

# Postras East Community Development District

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

<http://poitrasedcdd.com/>

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, January 17, 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 December 13, 2022, Board of Supervisors' Meeting**

### Financing Matter

- 2. **Consideration of Form of First Amendment to First Supplemental Trust Indenture (Series 2020 BAN)** *(provided under separate cover)*
- 3. **Consideration of Form of Completion and Contribution in Lieu Agreement with TDCP** *(provided under separate cover)*
- 4. **Consideration of Form of Collateral Assignment** *(provided under separate cover)*
- 5. **Consideration of Form of True Up Agreements** *(provided under separate cover)*
  - a. Toll Brothers
  - b. TDCP

### Business Matters

- 6. **Ratification of Pressure Washing Proposal with Berman** *(provided under separate cover)*
- 7. **Ratification of Operation and Maintenance Expenditures Paid in December 2022 in an amount totaling \$39,151.87**
- 8. **Ratification of Requisition Nos. 2020-210 – 2020-225 Paid in December 2022 in an amount totaling \$2,293,671.50**
- 9. **Recommendation of Work Authorization/Proposed Services** *(if applicable)*
- 10. **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 December 13, 2022,  
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, December 13, 2022, 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	(via phone)
Frank Paris	Assistant Secretary	
Julie Salvo	Assistant Secretary	

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Kevin Plenzler	PFM	
Brent Wilder	PFM	(via phone)
Jorge Jimenez	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Ryan Dugan	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	(via phone)
Aaron Wilbanks	Berman	
Matt McDermott	Construction Committee Member	
Larry Kaufmann	Construction Supervisor	
Sarah Warren	Bryant Miller Olive	(via phone)
Sara Zare	MBS Capital Markets	(via phone)
Brett Sealy	MBS Capital Markets	(via phone)

**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  
November 15, 2022, Landowners'  
Election Meeting**

The Board reviewed the minutes of the November 15, 2022, Landowners' Election Meeting.

On motion by Ms. Salvo, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the November 15, 2022, Landowners' Election Meeting.



#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of the Minutes of the November 15, 2022, Board of Supervisors' Meeting**

The Board reviewed the minutes of the November 15, 2022, Board of Supervisors' Meeting.

On motion by Mr. Paris, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the November 15, 2022, Board of Supervisors' Meeting.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Amended and Restated Engineer's Report**

Ms. Mackie noted the District has an outstanding 2018 Bond Anticipation Note (BAN) that was issued as a draw down note in a not-to-exceed amount of \$25,000,000.00. As of today's date, the District has drawn down on about \$18,000,000.00 of the BAN to pay for the District's active construction projects described in the District's Capital Improvement Plan previously adopted by the Board. A few promissory notes have been issued to the Developer for prior acquisitions that represent amounts due and owing but not yet drawn down on the BAN. There are also active construction projects that will continue into the second quarter of this year that will require construction funds to complete. At this point in time, the District is moving forward with a proposed issuance of bonds that would pay down the outstanding note to zero and fund other construction costs associated with the District's Capital Improvement Plan, with a proposed par amount of roughly \$24,800,000.00. The bonds would be absorbed in assessments that are ultimately secured by lots platted to date within the District. There is a proposed plat anticipated within Q1 2023 that will, once recorded, support repayment of the bonds. What's being proposed today is authorization from the Board to move forward with the issuance of bonds. There are active discussions with Synovus, who holds the BAN, that would allow for the BAN, which hasn't yet matured, to remain outstanding at a reduced amount. The BAN would ultimately be secured by remaining unplatted acreage within the District that would allow the District, outside of utilization of the bond proceeds, to continue to provide for the completion of the Amended and Restated CIP that Mr. Newton will discuss. Ms. Mackie noted Mr. Newton will highlight what changes have been made since the last time the Board approved it in connection with its Master Assessment process. The Supplemental Methodology that's presented to the Board today won't be final until the District has priced the 2023 bonds but will be used for the purpose of marketing disclosure when the District goes out to market the 2023 bonds.

Mr. Newton explained there are text changes throughout the Engineer's Report which update the status of the various projects. One key item is that Pearson Avenue Phase 2 was previously in the future phase projects but it is now in the initial phase projects. The reference of future signalization on Boggy Creek Road has been removed as Osceola County is now going to be responsible for installation of the required signal improvements. The costs changed a little bit based on what has been going on with material price increases as well as fuel costs.

Ms. Mackie stated that no action is needed other than the authorization that will be given in the Delegated Award Resolution to utilize both the Amended and Restated Engineer's Report and the Supplemental Assessment Methodology Report for inclusion in the marketing materials. After pricing, the final reports will be brought to the Board for approval in the Resolution levying assessments.

## **SIXTH ORDER OF BUSINESS**

### **Presentation of Preliminary Supplemental Assessment Methodology Report**

Mr. Plenzler stated before the Board is the Preliminary Supplemental Methodology associated with the Series 2023 Bonds. The first initial tables are consistent with the Amended and Restated Engineer's Report. He stated on page 7 and 8, as Ms. Mackie described, the District's bond issuance is estimated at just under \$25,000,000.00, generating proceeds of approximately \$23,400,000.00. On tables 5 and 6 are the assessment levels and the principal on a per ERU/Unit basis which are generally consistent with the master methodology. The team has targeted assessment levels that will require Developer contributions along the way associated with the issuance that is summarized in tables 5 and 6. Furthermore, within table 8 and 9 are the targeted contributions necessary from the Developer.

Ms. Mackie stated there are two separate anticipated contributions. The first is related to the multifamily and commercial properties within the District on which the Developer would like to not receive an assessment, therefore the contribution is being made in advance of the financing. The second, as Mr. Plenzler indicated, considers the various residential product types and the targeted assessments the Developer would like to meet within various sub-areas, and in conjunction with that, the Developer will be contributing infrastructure that would essentially buy down that assessment. Since the District doesn't anticipate fully financing the CIP, there will be plenty of infrastructure that the Developer can contribute to offset the targeted assessments in the residential product.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Resolution 2023-04, Delegation Award Resolution**

- a) Form of Master Indenture**
- b) Form of First Supplement**
- c) Form of Purchase Contract**
- d) Form of Preliminary Limited  
Offering Memorandum**
- e) Form of Continuing Disclosure  
Agreement**

Ms. Warren stated this is being adopted pursuant to the District's Master Bond Resolution 2020-05 for Series 2023 Bonds. This Resolution authorizes an aggregate principal amount of special assessment revenue bonds in one or more series in an amount not-to-exceed \$26,500,000.00, which gives a little wiggle room when they go to market and price the bond. The Resolution also approves in substantial form a series of documents, for which she provided an overview.

Dr. Levy asked about the highlighted section in the Master Indenture. Ms. Warren noted that there will be some final information filled in as different items are finalized along the way.

On motion by Ms. Salvo, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2023-04, Delegation Award Resolution, approving the Form of Master Indenture, Form of First Supplement, Form of Purchase Contract, Form of Preliminary Limited Offering Memorandum, and Form of Continuing Disclosure Agreement in substantial form.

Ms. Mackie noted that after the first of the year the Bonds will be marketed. The forms were approved today in substantial form so that District Counsel, Developer's Counsel, and Bond Counsel can make the

necessary changes. The Bond Purchase Agreement will then be entered into, and a special meeting of the District Board may be required. Once the Bonds have been closed on, there will be a Ratifying Resolution that will come back before the Board in which all the documents will be in final form.

#### **EIGHTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures Paid in November 2022 in an amount totaling \$27,080.68**

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

On motion by Mr. Paris, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in November 2022 in an amount totaling \$27,080.68.

#### **NINTH ORDER OF BUSINESS**

**Ratification of Requisition Nos. 2020-197 – 2020-209 Paid in November 2022 in an amount totaling \$941,678.58**

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

On motion by Ms. Salvo, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2020-197 – 2020-209 paid in November 2022 in an amount totaling \$941,678.58.

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

**Recommendation of Work Authorization/Proposed Services**

Mr. Kaufmann stated that there were none.

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

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

Ms. Walden stated the financials are updated through the end of November, and the District has had expenses of \$43,000.00 versus an overall budget of \$412,000.00 which is about 10.5% of the adopted budget.

#### **TWELFTH ORDER OF BUSINESS**

**Staff Reports**

District Counsel –

Ms. Mackie stated after the first of the year legislative committee meetings will begin in conjunction with the 2023 session and Capitol Conversations

will then start to be sent out by our office to supervisors. There will be monthly status reports during Board Meetings as well.

District Manager –

Ms. Walden stated Board Meetings will go back to the third Tuesday of the month, so the next meeting will be January 17, 2023.

Ms. Walden noted the District received a proposal from Berman for pressure washing of monuments and walls. There was an item on there that wasn't included so District staff is waiting for that proposal to come back. It is anticipated to be a little more than the \$550.00 that was originally provided. However, the District's sister Districts have District staff going out to bid for more proposals. The Board agreed to have District staff seek other proposals as well.

District Engineer –

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

For Master Infrastructure Phase 1A, the City issued a Certificate of Completion and the acquisition package is being assembled.

For the Narcoossee/Luminary Traffic Signal, there was a meeting earlier today with Orange County, Kittleson, and Florida Industrial Electric, and the County attempting to interject other requirements in addition what was proposed to resolve the issue. Once he receives an update concerning the additional requests, he will update the Board.

For Master Infrastructure Phase 1B, the Certificate of Completion from the City has been received and the acquisition package is being assembled.

For Master Infrastructure Phase 1C & Centerline Drive Segment F, this project is coming along but not scheduled to be completed until the first quarter of next year, and it looks to be on track.

For Master Infrastructure Phase 1D, this project received the Certificate of Completion as well. This was a District constructed project so the closeout with the Contractor is in process, including reconciliation of the direct purchase materials.

For Pearson Avenue Phase 1, this project received a Certificate of Completion and the acquisition package is being assembled.

For Pearson Avenue Phase 2, the Contractor is 100% complete and they are working on finishing up the thermoplastic striping. They should have the project closed out by the end of this year or early next year.

Construction Supervisor –

No report.

Landscape Supervisor –

Mr. McDermott stated final completion of landscape and irrigation on Pearson Avenue Phase 2 was done and just needs the Chair's signature on the final documents.

Irrigation Supervisor –

No report.

**THIRTEENTH ORDER OF BUSINESS****Supervisor Requests**

There were no Supervisor requests.

**FOURTEENTH ORDER OF BUSINESS****Adjournment**

On motion by Ms. Salvo, seconded by Mr. Paris, with all in favor, the December 13, 2022, 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: December 13, 2022

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:** Phase 1A has received a certificate of completion from the City of Orlando. Acquisition of improvements by the District is ongoing.

SURVEYORS

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

**Construction Status:** The Contractor and signal consultant are continuing to coordinate with Orange County regarding the pedestrian push buttons. The Contractor has been informed that retainage will not be released until the issue is resolved.

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

**Recommended Motion:** None

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

**Construction Status:** Phase 1B has received a certificate of completion from the City of Orlando. Acquisition of improvements by the District is ongoing.

2200 Park Ave. North

Winter Park, FL

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

32789-2355

**Construction Status:** Underground utilities, roadway grading, and curb and gutter are 100% complete on both Phase 1C and Centerline Segment F. Contractor is expected to complete road base and plans on paving by mid-December. Engineer received storm videotapes and is awaiting sanitary videos and as built drawings. No work has commenced on the Centerline Segment E electrical conduits change order pending grant of easement from City of Orlando to OUC through the City Park tract.

Fax 407-644-8318

407-644-4068

\\dwmafiles\projects\Proj2017\17170\ENGadmin\C\ec292 Construction Memo 12-13-22.docx



*Memorandum*

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

*December 13, 2022*

*Page 2*

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

**Recommended Motion:** None

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

**Construction Status:** Phase 1D has received a certificate of completion from the City of Orlando. Contract closeout is underway, including ODP reconciliation.

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

**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:** Pearson Avenue Phase 1 has received a certificate of completion from the City of Orlando. Acquisition of improvements by the District is ongoing.

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

**Construction Status:** The Contractor is 100% complete with underground utilities, curb & gutter, road base, Trail, landscaping, first and second lifts of asphalt, and turn lane on Boggy Creek Road. Thermoplastic striping is expected to be completed in mid-December.

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

**Recommended Motion:** None

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

Thank you.

End of memorandum.

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

**Postras 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			
<a href="#">1</a>	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
<a href="#">2</a>	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
<a href="#">3</a>	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	
<a href="#">4</a>	6/20/2022	Diesel Fuel Price Adjustment through May 2022		\$ 19,807.62	Approved	\$ 10,677,250.53	6/21/2022	6/21/2022	
<a href="#">6</a>	8/10/2022	Phase 1C Truck Apron Pavers	30	\$ 160,500.00	Approved	\$ 10,837,750.53	8/16/2022	8/16/2022	
<a href="#">7</a>	8/10/2022	Segment F Landscape & Irrigation	49	\$ 337,107.02	Approved	\$ 11,174,857.55	8/16/2022	8/15/2022	
<a href="#">8</a>	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	
<a href="#">9</a>	11/4/2022	Hurricane Ian Additional Work	0	\$ 3,729.00	Approved	\$ 10,935,398.63	11/15/2022	11/15/2022	
<a href="#">10</a>	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	
<a href="#">5</a>	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
Days to Substantial Completion			589	Revised Contract Amount		\$ 12,125,169.80			
Days to Contract Completion			619						
NOC Date			7/19/2021						
Substantial Completion Date			2/28/2023						
Contract Completion Date			3/30/2023						



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

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount 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	
Days to Substantial Completion			451	Revised Contract Amount		\$ 4,430,184.46			
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			
<a href="#">1</a>	6/20/2022	Diesel Fuel Price Adjustment through May 2022	0	\$ 6,962.48	Approved	\$ 2,242,397.45	6/21/2022	6/21/2022	
<a href="#">2</a>	8/10/2022	Install Split Conduit to Protect Sprint Fiber at Boggy Creek Tie-In	0	\$ 9,853.92	Approved	\$ 2,252,251.37	8/16/2022	8/16/2022	
<a href="#">3</a>	11/4/2022	Hurricane Ian Additional Work	0	\$ 6,224.00	Approved	\$ 2,258,475.37	11/15/2022	11/15/2022	
<a href="#">4</a>	11/4/2022	Additional Time Request Total 28 Days for Hurricane Impacts and Reallocate Resources to Expedite Completion of Phase 1D and Pearson Ph 1	28	\$ -	Approved	\$ 2,258,475.37	11/15/2022	11/15/2022	
<a href="#">5</a>	11/4/2022	Diesel Fuel Price Adjustment - June through September 2022	0	\$ 20,940.53	Approved	\$ 2,279,415.90	11/15/2022	11/15/2022	
<b>Days to Substantial Completion</b>			<b>178</b>	<b>Revised Contract Amount</b>		<b>\$ 2,279,415.90</b>			
<b>Days to Contract Completion</b>			<b>208</b>						
<b>NOC Date</b>			<b>5/9/2022</b>						
<b>Substantial Completion Date</b>			<b>11/3/2022</b>						
<b>Contract Completion Date</b>			<b>12/3/2022</b>						

# **Postras East Community Development District**

**Form of First Amendment to First Supplemental  
Trust Indenture (Series 2020 BAN)**  
*(provided under separate cover)*

# **Postras East Community Development District**

**Form of Completion and Contribution  
in Lieu Agreement with TDCP**  
*(provided under separate cover)*

# **Postras East Community Development District**

**Form of Collateral Assignment**  
*(provided under separate cover)*

# **Postras East Community Development District**

**Form of True Up Agreements**  
*(provided under separate cover)*

# **Poitras East Community Development District**

**Pressure Washing Proposal with Berman**  
*(provided under separate cover)*

# **Postras East Community Development District**

**Operation and Maintenance Expenditures Paid in  
December 2022 in an amount totaling \$39,151.87**



**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 December 1, 2022 through December 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$39,151.87**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairman

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

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

**Postras East CDD**  
**AP Check Register (Current by Bank)**  
Check Dates: 12/1/2022 to 12/31/2022

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: FCB - FLORIDA COMMUNITY BANK</b>					<b>001-101-0000-00-01</b>
**1352	12/12/22		BROWNI	Brownies Septic and Plumbing	\$150.00
1353	12/12/22		DONMC	Donald W McIntosh Associates	\$513.75
1354	12/12/22		KUTAK	Kutak Rock	\$3,842.50
1355	12/12/22		ORLSEN	Orlando Sentinel	\$253.25
1356	12/12/22		PFMGC	PFM Group Consulting	\$2,917.48
1357	12/12/22		ULS	United Land Services	\$3,454.50
1358	12/16/22		CEPRA	Cepira Landscape	\$3,368.17
1359	12/16/22		PFMGC	PFM Group Consulting	\$2,970.22
1360	12/16/22		USIC	USIC Locating Services	\$556.86
1361	12/21/22		CEPRA	Cepira Landscape	\$5,246.09
1362	12/21/22		RLEVEY	Richard Levey	\$200.00
1363	12/21/22		DELUXE	Deluxe	\$125.00
1364	12/29/22		BERMAN	Berman Construction	\$1,000.00
1365	12/29/22		BROWNI	Brownies Septic and Plumbing	\$150.00
1366	12/29/22		DONMC	Donald W McIntosh Associates	\$643.13
1367	12/29/22		KUTAK	Kutak Rock	\$2,702.52
1368	12/29/22		ORLSEN	Orlando Sentinel	\$234.50
1369	12/29/22		ULS	United Land Services	\$9,238.00
<b>BANK FCB REGISTER TOTAL:</b>					<b>\$37,565.97</b>
<b>GRAND TOTAL :</b>					<b>\$37,565.97</b>

37,565.97	Checks 1352-1369
1,585.90	PA 177 - OUC paid online
39,151.87	O&M cash spent

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

## Postras East Community Development District

### Payment Authorization #175

12/2/2022

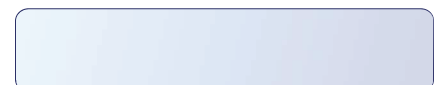
Item No.	Payee	Invoice Number	General Fund
1	<b>Berman Construction</b> December Administrator & Irrigation Specialist	32783	\$ 1,000.00
2	<b>Brownies Septic and Plumbing</b> Monthly Lift Station Maintenance	i100483	\$ 150.00
3	<b>Donald W McIntosh Associates</b> Engineering Services Through 11/04/2022	43440	\$ 513.75
4	<b>Kutak Rock</b> General Counsel Through 10/31/2022	3140897	\$ 3,842.50
5	<b>Orlando Sentinel</b> Legal Advertising on 11/08/2022 (Ad: 7320728)	OSC63398380	\$ 253.25
6	<b>PFM Group Consulting</b> DM Fee: November 2022 October Reimbursables	DM-11-2022-41 OE-EXP-11-2022-23	\$ 2,916.67 \$ 0.81
7	<b>United Land Services</b> November Monthly Landscaping 1B December Monthly Landscaping 1A December Monthly Landscaping 1B	ULS-36385 ULS-36490 ULS-36491	\$ 3,454.50 \$ 2,329.00 \$ 6,909.00

**TOTAL**

**\$ 21,369.48**



Chairperson



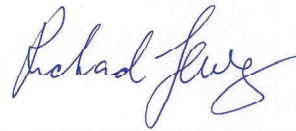
## Postras East Community Development District

### Payment Authorization #176

12/9/2022

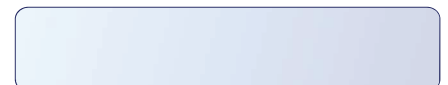
Item No.	Payee	Invoice Number	General Fund
1	<b>Cepra Landscape</b>		
	November Selten Way Landscaping	ORL3735	\$ 3,368.17
*	<del>November Pearson South Landscaping</del>	<del>ORL3736</del>	<del>\$ 1,877.92</del>
2	<b>PFM Group Consulting</b>		
	DM Fee: December 2022	DM-12-2022-42	\$ 2,916.67
	October Billable Expenses	122914	\$ 53.55
3	<b>USIC</b>		
	Locating Services Through 10/31/2022	547580	\$ 310.68
	Locating Services Through 11/30/2022	554115	\$ 246.18

**TOTAL \$ 8,773.17**



Chairperson

\* Per Tricia Lynch at Cepra, they did not start Pearson until December, so invoice ORL3736 for November can be disregarded.

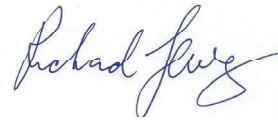


## Poitras East Community Development District

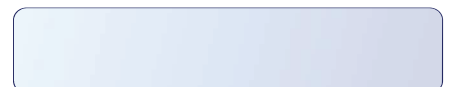
### Payment Authorization #177

12/16/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>Cepira Landscape</b> December Pearson South Landscaping December Selten Way Landscaping	ORL3753 ORL3754	\$ 1,877.92 \$ 3,368.17
2	<b>OUC</b> Acct: 2989510986 ; Service 11/01/2022 - 12/01/2022	--	\$ 1,585.90
3	<b>Supervisor Fees - 12/13/2022 Meeting</b> Richard Levey	--	\$ 200.00
<b>TOTAL</b>			<b>\$ 7,031.99</b>



Chairperson



## Poitras East Community Development District


### Payment Authorization #178

12/23/2022

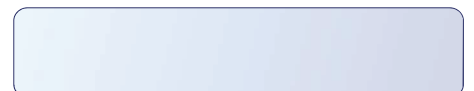
Item No.	Payee	Invoice Number	General Fund
1	<b>Brownies Septic and Plumbing</b> Monthly Lift Station Maintenance	i101731	\$ 150.00
2	<b>Deluxe Corporation</b> Check Order	557760	\$ 125.00
3	<b>Donald W McIntosh Associates</b> Engineering Services Through 12/02/2022	43561	\$ 643.13
4	<b>Kutak Rock</b> General Counsel Through 11/30/2022	3155879	\$ 2,702.52
5	<b>Orlando Sentinel</b> Legal Advertising on 12/05/2022 (Ad: 7334797)	OSC64856300	\$ 234.50

**TOTAL**

**\$ 3,855.15**



Chairperson



# **Postras East Community Development District**

**Requisition Nos. 2020-210 – 2020-225 Paid in  
December 2022 in an amount totaling \$2,293,671.50**

# **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 December 1, 2022 through December 31, 2022. This does not include requisitions previously approved by the Board.

<b>REQUISITION NO.</b>	<b>PAYEE</b>	<b>AMOUNT</b>
S2020-210	Atlantic TNG	\$8,462.00
S2020-211	Ceptra Landscape	\$10,425.61
S2020-212	Core & Main	\$64,960.44
S2020-213	Donald W McIntosh Associates	\$26,103.74
S2020-214	HTFL	\$8,700.00
S2020-215	Jr. Davis Construction Co.	\$529,317.01
S2020-216	Kutak Rock	\$360.50
S2020-217	World Electric Supply	\$3,898.13
S2020-218	Boggy Creek Improvement District	\$49.15
S2020-219	Jr. Davis Construction Co.	\$207,765.81
S2020-220	GAI Consultants	\$7,108.62
S2020-221	Jr. Davis Construction Co.	\$619,453.69
S2020-222	Donald W McIntosh Associates	\$12,909.50
S2020-223	Kittelson & Associates	\$508.50
S2020-224	Kutak Rock	\$210.00
S2020-225	Jr. Davis Construction Co.	\$793,438.80
		<b>\$2,293,671.50</b>



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

DATE:	December 2, 2022	REQUISITION NO:	210
PAYEE:	Atlantic TNG, LLC	AMOUNT DUE:	\$8,462.00
ADDRESS:	PO Box 729 Sarasota, FL 34230	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 145469 for Centerline Dr Segment F Construction Materials – <b>\$3,275.00</b></li><li>• Invoice 145620 for Centerline Dr Segment F Construction Materials – <b>\$1,965.00</b></li><li>• Invoice 145649 for Centerline Dr Segment F Construction Materials – <b>\$3,222.00</b></li></ul>		

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.

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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.

BY:   
DISTRICT ENGINEER John T. Townsend, PE

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

DATE:	December 2, 2022	REQUISITION NO:	211
PAYEE:	Ceptra Landscape	AMOUNT DUE:	\$10,425.61
ADDRESS:	PO Box 865 Oakland, FL 34760	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 646 for Selton Way Hurricane Nicole Work – <b>\$4,278.43</b></li><li>• Invoice 648 for Pearson Hurricane Nicole Work – <b>\$6,147.18</b></li></ul>		

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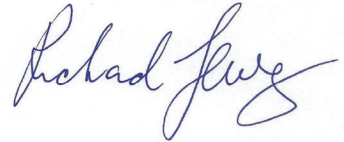
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

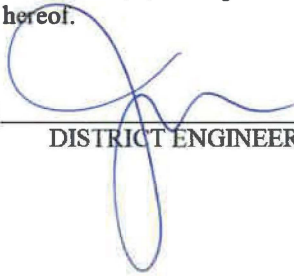
BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN



**DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES**

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BY: \_\_\_\_\_  
DISTRICT ENGINEER John T. Townsend, PE



**RECEIVED**

By Amanda Lane at 9:32 am, Dec 07, 2022

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

DATE:	December 2, 2021	REQUISITION NO:	212
PAYEE:	Core & Main	AMOUNT DUE:	\$64,960.44
ADDRESS:	PO Box 28330 St. Louis, MO 63146	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice R064893 for EASTMAS EASTMSTRINF PH1 Construction Materials – <b>\$33,635.31</b></li><li>• Invoice R064948 for EASTMAS EASTMSTRINF PH1 Construction Materials – <b>\$33,554.26</b></li><li>• Invoice R614602 for EASTMAS EASTMSTRINF PH1 Construction Materials – <b>(\$2,229.13)</b></li></ul>		

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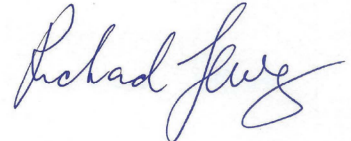
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN

**DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES**

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BY: \_\_\_\_\_  
DISTRICT ENGINEER John T. Townsend, PE



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

DATE:	December 2, 2022	REQUISITION NO:	213
PAYEE:	Donald W McIntosh Associates Inc	AMOUNT DUE:	\$26,103.74
ADDRESS:	2200 Park Avenue North Winter Park, FL 32789	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 43441 for Project 18124 (Poitras East CDD) Engineering Services Through 11/04/2022 – <b>\$9,881.25</b></li><li>• Invoice 43442 for Project 20695 (Pearson Avenue (Street A) – Phase 2) Engineering Services Through 11/04/2022 – <b>\$6,784.46</b></li><li>• Invoice 43444 for Project 21555 (Poitras East Master Infrastructure Phase 1C) Engineering Services Through 11/04/2022 – <b>\$780.48</b></li><li>• Invoice 43445 for Project 21556 (Poitras East Master Infrastructure Phase 1D) Engineering Services Through 11/04/2022 – <b>\$905.55</b></li><li>• Invoice 43446 for Project 22614 (Selten Way – Luminary Boulevard Phase 1D) Engineering Services Through 11/04/2022 – <b>\$7,752.00</b></li></ul>		

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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN

**DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES**

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BY:  \_\_\_\_\_  
DISTRICT ENGINEER John T. Townsend, PE

**RECEIVED**

By Amanda Lane at 9:32 am, Dec 07, 2022

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

DATE:	December 2, 2022	REQUISITION NO:	214
PAYEE:	HTFL, Inc.	AMOUNT DUE:	\$8,700.00
ADDRESS:	70 Harrison Road Lake Placid, FL 33852	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 10337 for Luminary 1-C Services		

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.

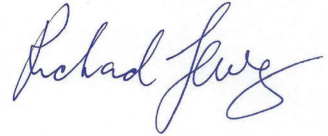
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY: \_\_\_\_\_  
DISTRICT ENGINEER John T. Townsend, PE

**RECEIVED**

By Amanda Lane at 9:32 am, Dec 07, 2022

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

DATE:	December 2, 2022	REQUISITION NO:	215
PAYEE:	Jr. Davis Construction Co.	AMOUNT DUE:	\$529,317.01
ADDRESS:	210 Hangar Road Kissimmee, FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 128517 (Pay Application #6) for Project 2107 (Pearson Ave PH2) Through 10/31/2022 – <b>\$197,654.44</b></li><li>• Invoice 128538 (Pay Application #13) for Project 2089 (Poitras East Master Infrs PH1C) Through 10/25/2022 – <b>\$331,662.57</b></li></ul>		

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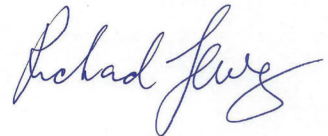
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN

**DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES**

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BY:  \_\_\_\_\_  
DISTRICT ENGINEER John T. Townsend, PE

**RECEIVED**

By Amanda Lane at 9:32 am, Dec 07, 2022



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

DATE:	December 2, 2022	REQUISITION NO:	216
PAYEE:	Kutak Rock	AMOUNT DUE:	\$360.50
ADDRESS:	PO Box 30057 Omaha, NE 68103-1157	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 3140898 for Project 15623-2 (Project Construction) Through 10/31/2022		

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.

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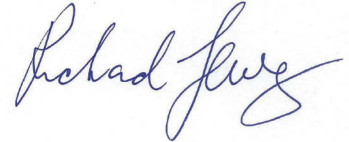
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

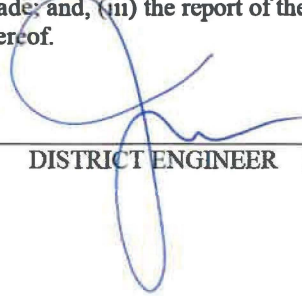
BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN



**DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES**

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**RECEIVED**

By Amanda Lane at 9:32 am, Dec 07, 2022

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

DATE:	December 2, 2022	REQUISITION NO:	217
PAYEE:	World Electric Supply	AMOUNT DUE:	\$3,898.13
ADDRESS:	PO Box 741020 Atlanta, GA 30374-1020	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice S048409273.001 for SEG F-3 Construction Materials		

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.

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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

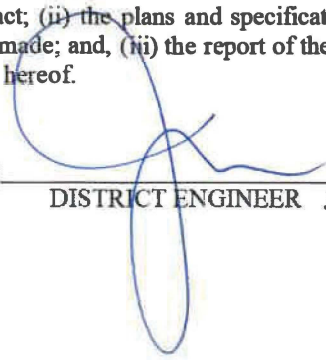
BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN



**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.

BY: \_\_\_\_\_  
DISTRICT ENGINEER John T. Townsend, PE



**RECEIVED**

By Amanda Lane at 9:32 am, Dec 07, 2022



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

DATE:	December 9, 2022	REQUISITION NO:	218
PAYEE:	Boggy Creek Improvement District	AMOUNT DUE:	\$49.15
ADDRESS:	c/o PFM Group Consulting 3501 Quadrangle Boulevard, Ste. 270 Orlando, FL 32817	FUND:	<u>Acquisition/Construction</u>
ITEM:	Reimbursement for Construction-Related Legal Advertising, Split Between Boggy Creek, Greenway, Myrtle Creek, Poitras East, and Midtown, Paid to Orlando Sentinel Out of Boggy Creek Series 2018 Construction Funds (Reference OSC64086566 ; Ad: 7325229), Req. 2018-277		

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.


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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  12/12/22  
DISTRICT ENGINEER John T. Townsend, PE

**RECEIVED**

By Amanda Lane at 1:42 pm, Dec 12, 2022

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

DATE:	December 9, 2022	REQUISITION NO:	219
PAYEE:	Jr. Davis Construction Co.	AMOUNT DUE:	\$207,765.81
ADDRESS:	210 Hangar Road Kissimmee, FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 128553 (Pay Application #13) for Project 2082 (Poitras East Master Infrst 1D) Through 10/31/2022 – <b>\$113,165.05</b></li><li>• Invoice 128554 (Pay Application #14) for Project 2082 (Poitras East Master Infrst 1D) Through 10/31/2022 – <b>\$94,600.76</b></li></ul>		

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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN



**DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES**

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BY: \_\_\_\_\_  
DISTRICT ENGINEER John T. Townsend, PE

12/12/22

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

DATE:	December 16, 2022	REQUISITION NO:	220
PAYEE:	GAI Consultants Inc	AMOUNT DUE:	\$7,108.62
ADDRESS:	618 E. South Street, Suite 700 Orlando, FL 32801	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 2182413 for Project R201019.00 (Pearson Avenue (Street A) Phase 2) Services Through 11/19/2022		

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.


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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  12/16/22  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 2:31 pm, Dec 19, 2022



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

DATE:	December 16, 2022	REQUISITION NO:	221
PAYEE:	Jr. Davis Construction Co.	AMOUNT DUE:	\$619,453.69
ADDRESS:	210 Hangar Road Kissimmee, FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 128599 (Pay Application #7) for Project 2107 (Pearson Ave PH2) Through 11/30/2022		

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.

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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  12/16/22  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 2:31 pm, Dec 19, 2022

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

DATE:	December 23, 2022	REQUISITION NO:	222
PAYEE:	Donald W McIntosh Associates Inc	AMOUNT DUE:	\$12,909.50
ADDRESS:	2200 Park Avenue North Winter Park, FL 32789	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 43562 for Project 18124 (Poitras East CDD) Engineering Services Through 12/02/2022 – \$6,850.00</li><li>• Invoice 43563 for Project 20695 (Pearson Avenue (Street A) – Phase 2) Engineering Services Through 12/02/2022 – \$4,372.64</li><li>• Invoice 43566 for Project 21555 (Poitras East Master Infrastructure Phase 1C) Engineering Services Through 12/02/2022 – \$1,450.98</li><li>• Invoice 43567 for Project 21556 (Poitras East Master Infrastructure Phase 1D) Engineering Services Through 12/02/2022 – \$235.88</li></ul>		

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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN

**DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES**

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BY:  12/23/22  
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	December 23, 2022	REQUISITION NO:	223
PAYEE:	Kittelson & Associates	AMOUNT DUE:	\$508.50
ADDRESS:	PO Box 40847 Portland, OR 97240	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 132316 for Project 262690 (Narcoossee & Luminary Post Design) Through 11/30/2022		

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.

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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  12/23/22  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 2:15 pm, Dec 24, 2022



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

DATE:	December 23, 2022	REQUISITION NO:	224
PAYEE:	Kutak Rock	AMOUNT DUE:	\$210.00
ADDRESS:	PO Box 30057 Omaha, NE 68103-1157	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 3155881 for Project 15623-2 (Project Construction) Through 11/30/2022		

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.

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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

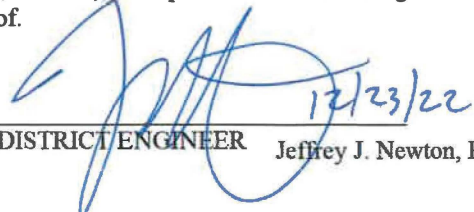
BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN



DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY: \_\_\_\_\_  
DISTRICT ENGINEER Jeffrey J. Newton, PE



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

DATE:	December 23, 2022	REQUISITION NO:	225
PAYEE:	Jr. Davis Construction Co.	AMOUNT DUE:	\$793,438.80
ADDRESS:	210 Hangar Road Kissimmee, FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 128646 (Pay Application #14) for Project 2089 (Poitras East Master Infrs PH1C) Through 11/25/2022		

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.

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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  12/23/22  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 2:15 pm, Dec 24, 2022



# **Postras East Community Development District**

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

# **Postras East Community Development District**

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

**Poitras East CDD**  
Statement of Financial Position  
As of 12/31/2022

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<b><u>Assets</u></b>				
<b><u>Current Assets</u></b>				
General Checking Account	\$169,901.57			\$169,901.57
Alleyway & Infrastructure Capital Res.	50,039.52			50,039.52
Assessments Receivable	301,783.96			301,783.96
Series 2020 Debt Service Reserve		\$1,601,583.74		1,601,583.74
Series 2020 Interest		174.14		174.14
Total Current Assets	<u>\$521,725.05</u>	<u>\$1,601,757.88</u>	<u>\$0.00</u>	<u>\$2,123,482.93</u>
<b>Total Assets</b>	<u><u>\$521,725.05</u></u>	<u><u>\$1,601,757.88</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,123,482.93</u></u>
<b><u>Liabilities and Net Assets</u></b>				
<b><u>Current Liabilities</u></b>				
Accounts Payable	\$2,329.00			\$2,329.00
Deferred Revenue	301,783.96			301,783.96
Accounts Payable			\$167,175.43	167,175.43
Retainage Payable			473,559.31	473,559.31
Total Current Liabilities	<u>\$304,112.96</u>	<u>\$0.00</u>	<u>\$640,734.74</u>	<u>\$944,847.70</u>
<b>Total Liabilities</b>	<u><u>\$304,112.96</u></u>	<u><u>\$0.00</u></u>	<u><u>\$640,734.74</u></u>	<u><u>\$944,847.70</u></u>
<b><u>Net Assets</u></b>				
Net Assets, Unrestricted	(\$63,275.11)			(\$63,275.11)
Net Assets - General Government	306,072.20			306,072.20
Current Year Net Assets - General Government	(25,185.00)			(25,185.00)
Net Assets, Unrestricted		\$1,238,693.26		1,238,693.26
Current Year Net Assets, Unrestricted		363,064.62		363,064.62
Net Assets, Unrestricted			(\$2,444,277.84)	(2,444,277.84)
Current Year Net Assets, Unrestricted			1,803,543.10	1,803,543.10
<b>Total Net Assets</b>	<u><u>\$217,612.09</u></u>	<u><u>\$1,601,757.88</u></u>	<u><u>(\$640,734.74)</u></u>	<u><u>\$1,178,635.23</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$521,725.05</u></u>	<u><u>\$1,601,757.88</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,123,482.93</u></u>

**Poitras East CDD**  
Statement of Activities  
As of 12/31/2022

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<b><u>Revenues</u></b>				
On-Roll Assessments	\$9,798.79			\$9,798.79
Off-Roll Assessments	49,641.99			49,641.99
Other Income & Other Financing Sources	103.85			103.85
Debt Proceeds		\$643,935.43		643,935.43
Other Income & Other Financing Sources			\$306,533.13	306,533.13
Debt Proceeds			3,893,505.58	3,893,505.58
Total Revenues	<u>\$59,544.63</u>	<u>\$643,935.43</u>	<u>\$4,200,038.71</u>	<u>\$4,903,518.77</u>
<b><u>Expenses</u></b>				
Supervisor Fees	\$600.00			\$600.00
D&O Insurance	2,694.00			2,694.00
Trustee Services	5,648.38			5,648.38
Management	8,750.01			8,750.01
Engineering	1,156.88			1,156.88
District Counsel	6,545.02			6,545.02
Assessment Administration	7,500.00			7,500.00
Postage & Shipping	0.81			0.81
Legal Advertising	1,533.52			1,533.52
Meeting Room	53.55			53.55
Office Supplies	125.00			125.00
Dues, Licenses, and Fees	175.00			175.00
Electric	359.27			359.27
Water Reclaimed	2,494.37			2,494.37
General Insurance	3,294.00			3,294.00
Property & Casualty	10,903.00			10,903.00
Irrigation Parts	685.00			685.00
Landscaping Maintenance & Material	28,293.76			28,293.76
Liftstation Maintenance	1,066.86			1,066.86
Personnel Leasing Agreement	3,000.00			3,000.00
Interest Payments (Series 2020)		\$280,945.26		280,945.26
Engineering			\$39,013.24	39,013.24
District Counsel			570.50	570.50
Legal Advertising			157.80	157.80
Contingency			2,356,755.47	2,356,755.47
Total Expenses	<u>\$84,878.43</u>	<u>\$280,945.26</u>	<u>\$2,396,497.01</u>	<u>\$2,762,320.70</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>				
Interest Income	\$148.80			\$148.80
Interest Income		\$74.45		74.45
Interest Income			\$1.40	1.40
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$148.80</u>	<u>\$74.45</u>	<u>\$1.40</u>	<u>\$224.65</u>
<b>Change In Net Assets</b>	<b>(\$25,185.00)</b>	<b>\$363,064.62</b>	<b>\$1,803,543.10</b>	<b>\$2,141,422.72</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>(\$962,787.49)</b></u>
<b>Net Assets At End Of Year</b>	<u><u><b>\$217,612.09</b></u></u>	<u><u><b>\$1,601,757.88</b></u></u>	<u><u><b>(\$640,734.74)</b></u></u>	<u><u><b>\$1,178,635.23</b></u></u>

**Poitras East CDD**  
Budget to Actual  
For the Month Ending 12/31/2022

	Year To Date			FY 2023 Adopted Budget	Percentage Spent
	Actual	Budget	Variance		
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 9,798.79	\$ 90,306.25	\$ (80,507.46)	\$ 361,225.00	20.05%
Off-Roll Assessments	49,641.99	-	49,641.99	-	
Other Income & Other Financing Sources	103.85	-	103.85	-	
Carryforward Revenue	12,875.00	12,875.00	-	51,500.00	25.00%
<b>Net Revenues</b>	<b>\$ 72,419.63</b>	<b>\$ 103,181.25</b>	<b>\$ (30,761.62)</b>	<b>\$ 412,725.00</b>	<b>17.55%</b>
<b><u>General &amp; Administrative Expenses</u></b>					
Supervisor Fees	\$ 600.00	\$ 1,200.00	\$ (600.00)	\$ 4,800.00	12.50%
D&O Insurance	2,694.00	756.25	1,937.75	3,025.00	89.06%
Trustee Services	5,648.38	1,500.00	4,148.38	6,000.00	94.14%
Management	8,750.01	8,750.00	0.01	35,000.00	25.00%
Engineering	1,156.88	3,000.00	(1,843.12)	12,000.00	9.64%
Dissemination Agent	-	1,250.00	(1,250.00)	5,000.00	0.00%
Property Appraiser	-	50.00	(50.00)	200.00	
District Counsel	6,545.02	7,500.00	(954.98)	30,000.00	21.82%
Assessment Administration	7,500.00	1,875.00	5,625.00	7,500.00	100.00%
Reamortization Schedules	-	62.50	(62.50)	250.00	0.00%
Audit	-	1,500.00	(1,500.00)	6,000.00	0.00%
Arbitrage Calculation	-	125.00	(125.00)	500.00	0.00%
Travel and Per Diem	-	75.00	(75.00)	300.00	0.00%
Telephone	-	12.50	(12.50)	50.00	0.00%
Postage & Shipping	0.81	125.00	(124.19)	500.00	0.16%
Copies	-	250.00	(250.00)	1,000.00	0.00%
Legal Advertising	1,533.52	3,000.00	(1,466.48)	12,000.00	12.78%
Bank Fees	-	45.00	(45.00)	180.00	0.00%
Miscellaneous	-	1,628.75	(1,628.75)	6,515.00	0.00%
Meeting Room	53.55	100.00	(46.45)	400.00	13.39%
Office Supplies	125.00	62.50	62.50	250.00	50.00%
Web Site Maintenance	-	705.00	(705.00)	2,820.00	0.00%
Holiday Decorations	-	250.00	(250.00)	1,000.00	0.00%
Dues, Licenses, and Fees	175.00	43.75	131.25	175.00	100.00%
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 34,782.17</b>	<b>\$ 33,866.25</b>	<b>\$ 915.92</b>	<b>\$ 135,465.00</b>	<b>25.68%</b>
<b><u>Field Operations</u></b>					
<b>Electric Utility Services</b>					
Electric	\$ 359.27	\$ 1,250.00	\$ (890.73)	\$ 5,000.00	7.19%
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	2,494.37	7,500.00	(5,005.63)	30,000.00	8.31%
<b>Other Physical Environment</b>					
General Insurance	3,294.00	925.00	2,369.00	3,700.00	89.03%
Property & Casualty Insurance	10,903.00	2,200.00	8,703.00	8,800.00	123.90%
Other Insurance	-	25.00	(25.00)	100.00	0.00%
Irrigation Repairs	685.00	3,750.00	(3,065.00)	15,000.00	4.57%
Landscaping Maintenance & Material	28,293.76	13,290.00	15,003.76	53,160.00	53.22%
Tree Trimming	-	125.00	(125.00)	500.00	0.00%
Flower & Plant Replacement	-	1,875.00	(1,875.00)	7,500.00	0.00%
Contingency	-	7,000.00	(7,000.00)	28,000.00	0.00%
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	-	750.00	(750.00)	3,000.00	0.00%
Hardscape Maintenance	-	1,250.00	(1,250.00)	5,000.00	0.00%
Alleyway Maintenance	-	2,500.00	(2,500.00)	10,000.00	0.00%
Streetlights	-	6,250.00	(6,250.00)	25,000.00	0.00%
Accent Lighting	-	125.00	(125.00)	500.00	0.00%
Liftstation Maintenance	1,066.86	3,750.00	(2,683.14)	15,000.00	7.11%
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement	3,000.00	3,000.00	-	12,000.00	25.00%
<b>Reserves</b>					
Infrastructure Capital Reserve	-	10,000.00	(10,000.00)	40,000.00	0.00%
Alleyway Reserve	-	3,750.00	(3,750.00)	15,000.00	0.00%
<b>Total Field Operations Expenses</b>	<b>\$ 50,096.26</b>	<b>\$ 69,315.00</b>	<b>\$ (19,218.74)</b>	<b>\$ 277,260.00</b>	<b>18.07%</b>
<b>Total Expenses</b>	<b>\$ 84,878.43</b>	<b>\$ 103,181.25</b>	<b>\$ (18,302.82)</b>	<b>\$ 412,725.00</b>	<b>20.57%</b>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$ 148.80	\$ -	\$ 148.80	\$ -	
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$ 148.80</b>	<b>\$ -</b>	<b>\$ 148.80</b>	<b>\$ -</b>	
<b>Net Income (Loss)</b>	<b>\$ (12,310.00)</b>	<b>\$ -</b>	<b>\$ (12,310.00)</b>	<b>\$ -</b>	

Poitras East CDD  
Cash Flow

Beg. Cash		FY22 Inflows	FY22 Outflows	FY23 Inflows	FY23 Outflows	End. Cash
10/1/2021	15,902.20	-	(175.00)	-	-	6,667.23
11/1/2021	6,667.23	234,738.59	(22,019.87)	-	-	217,527.95
12/1/2021	217,527.95	25,997.11	(17,413.74)	-	-	226,111.32
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	-	-	-	-	169,901.57 as of 01/10/2023
		408,040.01	(221,189.81)	59,577.72	(82,445.58)	