

# 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, May 9, 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 April 18, 2023, Board of Supervisors' Meeting**
- 2. **Letter from Supervisor of Elections – Orange County**

### Business Matters

- 3. **Discussion of Construction Committee Members**
- 4. **Consideration of Resolution 2023-10, Approving a Preliminary Budget for Fiscal Year 2024 and Setting a Public Hearing Date [suggested date of August 15, 2023]**
- 5. **Ratification of Operation and Maintenance Expenditures Paid in April 2023 in an amount totaling \$65,625.79**
- 6. **Ratification of Requisition Nos. 2023-009 – 2023-017 Paid in April 2023 in an amount totaling \$1,707,689.48**
- 7. **Recommendation of Work Authorization/Proposed Services (if applicable)**
- 8. **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 April 18, 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, April 18, 2023, at 4:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Richard Levey	Chairman
Rob Adams	Vice Chairman
Frank Paris	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	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	

**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  
March 21, 2023, Board of  
Supervisors' Meeting**

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

On motion by Mr. Adams, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the March 21, 2023, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Review of Fiscal Year 2024  
Operations & Maintenance Budget**

Ms. Walden stated this item is for the Board's review and to provide feedback on any specific line items. She noted that there's a lot coming online next year, specifically landscaping is coming out of the warranty period, which ends up almost doubling the budget. That also means the assessments are also going to double and the District is going to have to go through the process to raise assessments.

Discussion ensued regarding assessments being raised and the communication about the increase.

**FIFTH ORDER OF BUSINESS**

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

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

On motion by Mr. Paris, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in March 2023 in an amount totaling \$10,534.43.

**SIXTH ORDER OF BUSINESS**

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

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

On motion by Mr. Adams, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2023-001 – 2023-008 Paid in March 2023 in an amount totaling \$2,493,510.84.

**SEVENTH ORDER OF BUSINESS**

**Recommendation of Work  
Authorization/Proposed Services**

Mr. Kaufmann stated in the agenda there is a Work Authorization for the Public Facilities Report which is required by the State of Florida. The Work Authorization is from Donald W. McIntosh Associates Inc. in the amount of \$7,500.00.

On motion by Mr. Adams, 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 \$7,500.00 for the Public Facilities Report.

Dr. Levey asked that the Public Facilities Report be included in the agenda once it is completed.

**EIGHTH ORDER OF BUSINESS**

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



Ms. Walden stated through March, the District has expenses of just under \$114,500.00 versus an overall budget of \$412,000.00. So, the District has spent about 28% of the adopted budget.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

District Counsel –

No Report.

District Manager –

Ms. Walden stated the District's next scheduled meeting is on the second Tuesday of May, which is May 9, 2023. She noted that Dr. Levey will not be in attendance, but Mr. Adams and Mr. Paris confirmed they could attend.

Ms. Walden noted the District has Construction Committee Meetings that are held every other week at the Engineer's office, and District staff is moving that location to the Tavistock office and will only be holding the meetings once a month starting in May. So, the meetings for the rest of the year will be May 4, 2023, June 15, 2023, July 13, 2023, August 10, 2023, and September 7, 2023. The Board Members asked to be added to the calendar invite for the Construction Committee Meetings.

District Engineer –

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

For Master Infrastructure Phase 1A, Phase 1B, and Pearson Avenue Phase 1, these projects have been completed, and acquisition by the District is ongoing.

For Narcoossee/Luminary Traffic Signal, the District's leverage to get the pedestrian push button matter resolved is continuing to hold the Contractor's release of retainage. There will be a call soon regarding an update on the status of the matter.

For Master Infrastructure Phase 1C & Centerline Drive Segment F, the District Engineer is working with the City on closing these out as they're both substantially complete. There will be a significant deductive Change Order coming to the Board at an upcoming meeting for the ODP reconciliation.

For Master Infrastructure Phase 1D, the District Engineer received the ODP information from the Contractor, and it looks like it corresponds with what the District had, so the District Engineer will be moving forward with that reconciliation. There will be a deductive Change Order for that at an upcoming meeting to reconcile ODP.

For Pearson Avenue Phase 2, the project is completed, and the District Engineer is working on releasing retainage. The District Engineer has received a certificate of completion and the project will be closed out. He added that as part of the retainage release, there was a \$11,592.00 remaining balance on the contract, and that was for something the Contractor didn't install. So, Change Order No. 7 for a deductive amount of \$11,592.00 will need to be ratified.

On motion by Mr. Paris, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the action items of the April 18, 2023, Construction Contract Status memorandum, which amount to ratification of Change Order No. 7 in the deductive amount of \$11,592.00.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

#### **TENTH ORDER OF BUSINESS**

#### **Supervisor Requests**

There were no Supervisor requests.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Adjournment**

On motion by Mr. Paris, seconded by Mr. Adams, with all in favor, the April 18, 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: April 18, 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. This issue is not holding up any work of the District or the Developer. 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.

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

2200 Park Ave. North

**Construction Status:** Both projects are substantially complete, with as built drawings submitted to the City for review and approval. Final close-out is in process.

Winter Park, FL

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

32789-2355

**Recommended Motion:** None.

Fax 407-644-8318

407-644-4068

F:\Proj2017\17170\ENGadmin\C\ec320 Construction Memo 04-18-23.docx



*Memorandum*

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

*April 18, 2023*

*Page 2*

**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:** The project has been completed and certified and a requisition for release of retainage has been approved. This project will be removed from the status report next month.

**Change Order (C.O.) Status:** Change Order No. 7 in the deductive amount of (\$11,592.00) for unused funds. This change order will zero out the remaining balance on the contract.

**Recommended Motion:** Approve Change Order No. 7 in the deductive amount of (\$11,592.00).

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 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	Approved	\$ 13,679,309.07	3/21/2023	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	Approved	\$ 13,765,197.34	3/21/2023	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>						

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

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
			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						

**Postras 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 Original Contract Date	To Board	Approval Date	Notes
			150			\$ 2,235,434.97			
<u>1</u>	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	
<u>2</u>	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	
<u>3</u>	11/4/2022	Hurricane Ian Additional Work	0	\$ 6,224.00	Approved	\$ 2,258,475.37	11/15/2022	11/15/2022	
<u>4</u>	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	
<u>5</u>	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	
<u>7</u>	4/12/2023	Unused Funds - Final Reconciliation Credit	0	\$ (11,592.00)	Fully Executed	\$ 2,309,466.00	4/18/2023		
<b>Days to Substantial Completion</b>			178	<b>Revised Contract Amount</b>		\$ 2,309,466.00			
<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**  
**CONTRACT CHANGE ORDER**

Change Order No. 7

Project: Pearson Avenue Phase 2

Date 4/12/2023

Engineer: Donald W. McIntosh Associates, Inc.

Contractor: Jr. Davis Construction Company, Inc.

ITEM NO.	WORK PERFORMED	DESCRIPTION OF CHANGE	AMOUNT + / (-)
1	Unused Funds - Final Reconciliation Credit	DEDUCT	(\$11,592.00)

Net Change Order Amount (\$11,592.00)

Contract Amount Prior to Change Order \$ 2,321,058.00

Revised Contract Amount \$ 2,309,466.00

**COMMENTS:**

See attached backup.

Acceptable To:

  
Jr. Davis Construction Company, Inc.

Date:

4/14/23

*bk*

Approved By:

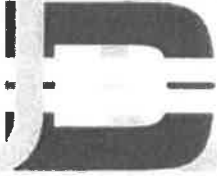
  
Postras East Community Development District

Date:

4.14.23



# JDC 2107 PEARSON AVE PHASE II - RFCO 06 Unused Funds Final Reconciliation Credit



Jr. Davis Construction Company, Inc.

## JR. DAVIS CONSTRUCTION

210 Hangar Road

Kissimmee, FL, 34741

Contact: Mike Heim

Phone: 407-572-5190

Email: Mike.Heim

Quote To: Tarek Fahmy, PE  
Company: Donald W McIntosh Associates, Inc.  
Phone: 407-644-4068  
Email: tfahmy@dwma.com

Proposal Date: 4.12.23  
Date of Plans:  
Revision Date:  
Addendums:

Final Credit RFCO to balance contract

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
6002	Unused Funds- Final Reconciliation Credit	1.00	LS	-11,592.00	-11,592.00
<b>GRAND TOTAL</b>					<b>\$-11,592.00</b>

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL UNIT COST	TOTAL COST	Previously Completed		This Period		Complete to Date	
						Units	Amount	Units	Amount	Units	Amount
302	FDOT Type 6 Curb Inlet	8	EA	\$ 6,378.00	\$ 51,024.00	8	\$ 51,024.00		\$ -	8	\$ 51,024.00
303	FDOT Manhole Type 8	2	EA	\$ 4,585.00	\$ 9,170.00	2	\$ 9,170.00		\$ -	2	\$ 9,170.00
304	15" RCP III (C-76) 0'-6" Deep	601	LF	\$ 65.00	\$ 39,065.00	601	\$ 39,065.00		\$ -	601	\$ 39,065.00
305	15" RCP III (C-76) 6'-8" Deep	758	LF	\$ 66.00	\$ 50,028.00	758	\$ 50,028.00		\$ -	758	\$ 50,028.00
306	15" RCP III (C-76) 8'-10" Deep	97	LF	\$ 69.00	\$ 6,693.00	97	\$ 6,693.00		\$ -	97	\$ 6,693.00
307	24" RCP III (C-76) 0'-6" Deep	405	LF	\$ 78.00	\$ 31,590.00	405	\$ 31,590.00		\$ -	405	\$ 31,590.00
308	24" RCP III (C-76) 6'-8" Deep	84	LF	\$ 82.00	\$ 6,888.00	84	\$ 6,888.00		\$ -	84	\$ 6,888.00
309	Concrete Endwall Multiple 24-in Pipes	6	EA	\$ 1,932.00	\$ 11,592.00	0	\$ -		\$ -	0	\$ -
310	6" PVC Solid Pipe	174	LF	\$ 40.00	\$ 6,960.00	174	\$ 6,960.00		\$ -	174	\$ 6,960.00
311	6" Underdrain Perforated Pipe w/ Cleanouts	343	LF	\$ 62.00	\$ 21,266.00	343	\$ 21,266.00		\$ -	343	\$ 21,266.00
312	12" Edge Drain Pipe w/ Cleanouts	278	LF	\$ 53.00	\$ 14,734.00	278	\$ 14,734.00		\$ -	278	\$ 14,734.00
313	Core Drill & Connect to Existing Structure	2	EA	\$ 3,180.00	\$ 6,360.00	2	\$ 6,360.00		\$ -	2	\$ 6,360.00
314	Dewatering - Storm	939	LF	\$ 25.00	\$ 23,475.00	939	\$ 23,475.00		\$ -	939	\$ 23,475.00
315	Testing per City's Requirements	1	LS	\$ 25,000.00	\$ 25,000.00	1	\$ 25,000.00		\$ -	1	\$ 25,000.00
	Subtotal				\$ 347,801.00	0	\$ 336,209.00		\$ -	0	\$ 336,209.00
400	<b>WATER DISTRIBUTION</b>										
401	Connect to Existing	2	EA	\$ 3,000.00	\$ 6,000.00	2	\$ 6,000.00		\$ -	2	\$ 6,000.00
402	6" PVC Pipe Class 350 (w/Fittings)	990	LF	\$ 46.00	\$ 45,540.00	990	\$ 45,540.00		\$ -	990	\$ 45,540.00
403	2" PVC pipe Class 250 (w/Fittings)	95	LF	\$ 25.00	\$ 2,375.00	95	\$ 2,375.00		\$ -	95	\$ 2,375.00
404	6" Gate Valve	7	EA	\$ 1,555.00	\$ 10,885.00	7	\$ 10,885.00		\$ -	7	\$ 10,885.00
405	2" Gate Valve	1	EA	\$ 1,235.00	\$ 1,235.00	1	\$ 1,235.00		\$ -	1	\$ 1,235.00
406	Flushing Device with Meter & Discharge Pipe	1	EA	\$ 9,600.00	\$ 9,600.00	1	\$ 9,600.00		\$ -	1	\$ 9,600.00
407	Blow-Off Assembly	3	EA	\$ 1,100.00	\$ 3,300.00	3	\$ 3,300.00		\$ -	3	\$ 3,300.00
408	Fire Hydrant Assembly	2	EA	\$ 5,900.00	\$ 11,800.00	2	\$ 11,800.00		\$ -	2	\$ 11,800.00
409	1" Residential Service Line (with corp. stop)	13	EA	\$ 1,147.00	\$ 14,911.00	13	\$ 14,911.00		\$ -	13	\$ 14,911.00
410	Testing per OUC Standards	1	LS	\$ 2,705.00	\$ 2,705.00	1	\$ 2,705.00		\$ -	1	\$ 2,705.00
	Subtotal				\$ 108,351.00	0	\$ 108,351.00		\$ -	0	\$ 108,351.00
500	<b>WASTEWATER COLLECTION</b>										
501	Core Drill & Connect to Existing Structure	1	EA	\$ 13,145.00	\$ 13,145.00	1	\$ 13,145.00		\$ -	1	\$ 13,145.00
502	8" SDR-35 Pipe 6'-8" Deep	64	LF	\$ 31.00	\$ 1,984.00	64	\$ 1,984.00		\$ -	64	\$ 1,984.00
503	8" SDR-35 Pipe 8'-10" Deep	526	LF	\$ 38.00	\$ 19,988.00	526	\$ 19,988.00		\$ -	526	\$ 19,988.00
504	8" SDR-35 Pipe 10'-12" Deep	458	LF	\$ 39.00	\$ 17,862.00	458	\$ 17,862.00		\$ -	458	\$ 17,862.00
505	6" Services - Double Lateral	6	EA	\$ 1,375.00	\$ 8,250.00	6	\$ 8,250.00		\$ -	6	\$ 8,250.00
506	8" Pre-Cast Concrete Manhole 6'-8" Deep	1	EA	\$ 6,000.00	\$ 6,000.00	1	\$ 6,000.00		\$ -	1	\$ 6,000.00
507	8" Pre-Cast Concrete Manhole 8'-10" Deep	3	EA	\$ 7,400.00	\$ 22,200.00	3	\$ 22,200.00		\$ -	3	\$ 22,200.00
508	8" Pre-Cast Concrete Manhole 10'-12" Deep	3	EA	\$ 8,825.00	\$ 26,475.00	3	\$ 26,475.00		\$ -	3	\$ 26,475.00
509	Dewatering - Wastewater	1048	LF	\$ 15.20	\$ 15,929.60	1048	\$ 15,929.60		\$ -	1048	\$ 15,929.60
510	Cleaning and Testing Per OCU Requirements	1	LS	\$ 9,200.00	\$ 9,200.00	1	\$ 9,200.00		\$ -	1	\$ 9,200.00
	Subtotal				\$ 141,033.60		\$ 141,033.60		\$ -		\$ 141,033.60
600	<b>RECLAIMED WATER DISTRIBUTION</b>										
601	Connect to Existing	1	EA	\$ 2,800.00	\$ 2,800.00	1	\$ 2,800.00		\$ -	1	\$ 2,800.00
602	6" PVC C900 DR18 PC150 (w/fittings)	1122	LF	\$ 34.85	\$ 39,101.70	1122	\$ 39,101.70		\$ -	1122	\$ 39,101.70
603	6" Gate Valve	8	EA	\$ 2,055.00	\$ 16,440.00	8	\$ 16,440.00		\$ -	8	\$ 16,440.00
604	Blow-Off Assembly	3	EA	\$ 1,800.00	\$ 5,400.00	3	\$ 5,400.00		\$ -	3	\$ 5,400.00
605	1" Residential Service Line (with corp. stop)	12	EA	\$ 692.00	\$ 8,304.00	12	\$ 8,304.00		\$ -	12	\$ 8,304.00
606	Testing per City Standards	1	LS	\$ 2,889.00	\$ 2,889.00	1	\$ 2,889.00		\$ -	1	\$ 2,889.00
	Subtotal				\$ 74,934.70		\$ 74,934.70		\$ -		\$ 74,934.70
700	<b>OCU ELECTRIC AND STREET LIGHT CONDUIT</b>										

# **Postras East Community Development District**

**Letter from Supervisor of Elections  
– Orange County**

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**BILL COWLES**  
Supervisor of Elections  
Orange County, Florida

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OUR MISSION IS TO:  
*Ensure the integrity of the electoral process.  
Enhance public confidence.  
Encourage citizen participation.*

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April 15, 2023

Jennifer Walden, Senior District Manager  
Poitras East Community Development District  
PFM Group Consulting LLC  
3501 Quadrangle Boulevard Suite 270  
Orlando, FL 32817

Dear Ms. Walden:

Per the requirements of Chapter 190.006, Florida Statutes, the Orange County Supervisor of Elections Office Mapping Department has determined the number of registered voters in the Development District as of **April 15, 2023**. Our research is based on the most recent legal description provided to us by the District Office.

As of **April 15, 2023**, there are **309 registered voters** in the  
Poitras East Community Development District

A map and list of addresses can be provided upon request. If you have any questions or corrections, please contact the Mapping Department at 407-254-6554.

Sincerely,

Mapping Department  
Orange County Supervisor of Elections  
Phone: 407-254-6554  
119 W. Kaley St  
Orlando, FL 32806  
soemapping@ocfelections.gov

# **Postras East Community Development District**

## **Discussion of Construction Committee Members**

**Postras East  
Community Development District**

**Resolution 2023-10,  
Approving a Preliminary Budget for Fiscal Year  
2024 and Setting a Public Hearing Date**

**RESOLUTION 2023-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Poitras East Community Development District ("**District**") prior to June 15, 2023, proposed budget(s) ("**Proposed Budget**") for the fiscal year beginning October 1, 2023, and ending September 30, 2024 ("**Fiscal Year 2023/2024**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_, 2023

HOUR: \_\_\_\_\_ p.m.

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the local general-purpose governments at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this

Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 9<sup>TH</sup> DAY OF MAY 2023.**

ATTEST:

**POITRAS EAST COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary / Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget



## EXHIBIT A

**Poitras East CDD**  
FY 2024 Proposed Budget

	Actual Through 04/30/2023	Anticipated 05/2023 - 09/2023	Anticipated FY 2023 Total	FY 2023 Adopted Budget	FY 2024 Proposed Budget
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 238,807.69	\$ 122,417.31	\$ 361,225.00	\$ 361,225.00	\$ 722,450.00
Off-Roll Assessments	49,641.99	-	49,641.99	-	-
Carry Forward	30,041.69	21,458.31	51,500.00	51,500.00	100,000.00
<b>Net Revenues</b>	<b>\$ 318,491.37</b>	<b>\$ 143,875.62</b>	<b>\$ 462,366.99</b>	<b>\$ 412,725.00</b>	<b>\$ 822,450.00</b>
<b><u>General &amp; Administrative Expenses</u></b>					
Supervisor Fees	\$ 1,200.00	\$ 1,000.00	\$ 2,200.00	\$ 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	20,416.69	14,583.31	35,000.00	35,000.00	35,000.00
Engineering	3,994.02	8,005.98	12,000.00	12,000.00	19,500.00
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	15,000.00	-	15,000.00	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	1,000.00	-	1,000.00	500.00	500.00
Travel and Per Diem	36.21	125.00	161.21	300.00	300.00
Telephone	-	20.83	20.83	50.00	25.00
Postage & Shipping	8.87	491.13	500.00	500.00	500.00
Copies	-	500.00	500.00	1,000.00	500.00
Legal Advertising	1,983.77	10,016.23	12,000.00	12,000.00	10,000.00
Bank Fees	-	180.00	180.00	180.00	180.00
Miscellaneous	-	2,714.58	2,714.58	6,515.00	7,000.00
Meeting Room	832.59	594.71	1,427.30	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	-	416.67	416.67	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>\$ 67,776.93</b>	<b>\$ 68,381.04</b>	<b>\$ 136,157.97</b>	<b>\$ 135,465.00</b>	<b>\$ 146,951.64</b>
<b><u>Field Operations</u></b>					
<b>Electric Utility Services</b>					
Electric	\$ 1,689.99	\$ 1,207.14	\$ 2,897.13	\$ 5,000.00	\$ 5,000.00
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	6,172.77	4,409.12	10,581.89	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	50,634.93	36,167.81	86,802.74	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	47.97	11,666.67	11,714.64	28,000.00	19,538.87
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	-	1,250.00	1,250.00	3,000.00	3,000.00
Hardscape Maintenance	-	2,083.33	2,083.33	5,000.00	5,000.00
Alleyway Maintenance	-	4,166.67	4,166.67	10,000.00	10,000.00
Streetlights	-	10,416.67	10,416.67	25,000.00	45,000.00
Accent Lighting	-	500.00	500.00	500.00	500.00
Liftstation Maintenance	2,555.90	12,444.10	15,000.00	15,000.00	22,000.00
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement	7,550.00	4,450.00	12,000.00	12,000.00	36,000.00
<b>Reserves</b>					
Infrastructure Capital Reserve	40,000.00	-	40,000.00	40,000.00	35,000.00
Alleyway Reserve	15,000.00	-	15,000.00	15,000.00	15,000.00
<b>Total Field Operations Expenses</b>	<b>\$ 139,429.56</b>	<b>\$ 110,180.50</b>	<b>\$ 249,610.06</b>	<b>\$ 277,260.00</b>	<b>\$ 675,498.36</b>
<b>Total Expenses</b>	<b>\$ 207,206.49</b>	<b>\$ 178,561.54</b>	<b>\$ 385,768.03</b>	<b>\$ 412,725.00</b>	<b>\$ 822,450.00</b>
<b>Income (Loss) from Operations</b>	<b>\$ 111,284.88</b>	<b>\$ (34,686.00)</b>	<b>\$ 76,598.96</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Other Income (Expense)</u></b>					
Interest Income	\$ 162.12	\$ 25.00	\$ 187.12	\$ -	\$ -
<b>Total Other Income (Expense)</b>	<b>\$ 162.12</b>	<b>\$ 25.00</b>	<b>\$ 187.12</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Income (Loss)</b>	<b>\$ 111,447.00</b>	<b>\$ (34,661.00)</b>	<b>\$ 76,786.08</b>	<b>\$ -</b>	<b>\$ -</b>

Poitras East Community Development District  
FY 2024 Proposed Debt Service Budget

	FY 2024 Proposed DS Budget
REVENUES:	
Series 2023	\$ 2,497,638.44
TOTAL REVENUES	<u>\$ 2,497,638.44</u>
EXPENDITURES:	
Series 2023 - Interest 11/1/2023	\$ 868,900.94
Series 2023 - Interest 5/1/2024	608,568.75
Series 2023 - Principal 5/1/2024	420,000.00
TOTAL EXPENDITURES	<u>\$ 1,897,469.69</u>
EXCESS REVENUES (Series 2023 - Interest 11/1/2024)	<u>\$ 600,168.75</u>

# 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.

### **Disclosure**

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.

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## *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 Community Development District**

**Operation and Maintenance Expenditures Paid in  
April 2023 in an amount totaling \$65,625.79**

**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 April 01, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$65,625.79**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairman

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

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

Poitras East C  
AP Check Register (Current b Bank)  
Check Dates: 4/1 02 to 4/30/2023

Check No.	Date	Stat s*	Vendor I	Payee Name	Amount
BANK ID: F B FLORI A COMMUNITY BANK					001 101-0000 00-01
1393	04/06/2	M	BROWNI	Brownies Septic and Plumbing	\$150.00
1394	04/06/2	M	DONMC	Donald W McIntosh Associates	\$1,296.51
1395	04/06/2	M	KUTAK	Kutak Rock	\$3,073.
1396	04/06/2	M	LLSTAX	LLS Tax Solutions Inc.	\$1,000.00
1397	04/06/2	M	PFMGC	PFM Group Consulting	\$3,258. 1
1398	04/06/2	M	RLEVEY	Richard Leve	\$200.00
1399	04/14/2	M	STEVEN	Steven M Sharatz	\$76.94
1400	04/14/2	M	TRUSTE	US Bank as Trustee for Poitras	\$666.37
BANK FCB REGIST R TOTAL:					\$9,721.96
GRAND TOTAL :					\$9,721.96

8,978.65	Checks 1393-1400
743.31	Checks 1399-1400 (Debt Service \$666.37) and (refund of \$76.94 to S. Sharatz)
1,647.14	PA 188 OUC paid online
55,000.00	Annual Transfer to Reserve account
66,369.10	Total cash spent
65,625.79	O&M cash spent

\* Check Status Types: "P" Printed ; "M" - Manual ; "V" Void ( Void Date ) ; "A" Application; "E" - FT  
\*\* Denotes broken check sequence.

## Poitras East Community Development District

### Payment Authorization #187

3/28/2023

Item No.	Payee	Invoice Number	General Fund
1	<b>Brownies Septic and Plumbing, LLC</b> Lift Station Monthly Maintenance	i107432	\$ 150.00
2	<b>Donald W McIntosh Associates Inc</b> Engineering Service thru Febuary 24 2023	43896	\$ 1,296.51
3	<b>Kutak Rock LLP</b> Legal Services	3194634	\$ 3,073.73
4	<b>LLS Tax Solutions Inc.</b> Arbitrage Service	2952	\$ 1,000.00
5	<b>PFM Group Consulting LLC</b> District Management March 2023 Billable Expenses	DM-03-2023-42 124117	\$ 2,916.67 \$ 341.74
6	<b>Supervisor Fee</b> Richard Levey	03.21.2023	\$200.00

\$ 8,978.65

**TOTAL**

**\$ 8,978.65**



Lynne Mullins



Chairperson



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

# **Postras East Community Development District**

**Requisition Nos. 2023-009 – 2023-017 Paid in  
April 2023 in an amount totaling \$1,707,689.48**

**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 April 01, 2023 through April 30, 2023. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
009	Kutak Rock LLP	\$366.00
010	Jr. Davis Construction Co., Inc.	\$39,559.99
011	Cepra Landscape	\$5,246.09
012	Donald W. McIntosh	\$55,565.72
013	Jr. Davis Construction Co., Inc.	\$1,483,702.66
014a	Jr. Davis Construction Co., Inc.	\$88,445.11
015	United Land Services	\$6,909.00
016	Forterra Pipe & Precast	\$15,922.88
017	Donald W. McIntosh	\$11,972.03
Total Expended		<b>\$1,707,689.48</b>

**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: 009
- (B) Name of Payee: Kutak Rock LLP
- (C) Amount Payable: \$366.00
- (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):
- (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 Poitras East 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.

 3/21/23  
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: 010
- (B) Name of Payee: Jr. Davis Construction Co., Inc.
- (C) Amount Payable: \$39,559.99
- (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 Phase 2 - \$39,559.99
- (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 Poitras East 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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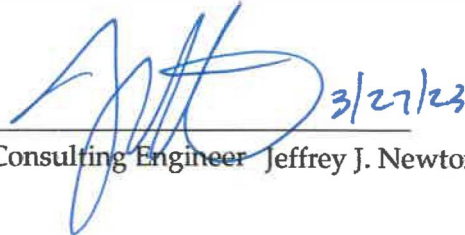
**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**



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

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

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Consulting Engineer Jeffrey J. Newton, PE

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- (A) Requisition Number: 011
- (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):
  - March Landscape Maintenance – Inv#O-S4086 - \$3,368.17
  - March Landscape Maintenance – Inv#O-S4085 - \$1,877.92
- (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 Poitras East 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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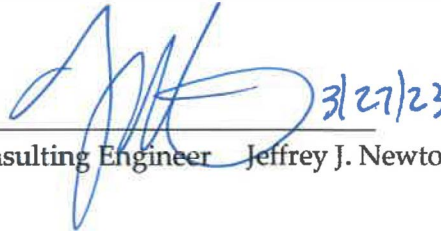
**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**



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

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

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3/27/23

Consulting Engineer Jeffrey J. Newton, PE

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**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: 012
- (B) Name of Payee: Donald W. McIntosh Associates, Inc.
- (C) Amount Payable: \$55,565.72
- (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):
  - Luminary Boulevard Phase 1C – Inv#43903 - \$45,665.00
  - Poitras East Master Infrst Phase 1D – Inv#43901 - \$141.00
  - Poitras East Master Infrst Phase 1C – Inv#43900 - \$4,416.89
  - Pearson Ave (Street A) – Phase 2 – Inv#43898 - \$1,711.58
  - Capital Infrst Consultation Inv#43897 - \$3,631.25
- (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 Poitras East 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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3/27/23

\_\_\_\_\_  
Consulting Engineer Jeffrey J. Newton, PE

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**FORM OF REQUISITION**

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- (A) Requisition Number: 013
- (B) Name of Payee: Jr. Davis Construction Co., Inc.
- (C) Amount Payable: \$1,483,702.66
- (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 - \$1,483,702.66
- (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 Poitras East 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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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.

  
3/31/23

\_\_\_\_\_  
Consulting Engineer Jeffrey J. Newton, PE



POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
REQUISITION FOR PAYMENT  
2020 NOTE ACQUISITION AND CONSTRUCTION ACCOUNT

DATE:	April 20, 2023	REQUISITION NO:	014a
PAYEE:	Jr. Davis Construction Co., Inc	AMOUNT DUE:	\$88,445.11
ADDRESS:	210 Hangar Road, Kissimmee, FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	Project 2089 Poitras East Master Infrastructure Phase 1C		

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 2020 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2020 Project (herein after the "Project") and each represents a Cost of the Project, and 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 monies 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.

It is hereby represented by the undersigned that the Board of the District has approved this requisition or has approved the specific contract with respect to which disbursements pursuant to this requisition are due and payable.

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

POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

The undersigned District Engineer hereby certifies that this disbursement is for a cost of the Project and is consistent with: (i) the applicable 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 District Engineer, as such report shall have been amended or modified as of the date hereof.

 4/20/23  
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: 015
- (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):  
  
- Job#19351 – Luminary 1 B Pearson – February 2023
- (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 Poitras East 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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4/14/23  
Consulting Engineer Jeffrey J. Newton, PE

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- (A) Requisition Number: 016
- (B) Name of Payee: Forterra Pipe & Precast
- (C) Amount Payable: \$15,922.88
- (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):
  - Invoice #24704731 - \$ 2,073.28
  - Invoice #24696067 - \$13,849.60
- (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 Poitras East 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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4/14/23

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Consulting Engineer

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- (A) Requisition Number: 017
- (B) Name of Payee: Donald W McIntosh Associates Inc.
- (C) Amount Payable: \$11,972.03
- (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):
  - Invoice #43779 - \$2,398.28
  - Invoice #43778 - \$9,573.75
- (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 Poitras East 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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 4/14/23

Consulting Engineer Jeffrey J. Newton, PE

# **Poitras East Community Development District**

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





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

May 4, 2023

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

Subject: Poitras East – Lift Station G Evaluation  
Change Order No. 1  
DWMA Job No. 23524 (005-022)

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Donald W. McIntosh Associates, Inc. (DWMA) is pleased to submit for your consideration this Letter Agreement to provide additional professional engineering services to Poitras East Community Development District (“CLIENT”) for Poitras East – Lift Station G Evaluation (“Project”). The scope of this proposal includes Additional Services for surveying, final engineering design, permitting, and construction phase services related to a new wastewater lift station on the south side of Luminary Boulevard east of Centerline Drive. 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 (“Contract”), as follows:

## **I. Scope of Work**

### **PART I – PROFESSIONAL SURVEYING & MAPPING**



- A. LEGAL DESCRIPTIONS AND SKETCHES – Preparation of up to three (3) miscellaneous sketches of legal descriptions.
- B. BOUNDARY AND TOPOGRAPHIC SURVEY – Preparation of a boundary and topographic survey of Tract LS-G as required by Orange County Utilities. The survey will be prepared in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. Utility and site improvement locations will be limited to visible surface features only.
- C. ORANGE COUNTY UTILITIES PROCESSING TRACT CONVEYANCE – Processing and coordination with Orange County Utilities (OCU) with the conveyance of the Lift Station tract. CLIENT will provide necessary documents and title work associated with the OCU conveyance process.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

**407-644-4068**

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***Poitras East Community Development District***

*Poitras East – Lift Station G Evaluation*

*DWMA Job No. 23524 (005-022)*

*May 4, 2023*

*Page 2 of 7*

**PART II - CIVIL ENGINEERING**

- A. CONSTRUCTION DRAWINGS (LS-G) – Design, preparation, and submittal of construction drawings and technical specifications for Lift Station G, including geometry, grading, paving, drainage, civil utility services, the access drive,  $\pm 1,000$  LF of associated force main to connect to the existing force main in Luminary Boulevard, and  $\pm 1,200$  LF of associated gravity main extending to serve the future fire station site on Luminary Boulevard. If revisions are required due to CLIENT changes, additional cost may be incurred.
- B. FDEP PERMIT APPLICATIONS – Preparation and submittal of Florida Department of Environmental Protection (FDEP) permit application for Lift Station G and the associated force main and gravity main described herein.
- C. PLAN AND PERMIT PROCESSING – Processing of construction plans and associated permit applications through City of Orlando and FDEP, including responses to requests for additional information.
- D. ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS – Preparation of an estimate of probable construction costs for Lift Station G and the associated force main and gravity main for final engineering plan approval based on the pricing information contained in the contractor's sitework bid as provided to DWMA by CLIENT.
- E. FINAL ENGINEERING MEETINGS AND COORDINATION - Coordination with City of Orlando staff; regulatory agencies; CLIENT's consultants; and CLIENT during the design phase of the Project and representation at meetings associated with final design and permitting of the Project.

**PART III– CONSTRUCTION PHASE SERVICES**

The following scope of Construction Phase Services includes primarily those services necessary for final project certification(s). Services beyond those listed may be provided as Additional Services under a separate Agreement. The scope of construction phase services listed below assumes a construction schedule of ten (10) months. Should the construction schedule exceed the assumed duration or should the construction project or required certifications be phased, Additional Services may be required for certain items within the scope of services. This scope specifically excludes as-built surveys of constructed improvements (e.g., roads, utilities, stormwater facilities, grading, etc.). It is assumed that the CLIENT's contractor will provide certified as-built surveys prepared by a Florida-licensed surveyor for DWMA's use and reliance in preparing project certifications and record drawings.

- A. PRECONSTRUCTION CONFERENCES – Coordination and attendance of project preconstruction conference with City of Orlando and Orange County Utilities.



**Poitras East Community Development District**

*Poitras East – Lift Station G Evaluation*

*DWMA Job No. 23524 (005-022)*

*May 4, 2023*

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- B. SHOP DRAWING REVIEW - Review (one time) shop drawing information (limited to review for general conformance with the design intent and with information given in construction documents prepared by DWMA). Detailed geometric review along with means, methods, techniques, sequences or procedures of construction and all safety precautions are not included and remain Contractor's responsibility.
- C. CDD MATERIALS MANAGEMENT – Assistance with tracking and management of CDD-purchased construction materials, if required.
- D. CONTRACTOR PAYMENT REQUESTS - Contractor payment requests, review and approvals (for construction related to DWMA designs) and pertinent site observation with one visit per month for the assumed Project duration (10 field verifications of pay requests).
- E. SITE VISITS – Make site visits for periodic observation of water, sanitary sewer and drainage system materials and construction for the specific purpose of providing certifications listed below. Visits are to be at the sole discretion of DWMA based on Contractor's submitted construction schedule for various elements. Schedule to be required and kept current by Contractor. Visits exceeding twenty (20) visits (independent of those associated with contractor pay requests) shall be considered Additional Services under a separate Work Authorization .
- F. CONTRACTOR ASSISTANCE – Review and assistance with Contractor Requests for Change Order (RCO) and/or Requests for Information (RFI) related to DWMA designs. RCOs and/or RFIs related to the designs of other consultants shall be routed by DWMA to the appropriate consultant for review and response.
- G. PROGRESS MEETINGS AND CONSTRUCTION ISSUES ASSISTANCE – Participate in construction progress meetings with contractor, CLIENT, and master developer to review construction activity and assist with construction issues. Fee estimate based on an average of one (1) telephone conference per month for the duration of construction.
- H. CONTRACTOR AS-BUILT REVIEW/RECORD DRAWINGS – Review of contractor as-built surveys for compliance with City of Orlando criteria and preparation of "Record Drawings" from contractor furnished data.
- I. FDEP CERTIFICATION – Provide Florida Department of Environmental Protection (FDEP) standard form certification of completion for sanitary sewer permit (one certification). Contractor to provide information and testing as follows:
  - Sanitary sewer system leakage testing/lamping/televising
  - Sanitary sewer force main pressure test
  - Sanitary sewer lift station startup report
  - As-built surveys signed and sealed by registered surveyor retained by CLIENT's contractor.

**DONALD W. McINTOSH Associates, Inc.**

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789-2355 • (407) 644-4068 • FAX (407) 644-8318



- J. FINAL PROJECT CERTIFICATIONS – Provide final project certification for the entire construction project to the City of Orlando and Orange County Utilities and coordination of lift station final acceptance.

## **FEE SCHEDULE**

<b>Contract Item</b>	<b>Billing Item</b>	<b>Description</b>	<b>Fee</b>
		<b>Part I - Professional Surveying &amp; Mapping</b>	
A.	005	Legal Descriptions and Sketches	\$2,000.00
B.	006	Boundary and Topographic Survey	3,175.00
C.	007	Orange County Utilities Processing Tract Conveyance	1,750.00
		<b>Subtotal</b>	<b>\$6,925.00</b>
		<b>Part II - Civil Engineering</b>	
A.	008	Construction Drawings	\$34,820.00
B.	009	FDEP Permit Applications	2,580.00
C.	010	Plan and Permit Processing	7,440.00
D.	011	Engineer's Opinion of Probable Construction Costs	2,040.00
E.	012	Final Engineering Meetings and Coordination	4,120.00
		<b>Subtotal</b>	<b>\$51,000.00</b>
		<b>Part III - Construction Phase Services</b>	
A.	013	Preconstruction Conferences	\$1,545.00
B.	014	Shop Drawing Review	2,900.00
C.	015	CDD Materials Management	3,560.00
D.	016	Contractor Payment Requests	4,180.00
E.	017	Site Visits	6,550.00
F.	018	Contractor Assistance	2,810.00
G.	019	Progress Meetings and Construction Issues Assistance	1,900.00
H.	020	Contractor As-Built Review/Record Drawings	2,900.00
I.	021	FDEP Certification	1,370.00
J.	022	Final Project Certifications	3,500.00
		<b>Subtotal</b>	<b>\$31,215.00</b>
		<b>TOTAL</b>	<b>\$89,140.00</b>

## **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.

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 one complete copy to our office. Upon receipt, we will promptly schedule our services.



**Poitras East Community Development District**  
**Poitras East – Lift Station G Evaluation**  
**DWMA Job No. 23524 (005-022)**  
**May 4, 2023**  
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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.

Scott E. Grossman, PSM  
Executive Vice President

SEG/lis

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.



**Poitras East Community Development District**  
**BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES**  
**DWMA Job No. 23524 (005-022)**  
**May 4, 2023**  
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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 4/30/2023

	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	\$ 333,828.26				\$ 333,828.26
Alleyway & Infrastructure Capital Res.	105,057.46				105,057.46
Assessments Receivable	72,775.06				72,775.06
Assessments Receivable		\$ 1,581,273.18			1,581,273.18
Series 2020 Debt Service Reserve		38.99			38.99
Series 2023 Debt Service Reserve		814,368.75			814,368.75
Revenue FY2023 Bond		50,248.62			50,248.62
Series 2020 Acquisition/Construction			\$ 0.01		0.01
Acquisition/Construction FY 2023 Bond			41,893.22		41,893.22
Cost of Issuance FY 2023 Bond			5,500.00		5,500.00
Total Current Assets	\$ 511,660.78	\$ 2,445,929.54	\$ 47,393.23	\$ -	\$ 3,004,983.55
<b><u>Investments</u></b>					
Amount To Be Provided			\$ 88,445.11		\$ 88,445.11
Amount Available in Debt Service Funds				\$ 864,656.36	864,656.36
Amount To Be Provided				23,790,343.64	23,790,343.64
Total Investments	\$ -	\$ -	\$ 88,445.11	\$ 24,655,000.00	\$ 24,743,445.11
<b>Total Assets</b>	<b>\$ 511,660.78</b>	<b>\$ 2,445,929.54</b>	<b>\$ 135,838.34</b>	<b>\$ 24,655,000.00</b>	<b>\$ 27,748,428.66</b>
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$ 35,025.24				\$ 35,025.24
Deferred Revenue	72,775.06				72,775.06
Deferred Revenue		\$ 1,581,273.18			1,581,273.18
Accounts Payable			\$ 41,335.75		41,335.75
Retainage Payable			473,559.31		473,559.31
Synovus Loan (BAN)			88,445.11		88,445.11
Total Current Liabilities	\$ 107,800.30	\$ 1,581,273.18	\$ 603,340.17	\$ -	\$ 2,292,413.65
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$ 24,655,000.00	\$ 24,655,000.00
Total Long Term Liabilities	\$ -	\$ -	\$ -	\$ 24,655,000.00	\$ 24,655,000.00
<b>Total Liabilities</b>	<b>\$ 107,800.30</b>	<b>\$ 1,581,273.18</b>	<b>\$ 603,340.17</b>	<b>\$ 24,655,000.00</b>	<b>\$ 26,947,413.65</b>
<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	142,085.63				142,085.63
Net Assets, Unrestricted		\$ 1,238,693.26			1,238,693.26
Current Year Net Assets, Unrestricted		(374,036.90)			(374,036.90)
Net Assets, Unrestricted			\$ (2,444,277.84)		(2,444,277.84)
Current Year Net Assets, Unrestricted			1,976,776.01		1,976,776.01
<b>Total Net Assets</b>	<b>\$ 403,860.48</b>	<b>\$ 864,656.36</b>	<b>\$ (467,501.83)</b>	<b>\$ -</b>	<b>\$ 801,015.01</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 511,660.78</b>	<b>\$ 2,445,929.54</b>	<b>\$ 135,838.34</b>	<b>\$ 24,655,000.00</b>	<b>\$ 27,748,428.66</b>

**Poitras East CDD**  
Statement of Activities  
As of 4/30/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 238,807.69				\$ 238,807.69
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
Off-Roll Assessments		\$ 47,464.71			47,464.71
Inter-Fund Group Transfers In		14,585.94			14,585.94
Debt Proceeds		20,415,000.42			20,415,000.42
Other Income & Other Financing Sources			\$ 314,547.53		314,547.53
Inter-Fund Transfers In			(14,585.94)		(14,585.94)
Debt Proceeds			9,190,628.84		9,190,628.84
Total Revenues	<u>\$ 311,789.29</u>	<u>\$ 20,477,051.07</u>	<u>\$ 9,490,590.43</u>	<u>\$ -</u>	<u>\$ 30,279,430.79</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$ 1,200.00				\$ 1,200.00
Travel and Per Diem	36.21				36.21
D&O Insurance	2,694.00				2,694.00
Trustee Services	5,648.38				5,648.38
Management	20,416.69				20,416.69
Engineering	3,994.02				3,994.02
District Counsel	12,622.40				12,622.40
Disclosure	15,000.00				15,000.00
Audit	1,500.00				1,500.00
Arbitrage Calculation	1,000.00				1,000.00
Postage & Shipping	8.87				8.87
Legal Advertising	1,983.77				1,983.77
Meeting Room	832.59				832.59
Office Supplies	125.00				125.00
Web Site Maintenance	540.00				540.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,689.99				1,689.99
Water Reclaimed	6,172.77				6,172.77
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	50,634.93				50,634.93
Contingency	47.97				47.97
Liftstation Maintenance	2,555.90				2,555.90
Personnel Leasing Agreement	7,550.00				7,550.00
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			45,936.50		45,936.50
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			4,242,099.52		4,242,099.52
Landscaping Maintenance & Material			18,977.76		18,977.76
Contingency			2,457,971.91		2,457,971.91
Total Expenses	<u>\$ 152,206.49</u>	<u>\$ 20,853,981.53</u>	<u>\$ 7,524,528.10</u>	<u>\$ -</u>	<u>\$ 28,530,716.12</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$ 1,480.59				\$ 1,480.59
Interest Income		\$ 2,893.56			2,893.56
Interest Income			\$ 10,713.68		10,713.68
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$ 1,480.59</u>	<u>\$ 2,893.56</u>	<u>\$ 10,713.68</u>	<u>\$ -</u>	<u>\$ 15,087.83</u>
<b>Change In Net Assets</b>	<b>\$ 161,063.39</b>	<b>\$ (374,036.90)</b>	<b>\$ 1,976,776.01</b>	<b>\$ -</b>	<b>\$ 1,763,802.50</b>
<b>Net Assets At Beginning Of Year</b>	<u><b>\$ 242,797.09</b></u>	<u><b>\$ 1,238,693.26</b></u>	<u><b>\$ (2,444,277.84)</b></u>	<u><b>\$ -</b></u>	<u><b>\$ (962,787.49)</b></u>
<b>Net Assets At End Of Year</b>	<u><b>\$ 403,860.48</b></u>	<u><b>\$ 864,656.36</b></u>	<u><b>\$ (467,501.83)</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 801,015.01</b></u>

**Poitras East CDD**  
Budget to Actual  
For the Month Ending 4/30/2023

	Year To Date				
	Actual	Budget	Variance	FY 2023 Adopted Budget	Percentage Spent
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 238,807.69	\$ 210,714.56	\$ 28,093.13	\$ 361,225.00	66.11%
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	30,041.69	30,041.69	-	51,500.00	58.33%
Inter-Fund Transfers In	18,977.76	-	18,977.76	-	0.00%
<b>Net Revenues</b>	<b>\$ 341,830.98</b>	<b>\$ 240,756.25</b>	<b>\$ 101,074.73</b>	<b>\$ 412,725.00</b>	<b>82.82%</b>
<b><u>General &amp; Administrative Expenses</u></b>					
Supervisor Fees	\$ 1,200.00	\$ 2,800.00	\$ (1,600.00)	\$ 4,800.00	25.00%
D&O Insurance	2,694.00	1,764.56	929.44	3,025.00	89.06%
Trustee Services	5,648.38	3,500.00	2,148.38	6,000.00	94.14%
Management	20,416.69	20,416.69	-	35,000.00	58.33%
Engineering	3,994.02	7,000.00	(3,005.98)	12,000.00	33.28%
Disclosure	-	2,916.69	(2,916.69)	5,000.00	0.00%
Property Appraiser	-	116.69	(116.69)	200.00	0.00%
District Counsel	12,622.40	17,500.00	(4,877.60)	30,000.00	42.07%
Assessment Administration	15,000.00	4,375.00	10,625.00	7,500.00	200.00%
Reamortization Schedules	-	145.81	(145.81)	250.00	0.00%
Audit	1,500.00	3,500.00	(2,000.00)	6,000.00	25.00%
Arbitrage Calculation	1,000.00	291.69	708.31	500.00	200.00%
Travel and Per Diem	36.21	175.00	(138.79)	300.00	12.07%
Telephone	-	29.19	(29.19)	50.00	0.00%
Postage & Shipping	8.87	291.69	(282.82)	500.00	1.77%
Copies	-	583.31	(583.31)	1,000.00	0.00%
Legal Advertising	1,983.77	7,000.00	(5,016.23)	12,000.00	16.53%
Bank Fees	-	105.00	(105.00)	180.00	0.00%
Miscellaneous	-	3,800.44	(3,800.44)	6,515.00	0.00%
Meeting Room	832.59	233.31	599.28	400.00	208.15%
Office Supplies	125.00	145.81	(20.81)	250.00	50.00%
Web Site Maintenance	540.00	1,645.00	(1,105.00)	2,820.00	19.15%
Holiday Decorations	-	583.31	(583.31)	1,000.00	0.00%
Dues, Licenses, and Fees	175.00	102.06	72.94	175.00	100.00%
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 67,776.93</b>	<b>\$ 79,021.25</b>	<b>\$ (11,244.32)</b>	<b>\$ 135,465.00</b>	<b>50.03%</b>
<b><u>Field Operations</u></b>					
<b>Electric Utility Services</b>					
Electric	\$ 1,689.99	\$ 2,916.69	\$ (1,226.70)	\$ 5,000.00	33.80%
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	6,172.77	17,500.00	(11,327.23)	30,000.00	20.58%
<b>Other Physical Environment</b>					
General Insurance	3,294.00	2,158.31	1,135.69	3,700.00	89.03%
Property & Casualty	10,903.00	5,133.31	5,769.69	8,800.00	123.90%
Other Insurance	-	58.31	(58.31)	100.00	0.00%
Irrigation Repairs	1,581.00	8,750.00	(7,169.00)	15,000.00	10.54%
Landscaping Maintenance & Material	50,634.93	31,010.00	19,624.93	53,160.00	95.25%
Tree Trimming	-	291.69	(291.69)	500.00	0.00%
Flower & Plant Replacement	-	4,375.00	(4,375.00)	7,500.00	0.00%
Contingency	47.97	16,333.36	(16,285.39)	28,000.00	0.17%
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	-	1,750.00	(1,750.00)	3,000.00	0.00%
Hardscape Maintenance	-	2,916.69	(2,916.69)	5,000.00	0.00%
Alleyway Maintenance	-	5,833.31	(5,833.31)	10,000.00	0.00%
Streetlights	-	14,583.31	(14,583.31)	25,000.00	0.00%
Accent Lighting	-	291.69	(291.69)	500.00	0.00%
Liftstation Maintenance	2,555.90	8,750.00	(6,194.10)	15,000.00	17.04%
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement	7,550.00	7,000.00	550.00	12,000.00	62.92%
<b>Reserves</b>					
Infrastructure Capital Reserve	40,000.00	23,333.33	16,666.67	40,000.00	100.00%
Alleyway Reserve	15,000.00	8,750.00	6,250.00	15,000.00	100.00%
<b>Total Field Operations</b>	<b>\$ 139,429.56</b>	<b>\$ 161,735.00</b>	<b>\$ (22,305.44)</b>	<b>\$ 277,260.00</b>	<b>50.29%</b>
<b>Total Expenses</b>	<b>\$ 207,206.49</b>	<b>\$ 240,756.25</b>	<b>\$ (33,549.76)</b>	<b>\$ 412,725.00</b>	<b>50.20%</b>
<b>Income (Loss) from Operations</b>	<b>\$ 134,624.49</b>	<b>\$ -</b>	<b>\$ 134,624.49</b>	<b>\$ -</b>	
<b><u>Other Income (Expense)</u></b>					
Interest Income	\$ 1,480.59	\$ -	\$ 1,480.59	\$ -	
<b>Total Other Income (Expense)</b>	<b>\$ 1,480.59</b>	<b>\$ -</b>	<b>\$ 1,480.59</b>	<b>\$ -</b>	
<b>Net Income (Loss)</b>	<b>\$ 136,105.08</b>	<b>\$ -</b>	<b>\$ 136,105.08</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
4/1/2023	394,626.43	-	-	5,570.93	(66,369.10)	333,828.26
5/1/2023	333,828.26	-	-	-	-	-
		408,040.01	(221,189.81)	313,879.54	(172,820.71)	

5/8/2023