>Revenues</u></b>                              |                                 |                                     |                              |                              |                               |
| On-Roll Assessments                                 | \$ 233,240.88                   | \$ 127,984.12                       | \$ 361,225.00                | \$ 361,225.00                | \$ 676,946.04                 |
| Off-Roll Assessments                                | 49,641.99                       | -                                   | 49,641.99                    | -                            | -                             |
| Carry Forward                                       | 25,750.00                       | 25,750.00                           | 51,500.00                    | 51,500.00                    | 125,000.00                    |
| <b>Net Revenues</b>                                 | <b>\$ 308,632.87</b>            | <b>\$ 153,734.12</b>                | <b>\$ 462,366.99</b>         | <b>\$ 412,725.00</b>         | <b>\$ 801,946.04</b>          |
| <b><u>General &amp; Administrative Expenses</u></b> |                                 |                                     |                              |                              |                               |
| Supervisor Fees                                     | \$ 1,000.00                     | \$ 1,400.00                         | \$ 2,400.00                  | \$ 4,800.00                  | \$ 2,400.00                   |
| D&O Insurance                                       | 2,694.00                        | -                                   | 2,694.00                     | 3,025.00                     | 3,100.00                      |
| Trustee Services                                    | 5,648.38                        | -                                   | 5,648.38                     | 6,000.00                     | 13,451.64                     |
| Management  | 17,500.02                       | 17,499.98                           | 35,000.00                    | 35,000.00                    | 35,000.00                     |
| Engineering   | 3,994.02                        | 8,005.98                            | 12,000.00                    | 12,000.00                    | 17,000.00                     |
| Dissemination Agent                                 | -                               | 5,000.00                            | 5,000.00                     | 5,000.00                     | 5,000.00                      |
| Property Appraiser                                  | -                               | 200.00                              | 200.00                       | 200.00                       | 200.00                        |
| District Counsel                                    | 12,622.40                       | 17,377.60                           | 30,000.00                    | 30,000.00                    | 30,000.00                     |
| Assessment Administration                           | 7,500.00                        | -                                   | 7,500.00                     | 7,500.00                     | 7,500.00                      |
| Reamortization Schedules                            | -                               | 250.00                              | 250.00                       | 250.00                       | 250.00                        |
| Audit   | 1,500.00                        | 4,500.00                            | 6,000.00                     | 6,000.00                     | 6,500.00                      |
| Arbitrage Calculation                               | -                               | 500.00                              | 500.00                       | 500.00                       | 500.00                        |
| Travel and Per Diem                                 | 20.29                           | 175.00                              | 195.29                       | 300.00                       | 300.00                        |
| Telephone   | -                               | 29.17                               | 29.17                        | 50.00                        | 25.00                         |
| Postage & Shipping                                  | 8.87                            | 491.13                              | 500.00                       | 500.00                       | 500.00                        |
| Copies  | -                               | 1,000.00                            | 1,000.00                     | 1,000.00                     | 500.00                        |
| Legal Advertising                                   | 1,756.77                        | 10,243.23                           | 12,000.00                    | 12,000.00                    | 12,000.00                     |
| Bank Fees   | -                               | 180.00                              | 180.00                       | 180.00                       | 180.00                        |
| Miscellaneous                                       | -                               | 6,515.00                            | 6,515.00                     | 6,515.00                     | 7,000.00                      |
| Meeting Room  | 447.09                          | (47.09)                             | 400.00                       | 400.00                       | 800.00                        |
| Office Supplies                                     | 125.00                          | 125.00                              | 250.00                       | 250.00                       | 250.00                        |
| Web Site Maintenance                                | 540.00                          | 2,280.00                            | 2,820.00                     | 2,820.00                     | 2,820.00                      |
| Holiday Decorations                                 | -                               | 1,000.00                            | 1,000.00                     | 1,000.00                     | 1,000.00                      |
| Dues, Licenses, and Fees                            | 175.00                          | -                                   | 175.00                       | 175.00                       | 175.00                        |
| <b>Total General &amp; Administrative Expenses</b>  | <b>\$ 55,531.84</b>             | <b>\$ 76,725.00</b>                 | <b>\$ 132,256.84</b>         | <b>\$ 135,465.00</b>         | <b>\$ 146,451.64</b>          |
| <b><u>Field Operations</u></b>                      |                                 |                                     |                              |                              |                               |
| <b>Electric Utility Services</b>                    |                                 |                                     |                              |                              |                               |
| Electric  | \$ 969.57                       | \$ 1,357.40                         | \$ 2,326.97                  | \$ 5,000.00                  | \$ 5,000.00                   |
| <b>Water-Sewer Combination Services</b>             |                                 |                                     |                              |                              |                               |
| Water Reclaimed                                     | 5,279.13                        | 7,390.78                            | 12,669.91                    | 30,000.00                    | 30,000.00                     |
| <b>Other Physical Environment</b>                   |                                 |                                     |                              |                              |                               |
| General Insurance                                   | 3,294.00                        | -                                   | 3,294.00                     | 3,700.00                     | 3,700.00                      |
| Property & Casualty                                 | 10,903.00                       | -                                   | 10,903.00                    | 8,800.00                     | 12,538.45                     |
| Other Insurance                                     | -                               | -                                   | -                            | 100.00                       | 100.00                        |
| Irrigation Parts                                    | 1,581.00                        | 13,419.00                           | 15,000.00                    | 15,000.00                    | 15,000.00                     |
| Landscaping Maintenance & Material                  | 28,293.76                       | 39,611.26                           | 67,905.02                    | 53,160.00                    | 400,621.04                    |
| Tree Trimming                                       | -                               | 500.00                              | 500.00                       | 500.00                       | 10,000.00                     |
| Flower & Plant Replacement                          | -                               | 7,500.00                            | 7,500.00                     | 7,500.00                     | 7,500.00                      |
| Contingency   | 14.89                           | 27,985.11                           | 28,000.00                    | 28,000.00                    | 24,361.55                     |
| <b>Road &amp; Street Facilities</b>                 |                                 |                                     |                              |                              |                               |
| Entry and Wall Maintenance                          | -                               | 1,750.00                            | 1,750.00                     | 3,000.00                     | 3,000.00                      |
| Hardscape Maintenance                               | -                               | 2,916.67                            | 2,916.67                     | 5,000.00                     | 5,000.00                      |
| Alleyway Maintenance                                | -                               | 5,833.33                            | 5,833.33                     | 10,000.00                    | 10,000.00                     |
| Streetlights  | -                               | 14,583.33                           | 14,583.33                    | 25,000.00                    | 17,173.36                     |
| Accent Lighting                                     | -                               | 500.00                              | 500.00                       | 500.00                       | 500.00                        |
| Liftstation Maintenance                             | 2,116.72                        | 12,883.28                           | 15,000.00                    | 15,000.00                    | 20,000.00                     |
| <b>Parks &amp; Recreation</b>                       |                                 |                                     |                              |                              |                               |
| Personnel Leasing Agreement                         | 6,550.00                        | 5,450.00                            | 12,000.00                    | 12,000.00                    | 36,000.00                     |
| <b>Reserves</b>                                     |                                 |                                     |                              |                              |                               |
| Infrastructure Capital Reserve                      | -                               | 40,000.00                           | 40,000.00                    | 40,000.00                    | 40,000.00                     |
| Alleyway Reserve                                    | -                               | 15,000.00                           | 15,000.00                    | 15,000.00                    | 15,000.00                     |
| <b>Total Field Operations Expenses</b>              | <b>\$ 59,002.07</b>             | <b>\$ 196,680.17</b>                | <b>\$ 255,682.24</b>         | <b>\$ 277,260.00</b>         | <b>\$ 655,494.40</b>          |
| <b>Total Expenses</b>                               | <b>\$ 114,533.91</b>            | <b>\$ 273,405.16</b>                | <b>\$ 387,939.07</b>         | <b>\$ 412,725.00</b>         | <b>\$ 801,946.04</b>          |
| <b>Income (Loss) from Operations</b>                | <b>\$ 194,098.96</b>            | <b>\$ (119,671.00)</b>              | <b>\$ 74,427.92</b>          | <b>\$ -</b>                  | <b>\$ -</b>                   |
| <b><u>Other Income (Expense)</u></b>                |                                 |                                     |                              |                              |                               |
| Interest Income                                     | \$ 162.12                       | \$ 226.97                           | \$ 389.09                    | \$ -                         | \$ -                          |
| <b>Total Other Income (Expense)</b>                 | <b>\$ 162.12</b>                | <b>\$ 226.97</b>                    | <b>\$ 389.09</b>             | <b>\$ -</b>                  | <b>\$ -</b>                   |
| <b>Net Income (Loss)</b>                            | <b>\$ 194,261.08</b>            | <b>\$ (119,444.03)</b>              | <b>\$ 74,817.00</b>          | <b>\$ -</b>                  | <b>\$ -</b>                   |

# **Postras East Community Development District**

**Operation and Maintenance Expenditures Paid  
in March 2023 in an amount totaling \$10,534.43**



**POITRAS EAST**  
**COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817  
PHONE: (407) 723-5900 • FAX: (407) 723-5901

**Operation and Maintenance Expenditures**  
**For Board Approval**

Attached please find the check register listing Operations and Maintenance expenditures paid from March 01, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$10,534.43**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairman

\_\_\_\_\_ Vice Chairman

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

**Poitras East CDD**  
**AP Check Register (Current by Bank)**  
Check Dates: 3/1/2023 to 3/31/2023

| Check No.                             | Date     | Status* | Vendor ID | Payee Name                   | Amount             |
|---------------------------------------|----------|---------|-----------|------------------------------|--------------------|
| BANK ID: FCB - FLORIDA COMMUNITY BANK |          |         |           |                              | 001-101-0000-00-01 |
| **1385                                | 03/03/23 | P       | PFMGC     | PFM Group Consulting         | \$2,916.67         |
| 1386                                  | 03/13/23 | P       | BERMAN    | Berman Construction          | \$1,550.00         |
| 1387                                  | 03/13/23 | P       | BROWNI    | Brownies Septic and Plumbing | \$150.00           |
| 1388                                  | 03/13/23 | P       | DONMC     | Donald W McIntosh Associates | \$915.63           |
| 1389                                  | 03/13/23 | P       | GRAUAS    | Grau and Associates          | \$1,500.00         |
| 1390                                  | 03/13/23 | P       | KUTAK     | Kutak Rock                   | \$2,080.00         |
| 1391                                  | 03/13/23 | P       | PFMGC     | PFM Group Consulting         | \$5.64             |
| 1392                                  | 03/13/23 | P       | USIC      | USIC Locating Services       | \$332.18           |
| BANK FCB REGISTER TOTAL:              |          |         |           |                              | \$9,450.12         |
| GRAND TOTAL :                         |          |         |           |                              | \$9,450.12         |

|           |                  |
|-----------|------------------|
| 9,450.12  | Checks 1385-1392 |
| 1,084.31  | OUC paid online  |
| 10,534.43 | O&M cash spent   |

# Poitras East Community Development District

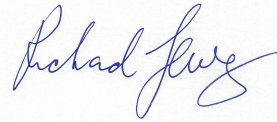
## Payment Authorization #185

2/10/2023

| Item No.     | Payee   | Invoice Number | General Fund       |
|--------------|---|----------------|--------------------|
| 1            | <b>PFM Group Consulting LLC</b><br>District Management Febuary 2023 | DM-02-2023-42  | \$ 2,916.67        |
|              |   |                | \$ 2,916.67        |
| <b>TOTAL</b> |   |                | <b>\$ 2,916.67</b> |



District Manager



Chairperson

# Postras East Community Development District

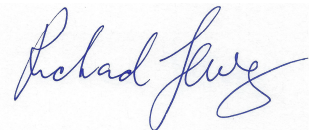
## Payment Authorization #186

3/9/2023

| Item No.     | Payee   | Invoice Number           | General Fund               |
|--------------|---|--------------------------|----------------------------|
| 1            | <b>Berman Construction LLC</b><br>Monthly Compensation March 2023<br>Pressure Washing | 34994<br>34694           | \$ 1,000.00<br>\$ 550.00   |
| 2            | <b>Brownies Septic and Plumbing, LLC</b><br>Lift Station Monthly Maintenance          | i106307                  | \$ 150.00                  |
| 3            | <b>Donald W McIntosh Associates Inc</b><br>Engineering Service thru January 27 2023   | 43777                    | \$ 915.63                  |
| 4            | <b>Grau and Associates</b><br>Audit FYE 09/30/2022                                    | 23746                    | \$ 1,500.00                |
| 5            | <b>Kutak Rock LLP</b><br>Legal Services   | 3182121                  | \$ 2,080.00                |
| 6            | <b>OUC</b><br>Electric Service - Jan 2023<br>Electric Service - Feb 2023              | 2989510986<br>2989510986 | \$ 1,197.83<br>\$ 1,084.31 |
| 7            | <b>PFM Group Consulting LLC</b><br>Postage January 2023                               | OE-EXP-02-2023-41        | \$ 5.64                    |
| 8            | <b>USIC Locating Services, LLC</b><br>Ticket and service fee thru 2/28/2023           | 571407                   | \$ 332.18                  |
|              |   |                          | \$ 8,815.59                |
| <b>TOTAL</b> |   |                          | <b>\$ 8,815.59</b>         |



District Manager



Chairperson

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

# **Postras East Community Development District**

**Requisition Nos. 2023-001 – 2020-008 Paid in  
March 2023 in an amount totaling \$2,493,510.84**

**POITRAS EAST**  
**COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817

PHONE: (407) 723-5900 • FAX: (407) 723-5901

**Requisition Recap**  
**For Board Approval**

Attached please find the listing of requisitions approved to be paid from bond funds from March 01, 2023 through March 31, 2023. This does not include requisitions previously approved by the Board.

| REQUISITION NO. | PAYEE                            | AMOUNT         |
|-----------------|----------------------------------|----------------|
| 001             | United Land Services             | \$6,909.00     |
| 002             | Cepra Landscape                  | \$5,246.09     |
| 003             | Jr. Davis Construction Co., Inc. | \$544,974.85   |
| 004             | Core & Main                      | \$189,247.86   |
| 005             | Cepra Landscape                  | \$5,246.09     |
| 006             | Kutak Rock LLP                   | \$410.50       |
| 007             | Jr. Davis Construction Co., Inc. | \$1,741,378.90 |
| 008             | Boggy Creek Independent District | \$97.55        |
| Total Expended  |                                  | \$2,493,510.84 |

**EXHIBIT A**  
**FORM OF REQUISITION**

The undersigned, an Authorized Officer of Poitras East Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and U.S. Bank Trust Company, National Association, Orlando, Florida, as trustee (the "Trustee"), dated as of February 1, 2023 (the "Master Indenture"), as amended and supplemented by the First Supplemental Trust Indenture between the District and the Trustee, dated as of February 1, 2023 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 001
- (B) Name of Payee: United Land Services
- (C) Amount Payable: \$6,909.00
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
  - United Land Services - Inv# ULS36620 - \$6,909.00
- (E) Fund, Account and/or subaccount from which disbursement is to be made:


The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2023 Project and each represents a Cost of the Project, and has not previously been paid OR this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

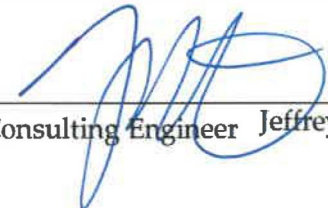
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

By:  2.28.23  
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

 2/27/23  
Consulting Engineer Jeffrey J. Newton, PE



**EXHIBIT A**  
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- (A) Requisition Number: 002
- (B) Name of Payee: Cepra Landscape
- (C) Amount Payable: \$5,246.09
- (D) Purpose for which paid or incurred refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
  - Landscape Maintenance – January Inv#O-S3887 - \$1,877.92
  - Landscape Maintenance – January Inv#O-S3888 - \$3,368.17
- (E) Fund, Account and/or subaccount from which disbursement is to be made:


The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2023 Project and each represents a Cost of the Project, and has not previously been paid OR this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

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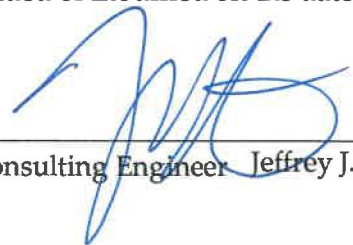
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**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

By:  2.28.23  
Authorized Officer

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 2/27/23  
Consulting Engineer Jeffrey J. Newton, PE

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- (A) Requisition Number: 003
- (B) Name of Payee: JR. Davis Construction Co., Inc.
- (C) Amount Payable: \$544,974.85
- (D) Purpose for which paid or incurred refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
  - Project 2089- Poitras East Master Infrs PH 1C - \$544,974.85
- (E) Fund, Account and/or subaccount from which disbursement is to be made:


The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2023 Project and each represents a Cost of the Project, and has not previously been paid OR this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

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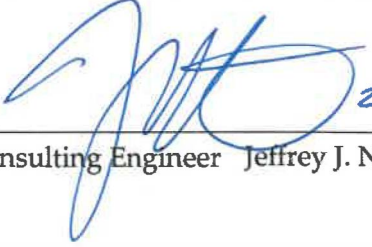
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**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

By:  2.28.23  
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

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 2/27/23  
Consulting Engineer Jeffrey J. Newton, PE

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- (A) Requisition Number: 004
- (B) Name of Payee: Core & Main
- (C) Amount Payable: \$189,247.86
- (D) Purpose for which paid or incurred refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
  - Inv#Q388705 - \$32,390.40
  - Inv#R175936 - \$27,093.30
  - Inv#R188316 - \$32,636.94
  - Inv#R164891 - \$32,636.94
  - Inv#R177406 - \$32,636.94
  - Inv#R196561 - \$31,853.34
- (E) Fund, Account and/or subaccount from which disbursement is to be made:


The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2023 Project and each represents a Cost of the Project, and has not previously been paid OR this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

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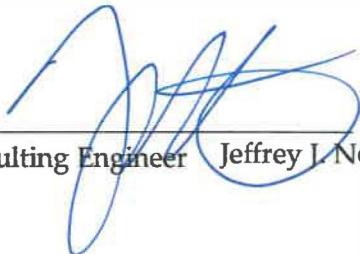
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**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

By:  2.28.23  
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

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 2/27/23  
Consulting Engineer Jeffrey L. Newton, PE

**EXHIBIT A**  
**FORM OF REQUISITION**

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- (A) Requisition Number: 005
- (B) Name of Payee: Cepra Landscape
- (C) Amount Payable: \$5,246.09
- (D) Purpose for which paid or incurred refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
  - Landscape Maintenance – February Inv#O-S3980 - \$1,877.92
  - Landscape Maintenance – February Inv#O-S3981 - \$3,368.17
- (E) Fund, Account and/or subaccount from which disbursement is to be made:

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2023 Project and each represents a Cost of the Project, and has not previously been paid OR this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

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Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

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 3/13/23  
\_\_\_\_\_  
Consulting Engineer Jeffrey J. Newton, PE



**EXHIBIT A**  
**FORM OF REQUISITION**

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- (A) Requisition Number: 006
- (B) Name of Payee: Kutak Rock LLP
- (C) Amount Payable: \$410.50
- (D) Purpose for which paid or incurred refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
  - Project Construction - Professional services Inv#3170026- \$319.00
  - Project Construction - Professional services Inv#3182123 - \$ 91.50
- (E) Fund, Account and/or sub-account from which disbursement is to be made:

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2023 Project and each represents a Cost of the Project, and has not previously been paid OR this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

  
3/13/23  
Consulting Engineer Jeffrey J. Newton, PE

**EXHIBIT A**  
**FORM OF REQUISITION**

The undersigned, an Authorized Officer of Poitras East Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and U.S. Bank Trust Company, National Association, Orlando, Florida, as trustee (the "Trustee"), dated as of February 1, 2023 (the "Master Indenture"), as amended and supplemented by the First Supplemental Trust Indenture between the District and the Trustee, dated as of February 1, 2023 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 007
- (B) Name of Payee: JR. Davis Construction Co., Inc.
- (C) Amount Payable: \$1,741,378.90
- (D) Purpose for which paid or incurred refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
  - Project 2107 -Pearson Ave Ph 2 - \$48,053.56
  - Project 2082 - Poitras East master Infrst 1D - \$55,209.21
  - Project 2089 -Poitras East master Infrst 1C - \$1,638,116.13
- (E) Fund, Account and/or sub-account from which disbursement is to be made:

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2023 Project and each represents a Cost of the Project, and has not previously been paid OR this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Authorized Officer

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NON-COST OF ISSUANCE REQUESTS ONLY**

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\_\_\_\_\_  
Consulting Engineer Jeffrey J. Newton, PE 3/13/23

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(A) Requisition Number: 008

(B) Name of Payee: Boggy Creek Independent District

(C) Amount Payable: \$97.55

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

- Reimbursement for Construction related ad issued  
Inv#067771844000 - \$49.15 and Inv#069248993000 - \$48.40

(E) Fund, Account and/or sub-account from which disbursement is to be made:

The undersigned hereby certifies that [obligations in the stated amount set forth

above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2023 Project and each represents a Cost of the Project, and has not previously been paid OR this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

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**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Authorized Officer

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NON-COST OF ISSUANCE REQUESTS ONLY**

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 3/13/23  
\_\_\_\_\_  
Consulting Engineer Jeffrey J. Newton, PE

# **Postras East Community Development District**

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



**POITRAS EAST COMMUNITY DEVELOPMENT  
DISTRICT**

**Recommendation for Work Authorization / Proposed Services**

Project Name: Public Facilities Report - 2023

Brief Description: Report required by State of Florida

Name of Consultant /Vendor: Donald W. McIntosh Associates, Inc.

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: \$ 7,500.00

Recommendation: ☒ Approve ☐ Deny

By: \_\_\_\_\_

Larry Kaufmann, Chairman

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT, CONSRTUCTION  
COMMITTEE

c: Jennifer Walden  
Tucker Mackie  
Jeffrey Newton  
Lynne Mullins





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

April 10, 2023

**Poitras East Community Development District**  
3501 Quadrangle Boulevard  
Suite 270  
Orlando, FL 32817

**Subject: Public Facilities Report 2023**  
DWMA Job No. 18124 (007)

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Pursuant to your request, Donald W. McIntosh Associates, Inc. (DWMA) is pleased to submit for your consideration this Letter Agreement to provide professional engineering services to Poitras East Community Development District ("DISTRICT" or "CLIENT") for preparation of a Public Facilities Report 2023 ("Project"). The scope of this proposal includes Services related to preparation of a Public Facilities Report for the DISTRICT meeting the requirements of Section 189.08 Florida Statutes. DWMA agrees to provide the following Basic Services for the itemized fees and expenses set forth below, subject to this Letter Agreement and its Attachments, which are incorporated herein by reference. The Attachments consist of Basis of Proposal and Client Responsibilities. DWMA will provide these services pursuant to our current contract with Poitras East Community Development District dated August 21, 2018 ("Engineering Agreement") as follows:

## **I. Scope of Work**

- A. **PUBLIC FACILITIES REPORT PREPARATION** - DWMA will prepare a Public Facilities Report for the DISTRICT meeting the requirements of Section 189.08 Florida Statutes for submittal to the City of Orlando.

## **FEE SCHEDULE**

| <b>Contract Item</b> | <b>Billing Item</b> | <b>Description</b>                   | <b>Fee</b> |
|----------------------|---------------------|--------------------------------------|------------|
| A.                   | 007                 | Public Facilities Report Preparation | \$7,500.00 |

## **II. Compensation**

Poitras East Community Development District will compensate Donald W. McIntosh Associates, Inc., pursuant to the hourly rate schedule contained in the Engineering Agreement and/or the lump sums listed above. The District will reimburse Donald W. McIntosh Associates, Inc., all direct costs, which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Agreement.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

**407-644-4068**

F:\Contract\Proposals\cp14845.doc



*Poitras East Community Development District  
Public Facilities Report 2023  
DWMA Job No. 18124 (007)  
April 10, 2023  
Page 2 of 4*

This proposal, together with the Engineering Agreement, represents the entire understanding between the Poitras East Community Development District and Donald W. McIntosh Associates, Inc. (Engineer) with regard to the referenced work authorization.

If you wish to accept this Work Authorization, please sign where indicated and return a complete copy to our office (executed electronic scanned copies are acceptable). Upon receipt, we will promptly schedule our services.

Sincerely,

Donald W. McIntosh Associates, Inc.

  
Jeffrey J. Newton, PE  
President

JJN/ls

APPROVED AND ACCEPTED

By: \_\_\_\_\_  
Authorized Representative of  
Poitras East Community Development District

Date: \_\_\_\_\_

PURSUANT TO FLORIDA STATUTE 558.0035, AN  
INDIVIDUAL EMPLOYEE OR AGENT OF DONALD W.  
MCINTOSH ASSOCIATES, INC. MAY NOT BE HELD  
INDIVIDUALLY LIABLE FOR NEGLIGENCE.



## **BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES**

Our Agreement is also based on the following conditions and limitations:

### **BASIS OF PROPOSAL**

CLIENT has performed the necessary due diligence research to confirm that the site is suitable for the intended purpose.

The CLIENT is advised that concurrency management and comprehensive plan consistency will impact the land development process. Regulations regarding concurrency and consistency vary according to governmental jurisdiction. The status of concurrency, consistency and, if applicable, vested rights must be addressed for all projects within the State of Florida. DWMA presumes the CLIENT is aware of the issues and resultant impacts described. DWMA disclaims responsibility for delays that may be encountered due to failure on the part of the CLIENT to address concurrency and consistency issues prior to initiation of Services proposed herein. DWMA is **not** responsible for changes to the approved plans that may alter the concurrency vesting status or for noncompliance on the part of the property owner with regard to the performance terms and conditions established in the vesting certificate.

DWMA will not be responsible for any circumstances, acts, errors, omissions or events, of any type, beyond its control including, without limitation, construction costs, the acts or failures to act of any governmental or judicial agency, or the existence of hazardous waste of any type associated with the Project. No Services associated with hazardous waste of any type are included in any way in this Agreement.

Without limitation, architectural, traffic engineering (e.g., studies, signalization), structural engineering (e.g., retaining walls, bridges, docks), mechanical engineering (e.g., fire pumps), fire protection engineering (e.g., dedicated fire lines beyond the point of service), electrical engineering, geotechnical engineering and testing, environmental assessment, landscape and irrigation design, non-civil utility engineering (e.g., power, gas, telephone, cable television, site lighting) and any other professional or consultant services required by CLIENT and not undertaken by DWMA, shall be retained separately by the CLIENT. **No Services are included in this Agreement other than those specifically listed herein.**

DWMA may be mandated by regulatory authorities to incorporate findings, requirements and details of design in their construction plans that are prepared by professional geotechnical engineers and not by DWMA. In doing so, DWMA assumes no responsibility or liability for the design, construction or operation of geotechnical engineering components which may include, but not be limited to, underdrains, ground stabilizers, backfills, embankments, etc. CLIENT must also recognize that some of these systems (i.e., underdrains, etc.) usually require extensive field supervision during construction and certification after construction. These systems are subject to damage by other activities during or after infrastructure

construction such as other utility installations (power, telephone, cable, gas, etc.). DWMA assumes no liability for damages to any design element caused by the improper design, construction, operation or maintenance of improvements designed by others.

DWMA, in and through its review and/or use of design and calculations prepared by others, is not responsible for or liable for error or omissions in the design and permitting services provided by others. CLIENT's consultants will provide DWMA with permission to utilize and rely upon their work product as the basis of DWMA's design. Certain elements designed by others may be shown in DWMA construction plans for context only.

DWMA's performance and work product quality is dependent upon the timely provision of services from CLIENT-selected and contracted third-party consultants, including but not limited to geotechnical engineer, environmental consultant, transportation engineer, landscape/hardscape/irrigation designer and/or legal consultant whose services, while coordinated to the extent possible, are beyond the scope of responsibility of DWMA.

If locating underground utilities is expressly included in the Services, DWMA will locate such underground utilities as may be marked by a utility locating service retained by CLIENT. DWMA shall not be liable for showing any utility lines not marked by the locating company. DWMA cannot and does not guarantee or warranty that unidentified utilities will not be encountered.

Any opinion of construction cost prepared by DWMA represents its judgment as a design professional and is supplied for the general guidance of the CLIENT only since DWMA has no control over the cost of labor and material or over competitive bidding or market conditions. DWMA does not warrant or guarantee the accuracy of such opinions.

No permit applications or negotiations with regulatory agencies or permitting authorities are included other than those specifically listed herein.

If construction services or observation of construction are included herein, the Services included by DWMA will be to conduct periodic visits and observations to determine that the Work generally conforms or will conform to the applicable contract documents in relation to DWMA's engineering Services. DWMA's Service shall not include determining, supervising, implementing, or undertaking the responsibilities of the contractor, subcontractors or others, regarding means, methods, techniques, sequences and procedures of construction, nor for job conditions, safety precautions or programs. Construction phase services for systems designed and permitted by others are not included.

Construction phase retesting resulting from failures or no-shows, and therefore requiring additional site visits, shall be additional services and is not included in the scope of this agreement. Such services will be invoiced separately on an hourly basis for back-charge to the contractor by CLIENT.



**Postras East Community Development District**  
**BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES**  
**DWMA Job No. 18124 (007)**  
**April 10, 2023**  
**Page 4 of 4**

CLIENT's contractor and/or surveyor will provide certified as-built surveys prepared by a Florida-licensed surveyor for DWMA's use and reliance in preparing project certifications and/or record drawings. Any as-built surveys required to be performed by DWMA due to failure of contractor's surveyor to provide accurate and complete survey data will be invoiced separately on an hourly basis for back-charge to the contractor by CLIENT.

Federal Emergency Management Agency (FEMA) Map revisions or amendments which may be required by regulatory agencies or lenders are not included unless specifically listed in Basic Services.

Provision of customized digital data files to CLIENT, CLIENT's consultants and/or CLIENT's contractor is not included. DWMA work product will be prepared digitally in AutoCAD Civil3D® 2018 or later.

**CLIENT RESPONSIBILITIES**

The CLIENT, or his representative, shall be available to meet with DWMA and provide decisions in a timely manner throughout the course of the Project.

The CLIENT will provide DWMA with plans and other pertinent information which may be necessary to properly survey or engineer the Project.

Prior to initiation of preliminary or final design, an approved site plan and final dimensioned building footprint(s) will be provided to DWMA by CLIENT, which will be complete with final geometry, and will be relied upon by DWMA.

The CLIENT will engage a professional geotechnical engineer to provide necessary hydrogeologic design support, relevant construction specifications for earthwork items and required construction inspection and certification. CLIENT's geotechnical engineer shall be responsible for final certification of all flexible and rigid pavement. DWMA has the CLIENT's authority to rely on this professional information as a basis for its design Services and certifications.

The CLIENT will engage a professional environmental consultant to provide jurisdictional determinations and necessary design and permitting support for wetland and special species issues.

The CLIENT will engage a professional environmental firm or firms who specialize in all matters relating to "hazardous" or "special" materials wastes, deposits, soils, contamination, etc., as may be required to support permitting or construction of the Project.

The CLIENT will engage a professional landscape architect to provide landscape and irrigation design related to the development of the property as intended by CLIENT.

The CLIENT will engage a professional architect to perform all architectural services including, without

limitation, incorporation of the work product of DWMA, and compliance with local, state or federal laws, regulations, codes and Americans with Disabilities Act ("ADA") requirements.

The CLIENT will engage a professional transportation consultant to provide analysis related to development of the property as intended by CLIENT, including but not limited to traffic studies, determination of turn lane requirements, traffic signal design, Maintenance of Traffic (MOT) plans and roundabout geometry, striping and signage design.

The CLIENT will engage a professional legal counselor to provide legal services related to development of the property as intended by CLIENT.

The CLIENT will engage a professional state licensed hydrogeologist for completion of hydrologic data required in support of a Consumptive Use/Water Use Permit.

The CLIENT will engage a professional archaeologist to provide archaeological analysis related to development of the property as intended by CLIENT.

The CLIENT agrees that DWMA shall have no responsibility for the accuracy of information provided by, or for any portion of the Project designed by the CLIENT or CLIENT's other consultants, or for compliance with local, state or federal ADA requirements. DWMA shall not be required to check or verify the CLIENT's or other consultants' work product, information, or construction documents and shall be entitled to rely on the accuracy and completeness thereof, as well as the compliance of such documents with applicable laws, codes, statutes, ordinances, and regulations, including, without limitation, ADA requirements. The CLIENT also agrees to require all other consultants engaged by the CLIENT to coordinate their design or construction documents or reports with the work product of DWMA, to promptly report any conflicts or inconsistencies to DWMA and to cooperate fully in the resolution of those conflicts or inconsistencies. The CLIENT further agrees, to the fullest extent permitted by law, to indemnify and hold harmless DWMA from any claims, damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or relating to false, inaccurate, or non-compliant information provided by CLIENT or its other consultants, or the services performed by other consultants engaged by the CLIENT.

The CLIENT or CLIENT's contractor shall obtain the required National Pollutant Discharge Elimination System (NPDES) permit for the Project.

The CLIENT will provide DWMA with all applicable operation and maintenance budgets and budget reserve estimates for all gated communities prior to submittal of the final plat to satisfy local jurisdiction requirements.

# **Postras East Community Development District**

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

**Poitras East CDD**  
Statement of Financial Position  
As of 3/31/2023

|  | General Fund                | Debt Service Fund             | Capital Projects Fund         | Long-Term Debt Fund            | Total                          |
|--|-----------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <b><u>Assets</u></b>                         |                             |                               |                               |                                |                                |
| <b><u>Current Assets</u></b>                 |                             |                               |                               |                                |                                |
| General Checking Account                     | \$ 394,626.43               |                               |                               |                                | \$ 394,626.43                  |
| Alleyway & Infrastructure Capital Res.       | 50,051.38                   |                               |                               |                                | 50,051.38                      |
| Assessments Receivable                       | 78,341.87                   |                               |                               |                                | 78,341.87                      |
| Assessments Receivable                       |                             | \$ 1,628,737.89               |                               |                                | 1,628,737.89                   |
| Series 2020 Debt Service Reserve             |                             | 38.95                         |                               |                                | 38.95                          |
| Series 2023 Debt Service Reserve             |                             | 814,368.75                    |                               |                                | 814,368.75                     |
| Revenue FY2023 Bond                          |                             | 814.33                        |                               |                                | 814.33                         |
| Series 2020 Acquisition/Construction         |                             |                               | \$ 0.01                       |                                | 0.01                           |
| Acquisition/Construction FY 2023 Bond        |                             |                               | 1,654,617.93                  |                                | 1,654,617.93                   |
| Cost of Issuance FY 2023 Bond                |                             |                               | 5,500.00                      |                                | 5,500.00                       |
| Total Current Assets                         | <u>\$ 523,019.68</u>        | <u>\$ 2,443,959.92</u>        | <u>\$ 1,660,117.94</u>        | <u>\$ -</u>                    | <u>\$ 4,627,097.54</u>         |
| <b><u>Investments</u></b>                    |                             |                               |                               |                                |                                |
| Amount Available in Debt Service Funds       |                             |                               |                               | \$ 815,222.03                  | \$ 815,222.03                  |
| Amount To Be Provided                        |                             |                               |                               | 23,839,777.97                  | 23,839,777.97                  |
| Total Investments                            | <u>\$ -</u>                 | <u>\$ -</u>                   | <u>\$ -</u>                   | <u>\$ 24,655,000.00</u>        | <u>\$ 24,655,000.00</u>        |
| <b>Total Assets</b>                          | <u><u>\$ 523,019.68</u></u> | <u><u>\$ 2,443,959.92</u></u> | <u><u>\$ 1,660,117.94</u></u> | <u><u>\$ 24,655,000.00</u></u> | <u><u>\$ 29,282,097.54</u></u> |
| <b><u>Liabilities and Net Assets</u></b>     |                             |                               |                               |                                |                                |
| <b><u>Current Liabilities</u></b>            |                             |                               |                               |                                |                                |
| Accounts Payable                             | \$ 8,721.96                 |                               |                               |                                | \$ 8,721.96                    |
| Deferred Revenue                             | 78,341.87                   |                               |                               |                                | 78,341.87                      |
| Deferred Revenue                             |                             | \$ 1,628,737.89               |                               |                                | 1,628,737.89                   |
| Retainage Payable                            |                             |                               | \$ 473,559.31                 |                                | 473,559.31                     |
| Total Current Liabilities                    | <u>\$ 87,063.83</u>         | <u>\$ 1,628,737.89</u>        | <u>\$ 473,559.31</u>          | <u>\$ -</u>                    | <u>\$ 2,189,361.03</u>         |
| <b><u>Long Term Liabilities</u></b>          |                             |                               |                               |                                |                                |
| Revenue Bonds Payable - Long-Term            |                             |                               |                               | \$ 24,655,000.00               | \$ 24,655,000.00               |
| Total Long Term Liabilities                  | <u>\$ -</u>                 | <u>\$ -</u>                   | <u>\$ -</u>                   | <u>\$ 24,655,000.00</u>        | <u>\$ 24,655,000.00</u>        |
| <b>Total Liabilities</b>                     | <u><u>\$ 87,063.83</u></u>  | <u><u>\$ 1,628,737.89</u></u> | <u><u>\$ 473,559.31</u></u>   | <u><u>\$ 24,655,000.00</u></u> | <u><u>\$ 26,844,361.03</u></u> |
| <b><u>Net Assets</u></b>                     |                             |                               |                               |                                |                                |
| Net Assets, Unrestricted                     | \$ (63,275.11)              |                               |                               |                                | \$ (63,275.11)                 |
| Current Year Net Assets, Unrestricted        | 18,977.76                   |                               |                               |                                | 18,977.76                      |
| Net Assets - General Government              | 306,072.20                  |                               |                               |                                | 306,072.20                     |
| Current Year Net Assets - General Government | 174,181.00                  |                               |                               |                                | 174,181.00                     |
| Net Assets, Unrestricted                     |                             | \$ 1,238,693.26               |                               |                                | 1,238,693.26                   |
| Current Year Net Assets, Unrestricted        |                             | (423,471.23)                  |                               |                                | (423,471.23)                   |
| Net Assets, Unrestricted                     |                             |                               | \$ (2,444,277.84)             |                                | (2,444,277.84)                 |
| Current Year Net Assets, Unrestricted        |                             |                               | 3,630,836.47                  |                                | 3,630,836.47                   |
| <b>Total Net Assets</b>                      | <u><u>\$ 435,955.85</u></u> | <u><u>\$ 815,222.03</u></u>   | <u><u>\$ 1,186,558.63</u></u> | <u><u>\$ -</u></u>             | <u><u>\$ 2,437,736.51</u></u>  |
| <b>Total Liabilities and Net Assets</b>      | <u><u>\$ 523,019.68</u></u> | <u><u>\$ 2,443,959.92</u></u> | <u><u>\$ 1,660,117.94</u></u> | <u><u>\$ 24,655,000.00</u></u> | <u><u>\$ 29,282,097.54</u></u> |

**Poitras East CDD**  
Statement of Activities  
As of 3/31/2023

|  | General Fund  | Debt Service Fund | Capital Projects Fund | Long-Term Debt Fund | Total            |
|--|---------------|-------------------|-----------------------|---------------------|------------------|
| <b><u>Revenues</u></b>                                       |               |                   |                       |                     |                  |
| On-Roll Assessments  | \$ 233,240.88 |                   |                       |                     | \$ 233,240.88    |
| Off-Roll Assessments   | 49,641.99     |                   |                       |                     | 49,641.99        |
| Other Income & Other Financing Sources                       | 4,361.85      |                   |                       |                     | 4,361.85         |
| Inter-Fund Transfers In                                      | 18,977.76     |                   |                       |                     | 18,977.76        |
| Inter-Fund Group Transfers In                                |               | \$ 14,572.74      |                       |                     | 14,572.74        |
| Debt Proceeds  |               | 20,415,000.42     |                       |                     | 20,415,000.42    |
| Other Income & Other Financing Sources                       |               |                   | \$ 314,520.53         |                     | 314,520.53       |
| Inter-Fund Transfers In                                      |               |                   | (14,572.74)           |                     | (14,572.74)      |
| Debt Proceeds  |               |                   | 9,102,183.73          |                     | 9,102,183.73     |
| Total Revenues   | \$ 306,222.48 | \$ 20,429,573.16  | \$ 9,402,131.52       | \$ -                | \$ 30,137,927.16 |
| <b><u>Expenses</u></b>                                       |               |                   |                       |                     |                  |
| Supervisor Fees  | \$ 1,000.00   |                   |                       |                     | \$ 1,000.00      |
| Travel and Per Diem  | 20.49         |                   |                       |                     | 20.49            |
| D&O Insurance  | 2,694.00      |                   |                       |                     | 2,694.00         |
| Trustee Services   | 5,648.38      |                   |                       |                     | 5,648.38         |
| Management   | 17,500.02     |                   |                       |                     | 17,500.02        |
| Engineering  | 3,994.02      |                   |                       |                     | 3,994.02         |
| District Counsel   | 12,622.40     |                   |                       |                     | 12,622.40        |
| Assessment Administration                                    | 7,500.00      |                   |                       |                     | 7,500.00         |
| Audit  | 1,500.00      |                   |                       |                     | 1,500.00         |
| Postage & Shipping   | 8.87          |                   |                       |                     | 8.87             |
| Legal Advertising  | 1,756.77      |                   |                       |                     | 1,756.77         |
| Meeting Room   | 447.09        |                   |                       |                     | 447.09           |
| Office Supplies  | 125.00        |                   |                       |                     | 125.00           |
| Web Site Maintenance   | 540.00        |                   |                       |                     | 540.00           |
| Dues, Licenses, and Fees                                     | 175.00        |                   |                       |                     | 175.00           |
| Electric   | 969.57        |                   |                       |                     | 969.57           |
| Water Reclaimed  | 5,279.13      |                   |                       |                     | 5,279.13         |
| General Insurance  | 3,294.00      |                   |                       |                     | 3,294.00         |
| Property & Casualty  | 10,903.00     |                   |                       |                     | 10,903.00        |
| Irrigation   | 896.00        |                   |                       |                     | 896.00           |
| Irrigation Parts   | 685.00        |                   |                       |                     | 685.00           |
| Landscaping Maintenance & Material                           | 28,293.76     |                   |                       |                     | 28,293.76        |
| Contingency  | 14.89         |                   |                       |                     | 14.89            |
| Liftstation Maintenance                                      | 2,116.72      |                   |                       |                     | 2,116.72         |
| Personnel Leasing Agreement                                  | 6,550.00      |                   |                       |                     | 6,550.00         |
| Principal Payments   |               | \$ 20,344,279.48  |                       |                     | 20,344,279.48    |
| Interest Payments (Series 2020)                              |               | 509,702.05        |                       |                     | 509,702.05       |
| Trustee Services   |               |                   | \$ 9,342.00           |                     | 9,342.00         |
| Engineering  |               |                   | 50,507.71             |                     | 50,507.71        |
| District Counsel   |               |                   | 45,570.50             |                     | 45,570.50        |
| Bond Counsel   |               |                   | 70,000.00             |                     | 70,000.00        |
| District Counsel - Extraordinary                             |               |                   | 15,500.00             |                     | 15,500.00        |
| Assessment Administration                                    |               |                   | 35,000.00             |                     | 35,000.00        |
| Copies   |               |                   | 2,250.00              |                     | 2,250.00         |
| Legal Advertising  |               |                   | 303.75                |                     | 303.75           |
| Miscellaneous  |               |                   | 11,000.00             |                     | 11,000.00        |
| Contingency  |               |                   | 69,655.00             |                     | 69,655.00        |
| Other Debt Service Costs                                     |               |                   | 495,983.95            |                     | 495,983.95       |
| Capital Expenditures - Construction Cost                     |               |                   | 2,493,413.29          |                     | 2,493,413.29     |
| Landscaping Maintenance & Material                           |               |                   | 18,977.76             |                     | 18,977.76        |
| Contingency  |               |                   | 2,457,971.91          |                     | 2,457,971.91     |
| Total Expenses   | \$ 114,534.11 | \$ 20,853,981.53  | \$ 5,775,475.87       | \$ -                | \$ 26,743,991.51 |
| <b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b> |               |                   |                       |                     |                  |
| Interest Income  | \$ 1,470.39   |                   |                       |                     | \$ 1,470.39      |
| Interest Income  |               | \$ 937.14         |                       |                     | \$ 937.14        |
| Interest Income  |               |                   | \$ 4,180.82           |                     | \$ 4,180.82      |
| Total Other Revenues (Expenses) & Gains (Losses)             | \$ 1,470.39   | \$ 937.14         | \$ 4,180.82           | \$ -                | \$ 6,588.35      |
| <b>Change In Net Assets</b>                                  | \$ 193,158.76 | \$ (423,471.23)   | \$ 3,630,836.47       | \$ -                | \$ 3,400,524.00  |
| <b>Net Assets At Beginning Of Year</b>                       | \$ 242,797.09 | \$ 1,238,693.26   | \$ (2,444,277.84)     | \$ -                | \$ (962,787.49)  |
| <b>Net Assets At End Of Year</b>                             | \$ 435,955.85 | \$ 815,222.03     | \$ 1,186,558.63       | \$ -                | \$ 2,437,736.51  |

**Poitras East CDD**  
Budget to Actual  
For the Month Ending 3/31/2023

|   | Year To Date         |                      |                       | FY 2023<br>Adopted<br>Budget | Percentage<br>Spent |
|---|----------------------|----------------------|-----------------------|------------------------------|---------------------|
|   | Actual               | Budget               | Variance              |                              |                     |
| <b><u>Revenues</u></b>                              |                      |                      |                       |                              |                     |
| On-Roll Assessments                                 | \$ 233,240.88        | \$ 180,612.48        | \$ 52,628.40          | \$ 361,225.00                | 91.90%              |
| Off-Roll Assessments                                | 49,641.99            | -                    | 49,641.99             | -                            | 0.00%               |
| Other Income & Other Financing Sources              | 4,361.85             | -                    | 4,361.85              | -                            | 0.00%               |
| Carry Forward Revenue                               | 25,750.00            | 25,750.00            | -                     | 51,500.00                    | 50.00%              |
| Inter-Fund Transfers In                             | 18,977.76            | -                    | 18,977.76             | -                            | 0.00%               |
| <b>Net Revenues</b>                                 | <b>\$ 331,972.48</b> | <b>\$ 206,362.48</b> | <b>\$ 125,610.00</b>  | <b>\$ 412,725.00</b>         | <b>80.43%</b>       |
| <b><u>General &amp; Administrative Expenses</u></b> |                      |                      |                       |                              |                     |
| Supervisor Fees                                     | \$ 1,000.00          | \$ 2,400.00          | \$ (1,400.00)         | \$ 4,800.00                  | 20.83%              |
| D&O Insurance                                       | 2,694.00             | 1,512.48             | 1,181.52              | 3,025.00                     | 89.06%              |
| Trustee Services                                    | 5,648.38             | 3,000.00             | 2,648.38              | 6,000.00                     | 94.14%              |
| Management  | 17,500.02            | 17,500.02            | -                     | 35,000.00                    | 50.00%              |
| Engineering   | 3,994.02             | 6,000.00             | (2,005.98)            | 12,000.00                    | 33.28%              |
| Dissemination Agent                                 | -                    | 2,500.02             | (2,500.02)            | 5,000.00                     | 0.00%               |
| Property Appraiser                                  | -                    | 100.02               | (100.02)              | 200.00                       | 0.00%               |
| District Counsel                                    | 12,622.40            | 15,000.00            | (2,377.60)            | 30,000.00                    | 42.07%              |
| Assessment Administration                           | 7,500.00             | 3,750.00             | 3,750.00              | 7,500.00                     | 100.00%             |
| Reamortization Schedules                            | -                    | 124.98               | (124.98)              | 250.00                       | 0.00%               |
| Audit   | 1,500.00             | 3,000.00             | (1,500.00)            | 6,000.00                     | 25.00%              |
| Arbitrage Calculation                               | -                    | 250.02               | (250.02)              | 500.00                       | 0.00%               |
| Travel and Per Diem                                 | 20.29                | 150.00               | (129.71)              | 300.00                       | 6.76%               |
| Telephone   | -                    | 25.02                | (25.02)               | 50.00                        | 0.00%               |
| Postage & Shipping                                  | 8.87                 | 250.02               | (241.15)              | 500.00                       | 1.77%               |
| Copies  | -                    | 499.98               | (499.98)              | 1,000.00                     | 0.00%               |
| Legal Advertising                                   | 1,756.77             | 6,000.00             | (4,243.23)            | 12,000.00                    | 14.64%              |
| Bank Fees   | -                    | 90.00                | (90.00)               | 180.00                       | 0.00%               |
| Miscellaneous                                       | -                    | 3,257.52             | (3,257.52)            | 6,515.00                     | 0.00%               |
| Meeting Room  | 447.09               | 199.98               | 247.11                | 400.00                       | 111.77%             |
| Office Supplies                                     | 125.00               | 124.98               | 0.02                  | 250.00                       | 50.00%              |
| Web Site Maintenance                                | 540.00               | 1,410.00             | (870.00)              | 2,820.00                     | 19.15%              |
| Holiday Decorations                                 | -                    | 499.98               | (499.98)              | 1,000.00                     | 0.00%               |
| Dues, Licenses, and Fees                            | 175.00               | 87.48                | 87.52                 | 175.00                       | 100.00%             |
| <b>Total General &amp; Administrative Expenses</b>  | <b>\$ 55,531.84</b>  | <b>\$ 67,732.50</b>  | <b>\$ (12,200.66)</b> | <b>\$ 135,465.00</b>         | <b>40.99%</b>       |
| <b><u>Field Operations</u></b>                      |                      |                      |                       |                              |                     |
| <b>Electric Utility Services</b>                    |                      |                      |                       |                              |                     |
| Electric  | \$ 969.57            | \$ 2,500.02          | \$ (1,530.45)         | \$ 5,000.00                  | 19.39%              |
| <b>Water-Sewer Combination Services</b>             |                      |                      |                       |                              |                     |
| Water Reclaimed                                     | 5,279.13             | 15,000.00            | (9,720.87)            | 30,000.00                    | 17.60%              |
| <b>Other Physical Environment</b>                   |                      |                      |                       |                              |                     |
| General Insurance                                   | 3,294.00             | 1,849.98             | 1,444.02              | 3,700.00                     | 89.03%              |
| Property & Casualty                                 | 10,903.00            | 4,399.98             | 6,503.02              | 8,800.00                     | 123.90%             |
| Other Insurance                                     | -                    | 49.98                | (49.98)               | 100.00                       | 0.00%               |
| Irrigation Repairs                                  | 1,581.00             | 7,500.00             | (5,919.00)            | 15,000.00                    | 10.54%              |
| Landscaping Maintenance & Material                  | 28,293.76            | 26,580.00            | 1,713.76              | 53,160.00                    | 53.22%              |
| Tree Trimming                                       | -                    | 250.02               | (250.02)              | 500.00                       | 0.00%               |
| Flower & Plant Replacement                          | -                    | 3,750.00             | (3,750.00)            | 7,500.00                     | 0.00%               |
| Contingency   | 14.89                | 13,999.98            | (13,985.09)           | 28,000.00                    | 0.05%               |
| <b>Road &amp; Street Facilities</b>                 |                      |                      |                       |                              |                     |
| Entry and Wall Maintenance                          | -                    | 1,500.00             | (1,500.00)            | 3,000.00                     | 0.00%               |
| Hardscape Maintenance                               | -                    | 2,500.02             | (2,500.02)            | 5,000.00                     | 0.00%               |
| Alleyway Maintenance                                | -                    | 4,999.98             | (4,999.98)            | 10,000.00                    | 0.00%               |
| Streetlights  | -                    | 12,499.98            | (12,499.98)           | 25,000.00                    | 0.00%               |
| Accent Lighting                                     | -                    | 250.04               | (250.04)              | 500.00                       | 0.00%               |
| Liftstation Maintenance                             | 2,116.72             | 7,500.00             | (5,383.28)            | 15,000.00                    | 14.11%              |
| <b>Parks &amp; Recreation</b>                       |                      |                      |                       |                              |                     |
| Personnel Leasing Agreement                         | 6,550.00             | 6,000.00             | 550.00                | 12,000.00                    | 54.58%              |
| <b>Reserves</b>                                     |                      |                      |                       |                              |                     |
| Infrastructure Capital Reserve                      | -                    | 20,000.00            | (20,000.00)           | 40,000.00                    | 0.00%               |
| Alleyway Reserve                                    | -                    | 7,500.00             | (7,500.00)            | 15,000.00                    | 0.00%               |
| <b>Total Field Operations</b>                       | <b>\$ 59,002.07</b>  | <b>\$ 138,629.98</b> | <b>\$ (79,627.91)</b> | <b>\$ 277,260.00</b>         | <b>21.28%</b>       |
| <b>Total Expenses</b>                               | <b>\$ 114,533.91</b> | <b>\$ 206,362.48</b> | <b>\$ (91,828.57)</b> | <b>\$ 412,725.00</b>         | <b>27.75%</b>       |
| <b>Income (Loss) from Operations</b>                | <b>\$ 217,438.57</b> | <b>\$ -</b>          | <b>\$ 217,438.57</b>  | <b>\$ -</b>                  |                     |
| <b><u>Other Income (Expense)</u></b>                |                      |                      |                       |                              |                     |
| Interest Income                                     | \$ 1,470.39          | \$ -                 | \$ 1,470.39           | \$ -                         |                     |
| <b>Total Other Income (Expense)</b>                 | <b>\$ 1,470.39</b>   | <b>\$ -</b>          | <b>\$ 1,470.39</b>    | <b>\$ -</b>                  |                     |
| <b>Net Income (Loss)</b>                            | <b>\$ 218,908.96</b> | <b>\$ -</b>          | <b>\$ 218,908.96</b>  | <b>\$ -</b>                  |                     |



Poitras East CDD  
Cash Flow

| Beg. Cash |            | FY22 Inflows | FY22 Outflows | FY23 Inflows | FY23 Outflows | End. Cash        |
|-----------|------------|--------------|---------------|--------------|---------------|------------------|
| 1/1/2022  | 226,111.32 | 31,563.90    | (3,946.31)    | -            | -             | 253,728.91       |
| 2/1/2022  | 253,728.91 | 1,819.39     | (7,722.54)    | -            | -             | 247,825.76       |
| 3/1/2022  | 247,825.76 | 76,935.85    | (15,641.93)   | -            | -             | 309,119.68       |
| 4/1/2022  | 309,119.68 | 14,219.44    | (36,002.99)   | -            | -             | 287,336.13       |
| 5/1/2022  | 287,336.13 | 21,687.04    | (10,146.33)   | -            | -             | 298,876.84       |
| 6/1/2022  | 298,876.84 | 1,051.12     | (15,971.96)   | -            | -             | 283,956.00       |
| 7/1/2022  | 283,956.00 | 3.35         | (10,822.80)   | -            | (60.00)       | 273,076.55       |
| 8/1/2022  | 273,076.55 | 3.62         | (20,571.60)   | -            | -             | 252,508.57       |
| 9/1/2022  | 252,508.57 | 20.60        | (37,748.09)   | -            | (16,891.00)   | 197,890.08       |
| 10/1/2022 | 197,890.08 | -            | (10,742.01)   | 2.55         | (10,591.67)   | 176,558.95       |
| 11/1/2022 | 176,558.95 | -            | (11,329.64)   | 2,872.00     | (15,751.04)   | 152,350.27       |
| 12/1/2022 | 152,350.27 | -            | -             | 56,703.17    | (39,151.87)   | 169,901.57       |
| 1/1/2023  | 169,901.57 | -            | -             | 56,982.23    | (4,789.45)    | 222,094.35       |
| 2/1/2023  | 222,094.35 | -            | -             | 56,713.40    | (8,682.15)    | 270,125.60       |
| 3/1/2023  | 270,125.60 | -            | -             | 135,035.26   | (10,534.43)   | 394,626.43       |
|           |            | 408,040.01   | (221,189.81)  | 308,308.61   | (106,451.61)  | as of 04/07/2023 |