

# Postras East Community Development District

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

<http://poitraseastcdd.com/>

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, July 18, 2023, at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmgroup.webex.com

Participant Code: 796 580 192#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the June 5, 2023, RFP Meeting to Open Responses for Landscape and Irrigation Maintenance Services**
- 2. **Consideration of the Minutes of the June 20, 2023, Board of Supervisors' Meeting**
- 3. **Consideration of Resolution 2023-12, Approving an Annual Meeting Schedule for Fiscal Year 2024**

### Business Matters

- 4. **Consideration of Resolution 2023-13, First Amendment to Master Assessment Methodology**
- 5. **Consideration of Award of Landscape and Irrigation Maintenance Services**
  - a. **Construction Committee Recommendation**
- 6. **Consideration of Landscape and Irrigation Maintenance Services Termination Letters**
- 7. **Consideration of Amendment to Landscape, Irrigation and Hardscape and Lighting Agreement for Luminary Boulevard Phase 1C**
- 8. **Ratification of Operation and Maintenance Expenditures Paid in June 2023 in an amount totaling \$16,702.52**
- 9. **Ratification of Requisition Nos. 2020-247 – 2020-253 Paid in June 2023 in an amount totaling \$47,584.98**
- 10. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
- 11. **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 June 5, 2023,  
RFP Meeting to Open Responses for Landscape  
and Irrigation Maintenance Services**



**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
MEETING MINUTES  
PUBLIC MEETING TO OPEN RFP RESPONSES FOR LANDSCAPING AND IRRIGATION  
MAINTENANCE SERVICES**

**FIRST ORDER OF BUSINESS**

**Call to Order**

The Landscaping and Irrigation Maintenance Services Bid Opening meeting for the Poitras East Community Development District was called to order on June 5, 2023, at 10:15 a.m. at 3501 Quadrangle Blvd., Suite 197, Orlando, FL 32817. Those in attendance are outlined below:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Matt McDermott	Tavistock	(via phone)
Dain Charbonneau	Cepira Landscape	
Landon Pyle	Yellowstone	
Derek Ryan	Omegascares	
Samantha Sharenow	Berman	

**SECOND ORDER OF BUSINESS**

**Bid Opening**

Ms. Walden stated that five sealed bids had been received in response to the published request for proposals. Ms. Walden opened each of the sealed bids and read the proposer's name, the date each bid was received, and the bid amounts for each section onto the record. Ms. Walden read the following:

<i>Name of Proposer</i>	Down To Earth	HTFL	OmegaScapes	Cepira	Yellowstone
<b>Date of Submission</b>	June 2, 2023, at 2:58 PM	June 5, 2023, at 8:44 AM	June 5, 2023, at 9:17 AM	June 5, 2023, at 9:32 AM	June 5, 2023, at 9:59 AM
<i>Name of Proposer</i>	Down To Earth	HTFL	OmegaScapes	Cepira	Yellowstone
Term 1 – FY 23-24	\$235,200.00	\$385,000.00	\$477,996.00	\$212,015.00	\$274,200.00
Term 2 – FY 24-25	\$249,312.00	\$385,000.00	\$492,336.00	\$212,015.00	\$282,420.00
Term 3 – FY 25-26	\$264,270.00	\$385,000.00	\$507,108.00	\$226,204.00	\$289,692.00

Ms. Walden noted that the proposals will go before the Construction Committee who will then provide their rankings to the Board at a future meeting.

**THIRD ORDER OF BUSINESS**

**Adjournment**

With no other business to discuss, the Bid Opening meeting was adjourned.

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Secretary/Assistant Secretary

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Chairperson/Vice-Chairperson



# **Postras East Community Development District**

**Minutes of the June 20, 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, June 20, 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
Brent Schademan	Assistant Secretary
Julie Salvo	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Ryan Dugan	Kutak Rock	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Matt McDermott	Construction Committee Member	
Katie Harmer	Berman	
Samantha Sharenow	Berman	(via phone)
Chris Wilson	Tavistock	

**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  
May 9, 2023, Board of Supervisors'  
Meeting**

The Board reviewed the minutes of the May 9, 2023, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the May 9, 2023, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Discussion of Construction  
Committee Member Vacancy**



Ms. Walden stated Larry Kaufmann resigned at the end of Thursday's Construction Committee meeting. District staff's recommendation is to fill the vacancy with David Beyer. She noted that the sister Districts have approved this item.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved filling the vacant seat on the Construction Committee with David Beyer.

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

#### **Consideration of Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser**

Ms. Walden stated this is a standard agreement from the County, and it's one that the District signs every year with the Property Appraiser for their services related to the tax roll.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser.

#### **SIXTH ORDER OF BUSINESS**

#### **Review and Acceptance of the Fiscal Year 2022 Audit**

Ms. Walden stated District staff has reviewed and provided comments, and they are incorporated in the final version presented. This was a standard and clean audit, and there were no deficiencies in internal controls that would be considered material weaknesses.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the Fiscal Year 2022 Audit.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Acquisition Items for Luminary Phase 1A and 1B Improvements and Pearson Avenue Phase 1** **a. Ratification of Acquisition** **b. Consideration of Promissory Note**

Ms. Mackie stated included within the agenda are various documents received in conformance with the acquisition agreement that the District has with TDCP. At the completion of these improvements, the District acquired them for a total value of \$16,213,463.50. If you were to sum total the amounts shown in the letters that were sent by the Developer, you'd get a slightly higher amount, which was reduced to take



into account two items. First is that there was a remaining contribution required given that there were certain assessment levels at the time that the District issued its Series 2023 Bonds in an amount of \$25,356.63. Second is that District staff discovered during their review certain landscaping and irrigation improvements constructed by the District that benefited private land. In order to adjust for what were classified as private improvements, the acquisition price was reduced by \$291,594.93.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Acquisition Items for Luminary Phase 1A and 1B Improvements and Pearson Avenue Phase 1 and approved the Promissory Note.

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

#### **Consideration of Resolution 2023-11, Promissory Note Tender Resolution a. Tender of Promissory Note Letter from TDCP**

Ms. Mackie stated in connection with the contributions that were required in connection with the issuance of the Series 2023 Bonds, District staff wanted to make sure to document that those contributions had been satisfied with the tender of the notes listed in the letter from TDCP. The Developer contributions consisted of real property and certain improvements. This means that the District will not repay the Developer for those contributions in the future. The contribution that was required pursuant to the Series 2023 Bonds has been satisfied in full.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2023-11, Promissory Note Tender Resolution.

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

#### **Presentation of Public Facilities Report**

Mr. Newton explained the Public Facilities Report in the agenda package is a requirement of Florida Statutes Section 189.08 and is an item the District must do every seven years to effectively summarize what has been done in the District and what will be done in the coming seven years. It also lists what specific facilities the District continues to own, operate, and maintain.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the Public Facilities Report.

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

#### **Ratification of Operation and Maintenance Expenditures Paid in May 2023 in an amount totaling \$35,778.00**



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

On motion by Ms. Salvo, 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 May 2023 in an amount totaling \$35,778.00.

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

#### **Ratification of Requisition Nos. 2020-235 – 2020-246 Paid in May 2023 in an amount totaling \$784,939.32**

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

On motion by Mr. Adams, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2020-235 – 2020-246 Paid in May 2023 in an amount totaling \$784,939.32.

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

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

Ms. Walden stated there is one Work Authorization for Luminary Boulevard regarding damage to the landscape.

Mr. McDermott added about a week and a half ago, a car kept going straight as the road started to curve and destroyed some plants. The proposal is for \$714.43. He also noted the funds are available in the budget under the plant replacement line item.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization for plant replacement on Luminary Boulevard in the amount of \$714.43.

#### **THIRTEENTH ORDER OF BUSINESS**

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

Ms. Walden stated through May, the District has expenses of just under \$211,000.00 versus an overall budget of \$412,000.00. So, the District has spent about 51% of the adopted budget.

#### **FOURTEENTH ORDER OF BUSINESS**

#### **Staff Reports**

District Counsel – No report.

District Manager – Ms. Walden noted the next Board meeting is Tuesday, July 18, 2023.



District Engineer –

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

For Narcoossee/Luminary Traffic Signal, the push button issue continues to be an ongoing saga; however, there is a game plan to resolve it.

For Master Infrastructure Phase 1C & Centerline Drive Segment F, both received their certificates of completion from the City of Orlando before Memorial Day. The barricades were removed, and they were open to traffic the day after Memorial Day. The Jr. Davis contract is being closed out and going through the ODP reconciliation process.

Construction Supervisor –

No report.

Landscape Supervisor –

No report.

Irrigation Supervisor –

No report.

#### **FIFTEENTH ORDER OF BUSINESS**

#### **Supervisor Requests**

There were no Supervisor requests.

#### **SIXTEENTH ORDER OF BUSINESS**

#### **Adjournment**

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the June 20, 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: June 20, 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

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

LAND PLANNERS

**Construction Status:** This is an ongoing issue that 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.

SURVEYORS

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

**Construction Status:** The Certificate of Completion for Centerline Drive Segment F was issued by the City of Orlando on 5/25/23 and the Certificate of Completion for Master Infrastructure Phase 1C was issued on 5/26/23. ODP reconciliation and contract close-out is in process.



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

**Recommended Motion:** None.

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

Thank you.

2200 Park Ave. North

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

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

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**Poitras East  
Community Development District**

**Resolution 2023-12,  
Approving an Annual Meeting Schedule  
for Fiscal Year 2024**



**RESOLUTION 2023-12**

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

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

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

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

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

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

1. Regular meetings of the District's Board shall be held as provided on the schedule attached hereto as **Exhibit A**.
2. In accordance with Section 189.015(1), *Florida Statutes*, the District's Secretary is hereby directed to file annually with Orange County a schedule of the District's regular meetings.
3. This Resolution shall take effect immediately upon adoption.

**Adopted this 18th day of July, 2023.**

**ATTEST:**

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairman



## **EXHIBIT A**

### **Postras East Community Development District Fiscal Year 2023-2024**

The Board of Supervisors of the Postras East Community Development District will hold its meetings for the Fiscal Year 2024 at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, Florida 32827 at 4:00 p.m. on the third Tuesday of each month unless otherwise noted below.

October 17, 2023  
November 14, 2023  
December 12, 2023  
January 16, 2024  
February 20, 2024  
March 12, 2024  
April 16, 2024  
May 21, 2024  
June 18, 2024  
July 16, 2024  
August 20, 2024  
September 17, 2024

### **Construction Committee of the Boggy Creek, Greeneway, Midtown & Myrtle Creek Improvement Districts and the Postras East Community Development District Fiscal Year 2023-2024**

The Construction Committee of the Boggy Creek, Greeneway, Midtown and Myrtle Creek Improvement Districts and the Postras East Community Development District will be meeting for the Fiscal Year 2023 in the office of Tavistock Development Company, 6900 Tavistock Lakes Blvd #200, Orlando, FL 32827 at 3:30 p.m. each month as follows:

October 12, 2023  
November 9, 2023  
December 14, 2023  
January 11, 2024  
February 8, 2024  
March 14, 2024  
April 11, 2024  
May 9, 2024  
June 13, 2024  
July 11, 2024  
August 8, 2024  
September 12, 2024



# **Postras East Community Development District**

**Resolution 2023-13,  
First Amendment to Master  
Assessment Methodology**



## RESOLUTION 2023-13

### **A RESOLUTION ADOPTING A FIRST AMENDMENT TO ASSESSMENT METHODOLOGY REPORT; REAFFIRMING THE PROVISIONS OF RESOLUTIONS 2020-02, 2020-3, 2020-12; PROVIDING FOR RELEASE OF LIENS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

#### **RECITALS**

**WHEREAS**, the Board of Supervisors of the Poitras East Community Development District (the “**Board**”) previously determined to undertake, install, plan, establish, construct or reconstruct, enlarge or extend, equip, acquire, operate, and/or maintain the infrastructure improvements (the “**Improvements**”) described in the *Amended and Restated Master Engineer’s Report and Capital Improvement Program* dated December 19, 2022 (the “**Improvement Plan**”); and

**WHEREAS**, to fund construction, installation and/or acquisition of the Improvements, the Board has authorized the issuance, sale and delivery of special assessment bonds (“**Bonds**”), to be issued in one or more series as authorized under the Master Trust Indenture (the “**Master Indenture**”); and

**WHEREAS**, such Bonds, when issued, are primarily payable from and secured by special assessments levied pursuant to Resolutions 2020-02, 2020-03 and 2020-12 as amended and supplemented (together, the “**Assessment Resolutions**”), on property specially benefited by construction, installation and/or acquisition of the Improvements (the “**Assessments**”); and

**WHEREAS**, in connection with the levy of Assessments, the District adopted the *Master Assessment Methodology Report* dated May 18, 2020, as supplemented and amended (together, the “**Assessment Methodology**”); and

**WHEREAS**, the Improvement Plan identified certain facilities to be owned by the City of Orlando within the District’s boundaries consisting of a fire station and public park (the “**City Facilities**”), provided however, the location and size of the City Facilities were unknown at the time of adoption of the Improvement Plan, but are now described in **Exhibit A** attached hereto and incorporated herein by this reference; and

**WHEREAS**, pursuant to Florida law and the Assessment Resolutions, property owned by units of local, state, and federal government shall not be subject to special assessments without specific consent thereto; and

**WHEREAS**, because the location and size of the City Facilities were unknown, the City Facilities were not specifically exempted from special assessments in the Assessment Methodology by parcel; however, the location and size of the City Facilities are now known and determinable; and

**WHEREAS**, the District desires to amend the Assessment Methodology to recognize the location and size of the City Facilities and to update the assessments on the remaining developable and assessable acreage within the District; and



**WHEREAS**, the District Manager has prepared the *First Amendment to Master Assessment Methodology Report* dated July 18, 2023 (the “**First Amendment**”), attached hereto as **Exhibit B** and incorporated herein by this reference, reflecting the recognition of the City Facilities and updating the assessments on the remaining developable and assessable acreage within the District; and

**WHEREAS**, the District is empowered by Chapter 190, Florida Statutes, the *Uniform Community Development District Act*, Chapter 170, Florida Statutes, *Supplemental and Alternative Method of Making Local Municipal Improvements*, and Chapter 197, Florida Statutes, *Tax Collections, Sales, and Liens*, to adopt this First Amendment; and

**WHEREAS**, the District hereby determines that the assessments on the remaining developable and assessable acreage within the District, by virtue of adoption of the First Amendment, will not result in assessments that exceed the benefits to the property improved and will not exceed the maximum acreage assessment set forth in the Assessment Methodology.

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

**SECTION 1. AUTHORITY FOR THIS RESOLUTION.** This Resolution is adopted pursuant to Chapters 170, 190, and 197, *Florida Statutes*, including without limitation, Section 170.08, *Florida Statutes*, and the Assessment Resolution, as amended and supplemented.

**SECTION 2. ADOPTION OF FIRST AMENDMENT.** The Board hereby finds and determines that it is in its best interests of the District to adopt the First Amendment. The First Amendment is hereby adopted.

**SECTION 3. RELEASE OF LIENS.** The Board hereby directs the District Manager to record, or cause to be recorded, in the official records of Orange County, Florida a release of lien, and any other documents deemed necessary by them, to notice and effectuate the release of all special assessment liens on the City Facilities, including any operation and maintenance assessments and the assessments in relation to the Bonds.

**SECTION 4. INTERPRETATION; CONFLICTS.** This Resolution is intended to supplement the Assessment Resolutions, which, except to the extent modified by this Resolution, shall continue in full force and effect. This Resolution and the Assessment Resolutions shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**SECTION 5. SEVERABILITY.** If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.



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

**APPROVED AND ADOPTED THIS 18<sup>TH</sup> DAY OF JULY 2023.**

**POITRAS EAST COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary

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Chairperson, Poitras East Community  
Development District

**Exhibit A:** Description of City Facilities

**Exhibit B:** *First Amendment to Master Assessment Methodology Report* dated July 18, 2023



## **EXHIBIT A – CITY FACILITIES**



**FIRE STATION- PARCEL ID:** 36-24-30-7794-01-000, which includes an estimated 2.5 acres within the District

**COMMUNITY PARK LEGAL DESCRIPTION:**

THAT PART OF SECTION 31, TOWNSHIP 24 SOUTH, RANGE 31 EAST AND SECTION 36, TOWNSHIP 24 SOUTH, RANGE 30 EAST, ALL OF ORANGE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF THE SOUTHWEST  $\frac{1}{4}$  OF SAID SECTION 31, THENCE N89°55'11"W ALONG THE SOUTH LINE OF SAID SOUTHWEST  $\frac{1}{4}$  OF SECTION 31, A DISTANCE OF 2660.43 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST  $\frac{1}{4}$  OF SECTION 31; THENCE N00°05'27"E ALONG THE WEST LINE OF SAID SOUTHWEST  $\frac{1}{4}$  OF SECTION 31 A DISTANCE OF 2920.75 FEET TO THE NORTHWEST CORNER OF SAID SOUTHWEST  $\frac{1}{4}$  OF SECTION 31; THENCE DEPARTING SAID WEST LINE N79°59'36"E A DISTANCE OF 115.48 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF LUMINARY BOULEVARD AND THE POINT OF BEGINNING; SAID POINT ALSO BEING THE POINT OF CURVATURE OF A NON-TANGENT CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 25.00 FEET AND A CHORD BEARING S32°12'15"E FOR A DISTANCE OF 35.36 FEET; THENCE DEPARTING SAID SOUTHERLY RIGHT OF WAY LINE AND CONTINUING ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 90°00'00" A DISTANCE OF 39.27 FEET TO THE POINT OF TANGENCY; THENCE S12°47'45"W A DISTANCE OF 216.14 TO A POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 211.00 FEET AND A CHORD BEARING S02°01'49"W FOR A DISTANCE OF 78.83 FEET; THENCE ALONG SAID CURVE TO THE LEFT THROUGH A CENTRAL ANGLE OF 21°31'52" A DISTANCE OF 79.29 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 25.00 FEET AND A CHORD BEARING S27°37'25"W FOR A DISTANCE OF 29.64 FEET; THENCE ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 72°43'03" A DISTANCE OF 31.73 FEET TO A POINT OF TANGENCY; THENCE S63°58'57"W A DISTANCE OF 878.68 FEET TO A POINT OF CURVATURE OF A CURVE CONCAVE NORTHERLY HAVING A RADIUS OF 25.00 FEET AND A CHORD BEARING N71°01'03"W FOR A DISTANCE OF 35.36 FEET; THENCE ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 90°00'00" A DISTANCE OF 39.27 FEET TO A POINT OF TANGENCY; THENCE N26°01'03"W A DISTANCE OF 418.67 FEET TO A POINT OF CURVATURE OF A CURVE CONCAVE NORTHEASTERLY HAVING A RADIUS OF 500.00 FEET AND A CHORD BEARING N22°54'44"W FOR A DISTANCE OF 54.17 FEET; THENCE ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 06°12'38" A DISTANCE OF 54.20 FEET TO A POINT OF TANGENCY; THENCE N19°48'25"W A DISTANCE OF 242.76 FEET TO POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 25.00



FEET AND A CHORD BEARING N26°44'11"E FOR A DISTANCE OF 36.29 FEET; THENCE ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 93°05'12" A DISTANCE OF 40.62 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF LUMINARY BOULEVARD; SAID POINT ALSO BEING A POINT OF COMPOUND CURVATURE OF A CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 2190.00 FEET AND A CHORD BEARING N88°02'16"E FOR A DISTANCE OF 1115.76 FEET; THENCE ALONG SAID SOUTHERLY RIGHT OF WAY AND ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 29°30'59" A DISTANCE OF 1128.20 FEET TO A POINT OF TANGENCY; THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY LINE S77°12'15"E A DISTANCE OF 24.81 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINING 618,554 SQUARE FEET OR 14.200 ACRES MORE OR LESS.



## **EXHIBIT B – FIRST AMENDMENT TO ASSESSMENT METHODOLOGY REPORT**





# **FIRST AMENDMENT TO THE MASTER ASSESSMENT METHODOLOGY REPORT**

## **POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**

**July 2023**

**Prepared for:**

**Members of the Board of Supervisors,  
Poitras East Community Development District**

**Prepared on July 18, 2023**

**PFM Financial Advisors LLC**  
3501 Quadrangle Boulevard, Ste 270  
Orlando, FL 32817





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## **FIRST AMENDMENT TO THE MASTER METHODOLOGY REPORT POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**

**July 18, 2023**

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### **1.0 Introduction**

#### **1.1 Purpose**

The Board of Supervisors (“Board”) of the Poitras East Community Development District (“District” or “Poitras East”) previously approved the “Master Assessment Methodology Report,” dated May 18, 2020 (“Master Methodology”). The Master Methodology established a methodology the District followed to allocate the costs of the District’s capital improvement program (CIP”) among the benefitting properties within the District at the time of the adoption of the Master Methodology. The District also approved the “Supplemental Assessment Methodology Report Phase 1 Project, Series 2023 Bonds” (“Supplemental Report”) which provided a methodology for allocating the assessments securing the repayment of the planned Series 2023 Capital Improvement Revenue Bonds (“Series 2023 Bonds” or “Bonds”) issued by the District which operates pursuant to the Master Methodology.

As described in the “Amended and Restated Engineer’s Report and Capital Improvement Program Poitras East Community Development District,” dated December 19, 2022 (the “Engineer’s Report”) prepared by Donald W. McIntosh Associates, Inc. (“District Engineer”), the District has planned to fund the majority of its CIP through bond debt financing. As outlined in the Engineer’s Report; the CIP is designed to support both private development as well as making land available for public use such as an elementary/middle school, community park and fire station. At the time of the adoption of the Master Methodology, the elementary/middle school site (current parcel ID 31-24-31-0000-00-005) of 30.0 acres was identified as lands not subject to assessment; however, the locations and specific acreages of the fire station parcel and community park parcel were not identified or quantified. This information is now available.

This “First Amendment to the Master Methodology Report” (“First Amendment to the Master”) provides the necessary details regarding the fire station parcel and community park parcel that will be conveyed to the City of Orlando (“City”). This First Amendment to the Master is designed to conform to the requirements of Chapters 170, 190 and 197 of the Florida Statutes with respect to non-ad valorem special assessments and is consistent with our understanding of the case law on this subject.





## 1.2 Background

The District was created on July 9, 2018. The District encompasses approximately 1,061 acres within its boundaries. The District is generally located east of Boggy Creek Road, south of State Road 417, west of Narcoossee Road, and south of Lake Nona in the City of Orlando, Florida. As outlined in more detail in the Engineer's Report; the CIP is designed to support the following development: 250,000 non-residential square feet, 2,734 residential units, an elementary/middle school, community park, fire station and related infrastructure. The land use plan as provided in the Engineer's Report is found in Table 1. The development volumes within Table 1 represent overall master plan development volumes; however, the TDCP, LLC ("Developer") reserves the right to modify the development plan consistent with the City of Orlando-approved Planned Development, which could result in a different overall development plan.

**Table 1. Summary of Poitras East Development Program\***

<u>Development Program</u>	<u>Development Volume</u>
Non-Residential Development (sqft)	250,000
Residential Dwelling Units	2,734
Elementary/Middle School	-
Community Park	-
Fire Station	-

Source: Donald W. McIntosh Associates, Inc.

\*The Development program is subject to change based on marketing and other conditions

In August 2020, the District funded (and continues to fund) a portion of the CIP using a Bond Anticipation Note ("BAN") from Synovus Bank in an amount not-to-exceed \$25,000,000 at a 4.25% interest rate, providing for a period of capitalized interest, with a term not to exceed 4-years (the "2020 BAN"). The 2020 BAN is a draw down note, so interest is only charged on the drawn balance. In addition, the District pays an "Unused Fee" equal to 0.25% on that portion of the Note that has not been drawn upon. The Unused Fee is due semi-annually along with interest. The Series 2023 Bonds paid down the 2020 BAN to a zero balance as part of the Series 2023 Bonds financing. The 2020 BAN is still in place with the same interest rate and maturity with a not-to-exceed amount of \$13,000,000. The 2020 BAN is currently secured by the lands described in Exhibit B.

## 1.3 Land Use Plan for the District

As detailed in the Engineer's Report, the number of units permitted per the current development plan is 2,734 units and 250,000 square feet of non-residential development (see Table 2).





**Table 2. District Development Plan**

<u>Development Category</u>	<u>Unit Type</u>	<u>Units</u>
<b><u>RESIDENTIAL</u></b>		
Isles of Lake Nona - Townhome	DU	210
Isles of Lake Nona - 34s	DU	86
Isles of Lake Nona - 50s	DU	133
Isles of Lake Nona - 60s	DU	79
Summerdale Park - SE Parcel - 50s	DU	87
Summerdale Park - SE Parcel - 60s	DU	121
Laureate Park - Townhome	DU	39
Laureate Park - Big House	DU	6
Laureate Park - 30s	DU	87
Laureate Park - 40s	DU	80
Laureate Park - 45s	DU	52
Laureate Park - 50s	DU	85
Laureate Park - 55s	DU	67
Laureate Park - 70s	DU	11
Laurel Pointe - Gated - 70s	DU	85
Laurel Pointe - Gated - 90s	DU	<u>39</u>
TOTAL RESIDENTIAL (PH 1)	DU	1,267
Multifamily (apts) (PH 1)	DU	306
Potential Future Residential Units (PH 2)	DU	997
<b>TOTAL RESIDENTIAL</b>		<b>2,570</b>
TOTAL Retail / Office (PH 1)	SF	144,437
Potential Future Commercial (PH 2)	SF	105,563
<b>TOTAL Retail / Office</b>	<b>SF</b>	<b>250,000</b>

Source: Developer and District Engineer's Report





## 1.5 Requirements of a Valid Assessment Methodology

In PFM Financial Advisors LLC, the Assessment Consultant's ("PFM" and/or "AC") experience, there are two primary requirements for special assessments to be valid under Florida law. First, the properties assessed must receive a special benefit from the improvements paid for via the assessments. Second, the assessments must be fairly and reasonably allocated to the properties being assessed. If these two characteristics of valid special assessments are adhered to, Florida law provides some latitude to legislative bodies, such as the District's Board of Supervisors, in approving special assessments. Indeed, Florida courts have found that the mathematical perfection of calculating special benefit is impossible, and, accordingly, a special assessment is valid as long as there is a logical relationship between the services provided and the benefit to real property. A court must give deference to the District's determinations regarding the levy of special assessments, and such special assessments are only invalid if the District's determinations are found to be arbitrary.

## 2.0 Amendment to Master Methodology

### 2.1 Original Master Methodology Bond Sizing

**Table 3. Poitras East CDD Bond Financing Program**

<b><u>Bond Fund</u></b>	<b><u>Initial Phase, Estimate</u></b>	<b><u>Future Phase(s), Estimate</u></b>	<b><u>Total Bonds, Estimate</u></b>
<b>Construction/Acquisition Fund</b>	<b>\$36,977,000</b>	<b>\$16,023,000</b>	<b>\$53,000,000</b>
Debt Service Reserve	\$3,813,892	\$1,663,373	\$5,477,265
Capitalized Interest	\$6,552,900	\$2,857,950	\$9,410,850
Costs of Issuance (Including Underwriter's Fee)	\$1,195,800	\$623,400	\$1,819,200
Contingency	<u>\$408</u>	<u>\$2,277</u>	<u>\$2,685</u>
<b>Total Bonds Principal</b>	<b>\$48,540,000</b>	<b>\$21,170,000</b>	<b>\$69,710,000</b>
<b><u>Bonds Details</u></b>			
Average Annual Interest Rate:	6.75%	6.75%	6.75%
Term (Years):	30	30	30
Capitalized Interest (Months):	24	24	24
Net Annual Debt Service:	\$3,813,892	\$1,663,373	\$5,477,265

Source: PFM Financial Advisors LLC





## 2.2 Master Allocation of District Assessments

Table 4 and Table 5 summarize the allocation of the District's master assessments.

**Table 4. Allocation of the Costs of the District's CIP, as Financed**

Development Category	Unit Type	Units	ERU/Unit	Total ERUs	% ERUs	Par Debt	Par Debt/ Unit
<b><u>RESIDENTIAL</u></b>							
Isles of Lake Nona - Townhome	DU	210	0.55	116.4	4.9%	\$3,399,625	\$16,189
Isles of Lake Nona - 34s	DU	86	0.67	57.2	2.4%	\$1,670,673	\$19,426
Isles of Lake Nona - 50s	DU	133	1.11	147.4	6.2%	\$4,306,191	\$32,377
Isles of Lake Nona - 60s	DU	79	1.39	109.5	4.6%	\$3,197,266	\$40,472
SE Parcel - 50s	DU	68	1.20	81.3	3.4%	\$2,374,532	\$34,920
SE Parcel - 60s	DU	140	1.25	175.0	7.3%	\$5,110,957	\$36,507
Laureate Park - Townhome	DU	155	1.00	155.0	6.5%	\$4,526,848	\$29,205
Laureate Park - Big House	DU	36	1.10	39.6	1.7%	\$1,156,537	\$32,126
Laureate Park - 30s	DU	109	1.15	125.4	5.3%	\$3,660,905	\$33,586
Laureate Park - 40s	DU	163	1.20	195.6	8.2%	\$5,712,590	\$35,047
Laureate Park - 45s	DU	148	1.30	192.4	8.1%	\$5,619,132	\$37,967
Laureate Park - 50s	DU	143	1.40	200.2	8.4%	\$5,846,935	\$40,888
Laureate Park - 55s	DU	142	1.50	213.0	8.9%	\$6,220,765	\$43,808
Laureate Park - 70s	DU	35	1.65	57.8	2.4%	\$1,686,616	\$48,189
Gated - 70s	DU	85	1.65	140.3	5.9%	\$4,096,067	\$48,189
Gated - 90s	DU	39	1.90	74.1	3.1%	\$2,164,125	\$55,490
N4 West - Townhome	DU	160	1.00	160.0	6.7%	\$4,672,875	\$29,205
Multifamily (apts)	DU	306	0.30	91.8	3.8%	\$2,681,062	\$8,762
<b>TOTAL RESIDENTIAL</b>	<b>DU</b>	<b>2,237</b>				<b>\$68,103,699</b>	
<b><u>COMMERCIAL</u></b>							
<b>Retail / Office</b>	<b>SF</b>	<b>110,000</b>	0.0005	55.0	2.3%	<b>\$1,606,301</b>	<b>\$14.60</b>
<b>Total Bonds from Program</b>				<b>2,386.9</b>	<b>100.0%</b>	<b>\$69,710,000</b>	

Source: PFM Financial Advisors LLC

\*The Development program is subject to change based on marketing and other conditions and currently differs from the master plan totals in Table 1





**Table 5. Bond Principal and Annual Assessments**

<b>Development Category</b>	<b>Par Debt</b>	<b>Par Debt/Unit</b>	<b>Annual Net Assessment/ Unit</b>	<b>Total Annual Assessment/ Unit</b>	<b>Gross Assessment/ Unit</b>	<b>Total Gross Assessment/ Unit</b>
<b><u>RESIDENTIAL</u></b>						
Isles of Lake Nona - Townhome	\$3,399,625	\$16,189	\$1,271.98	\$267,116	\$1,324.98	\$278,246
Isles of Lake Nona - 34s	\$1,670,673	\$19,426	\$1,526.38	\$131,268	\$1,589.98	\$136,738
Isles of Lake Nona - 50s	\$4,306,191	\$32,377	\$2,543.96	\$338,347	\$2,649.96	\$352,445
Isles of Lake Nona - 60s	\$3,197,266	\$40,472	\$3,179.95	\$251,216	\$3,312.45	\$261,683
SE Parcel - 50s	\$2,374,532	\$34,920	\$2,743.71	\$186,572	\$2,858.03	\$194,346
SE Parcel - 60s	\$5,110,957	\$36,507	\$2,868.42	\$401,579	\$2,987.94	\$418,311
Laureate Park - Townhome	\$4,526,848	\$29,205	\$2,294.74	\$355,684	\$2,390.35	\$370,504
Laureate Park - Big House	\$1,156,537	\$32,126	\$2,524.21	\$90,872	\$2,629.39	\$94,658
Laureate Park - 30s	\$3,660,905	\$33,586	\$2,638.95	\$287,645	\$2,748.90	\$299,630
Laureate Park - 40s	\$5,712,590	\$35,047	\$2,753.68	\$448,850	\$2,868.42	\$467,553
Laureate Park - 45s	\$5,619,132	\$37,967	\$2,983.16	\$441,507	\$3,107.46	\$459,903
Laureate Park - 50s	\$5,846,935	\$40,888	\$3,212.63	\$459,406	\$3,346.49	\$478,548
Laureate Park - 55s	\$6,220,765	\$43,808	\$3,442.10	\$488,779	\$3,585.53	\$509,145
Laureate Park - 70s	\$1,686,616	\$48,189	\$3,786.32	\$132,521	\$3,944.08	\$138,043
Gated - 70s	\$4,096,067	\$48,189	\$3,786.32	\$321,837	\$3,944.08	\$335,247
Gated - 90s	\$2,164,125	\$55,490	\$4,360.00	\$170,040	\$4,541.67	\$177,125
N4 West - Townhome	\$4,672,875	\$29,205	\$2,294.74	\$367,158	\$2,390.35	\$382,456
Multifamily (apts)	\$2,681,062	\$8,762	\$688.42	\$210,657	\$717.11	\$219,434
<b>TOTAL RESIDENTIAL</b>	<b>\$68,103,699</b>			<b>\$5,351,054</b>		<b>\$5,574,015</b>
<b><u>COMMERCIAL</u></b>						
<b>Retail / Office</b>	<b>\$1,606,301</b>	<b>\$14.60</b>	<b>\$1.15</b>	<b>\$126,211</b>	<b>\$1.20</b>	<b>\$131,469</b>
<b>Total Bonds from Program</b>	<b>\$69,710,000</b>			<b>\$5,477,265</b>		<b>\$5,705,484</b>

(1) Values include a 4.0% gross-up to account for the statutory early-payment discount. Orange County Property Appraiser and Tax Collector bill district directly on a per lot basis (included in annual budget).

Source: PFM Financial Advisors LLC





## **2.3 Fire Station and Community Park Information**

The District's debt service assessments have been levied on the developable and assessable properties within the District pursuant to Chapter 170 of the Florida Statutes. Florida Statutes Section 170.201(2) states that: "Property owned or occupied by a religious institution and used as a place of worship or education; by a public or private elementary, middle, or high school; or by a governmentally financed, insured, or subsidized housing facility that is used primarily for persons who are elderly or disabled shall be exempt from any special assessment levied by a municipality to fund any service if the municipality so desires."

Now that the precise location and size of both the fire station parcel and community park parcel are known that acreage should be deducted from the total remaining assessable acreage within the District. The District's Board of Supervisors desires to recognize the fire station parcel as described by the Orange County Property Appraiser as parcel identification number 36-24-30-7794-01-000, which includes 2.5 acres within the District. The District's Board of Supervisors desires to recognize the community park parcel as described in Exhibit A which includes 14.2 acres. As of the date of this report the Orange County Property Appraiser has not issued a parcel identification number for the community park site. The total of approximately 16.7 acres will be removed as future assessable acres and adjust the debt assessment on the remaining undeveloped land accordingly. This adjustment has no impact on properties already assigned an assessment based on ERUs.

At this time, the Series 2023 Bonds assessments are fully allocated to the Phase 1 development. As described in Section 3.0, sufficient developable acreage (excluding both the fire station parcel and community park parcel) exists within the District to fully absorb future District bond issuances based on the remaining development programmed for the District. It is also important to note that the owner of all remaining undeveloped land that is affected by this First Amendment to the Master is requesting this First Amendment to the Master be approved .

## **3.0 Effect on Remaining Undeveloped Acreage**

Exhibit B contains the legal description of the remaining lands within the District. As noted in Section 1.2, the 2020 BAN in an amount not to exceed \$13,000,000 is being secured by the 476.86 acres detailed in Exhibit B. Note that the 16.7 acres associated with the fire station parcel and community park parcel are currently included within the 476.86 acres and will not be subject to future debt service assessments, which results in a net total of 460.16+/- acres subject to future debt service assessments.





**Exhibit A**  
**Legal Description of Community Park Site**

THAT PART OF SECTION 31, TOWNSHIP 24 SOUTH, RANGE 31 EAST AND SECTION 36, TOWNSHIP 24 SOUTH, RANGE 30 EAST, ALL OF ORANGE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF THE SOUTHWEST  $\frac{1}{4}$  OF SAID SECTION 31, THENCE N89°55'11"W ALONG THE SOUTH LINE OF SAID SOUTHWEST  $\frac{1}{4}$  OF SECTION 31, A DISTANCE OF 2660.43 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST  $\frac{1}{4}$  OF SECTION 31; THENCE N00°05'27"E ALONG THE WEST LINE OF SAID SOUTHWEST  $\frac{1}{4}$  OF SECTION 31 A DISTANCE OF 2920.75 FEET TO THE NORTHWEST CORNER OF SAID SOUTHWEST  $\frac{1}{4}$  OF SECTION 31; THENCE DEPARTING SAID WEST LINE N79°59'36"E A DISTANCE OF 115.48 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF LUMINARY BOULEVARD AND THE POINT OF BEGINNING; SAID POINT ALSO BEING THE POINT OF CURVATURE OF A NON-TANGENT CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 25.00 FEET AND A CHORD BEARING S32°12'15"E FOR A DISTANCE OF 35.36 FEET; THENCE DEPARTING SAID SOUTHERLY RIGHT OF WAY LINE AND CONTINUING ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 90°00'00" A DISTANCE OF 39.27 FEET TO THE POINT OF TANGENCY; THENCE S12°47'45"W A DISTANCE OF 216.14 TO A POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 211.00 FEET AND A CHORD BEARING S02°01'49"W FOR A DISTANCE OF 78.83 FEET; THENCE ALONG SAID CURVE TO THE LEFT THROUGH A CENTRAL ANGLE OF 21°31'52" A DISTANCE OF 79.29 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 25.00 FEET AND A CHORD BEARING S27°37'25"W FOR A DISTANCE OF 29.64 FEET; THENCE ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 72°43'03" A DISTANCE OF 31.73 FEET TO A POINT OF TANGENCY; THENCE S63°58'57"W A DISTANCE OF 878.68 FEET TO A POINT OF CURVATURE OF A CURVE CONCAVE NORTHERLY HAVING A RADIUS OF 25.00 FEET AND A CHORD BEARING N71°01'03"W FOR A DISTANCE OF 35.36 FEET; THENCE ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 90°00'00" A DISTANCE OF 39.27 FEET TO A POINT OF TANGENCY; THENCE N26°01'03"W A DISTANCE OF 418.67 FEET TO A POINT OF CURVATURE OF A CURVE CONCAVE NORTHEASTERLY HAVING A RADIUS OF 500.00 FEET AND A CHORD BEARING N22°54'44"W FOR A DISTANCE OF 54.17 FEET; THENCE ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 06°12'38" A DISTANCE OF 54.20 FEET TO A POINT OF TANGENCY; THENCE N19°48'25"W A DISTANCE OF 242.76 FEET TO POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 25.00 FEET AND A CHORD BEARING N26°44'11"E FOR A DISTANCE OF 36.29 FEET; THENCE ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 93°05'12" A DISTANCE OF 40.62 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF LUMINARY BOULEVARD; SAID POINT ALSO BEING A POINT OF COMPOUND CURVATURE OF A CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 2190.00 FEET AND A CHORD BEARING N88°02'16"E FOR A DISTANCE OF 1115.76 FEET; THENCE ALONG SAID SOUTHERLY RIGHT OF WAY AND ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 29°30'59" A DISTANCE OF 1128.20 FEET TO A POINT OF TANGENCY; THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY LINE S77°12'15"E A DISTANCE OF 24.81 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINING 618,554 SQUARE FEET OR 14.200 ACRES MORE OR LESS.





## Exhibit B Poitras East Legal & Sketch of Unplatted Lands

Source: District Engineer

### DESCRIPTION:

#### PART A

That part of Section 36, Township 24 South, Range 30 East, and that part of Section 31, Township 24 South, Range 31 East, Orange County, Florida, described as follows:

BEGIN at the Northwest corner of LAUREATE PARK PARCEL N-3 PEARSON AVENUE PHASE 2, according to the plat thereof, as recorded in Plat Book 108, Pages 53 through 55, of the Public Records of Orange County, Florida; thence run the following courses and distances along the West line of said plat of LAUREATE PARK PARCEL N-3 PEARSON AVENUE PHASE 2: S37°15'22"W, 73.33 feet to the point of curvature of a curve concave Southeasterly having a radius of 372.00 feet and a chord bearing of S26°06'05"W; thence Southwesterly along the arc of said curve through a central angle of 22°18'34" for a distance of 144.85 feet to the point of tangency; S14°56'48"W, 345.53 feet to the point of curvature of a curve concave Northwesterly having a radius of 298.00 feet and a chord bearing of S28°42'24"W; thence Southwesterly along the arc of said curve through a central angle of 27°31'13" for a distance of 143.13 feet to the point of tangency; S42°28'01"W, 138.67 feet to the point of curvature of a curve concave Southeasterly having a radius of 737.00 feet and a chord bearing of S27°49'29"W; thence Southwesterly along the arc of said curve through a central angle of 29°17'03" for a distance of 376.69 feet to the Northeast corner of Parcel 534-237 Part E, as described in Exhibit "A" of Official Records Document Number 20220223957, of the Public Records of Orange County, Florida and a non-tangent line; thence departing said West line, run N89°58'02"W along the North line of said Parcel 534-237 Part E, for a distance of 1197.69 feet to the West line of the Southwest 1/4 of aforesaid Section 31; thence departing said West line, continue N89°58'02"W along said North line of Parcel 534-237 Part E, for a distance of 834.19 feet to the Northwest corner of said Parcel 534-237 Part E; thence S26°11'46"E along the West line of said Parcel 534-237 Part E, for a distance of 424.65 feet to the Southwest corner of said Parcel 534-237 Part E and the South line of the Southeast 1/4 of said Section 36; thence departing said West line, run N89°53'32"W along said South line of the Southeast 1/4 of Section 36, for a distance of 88.12 feet to the Southeast corner of Parcel 534-237 Part D, as described in Exhibit "A" of Official Records Document Number 20220223957, of the Public Records of Orange County, Florida; thence departing said South line, run N26°11'46"W along the East line of said Parcel 534-237 Part D, for a distance of 424.52 feet to the Northeast corner of said Parcel 534-237 Part D; thence run the following courses and distances along the North line of said Parcel 534-237 Part D: N89°58'02"W, 84.74 feet; S00°01'58"W, 30.00 feet; N89°58'02"W, 1399.44 feet; N18°24'04"W, 31.62 feet; N89°58'02"W, 546.63 feet to the West line of lands described in Exhibit A of Official Records Document Number 20180438396, of the Public Records of Orange County, Florida; thence departing said North line, run N31°21'13"W along said West line, 993.84 feet; thence N20°38'58"E along said West line, 1859.82 feet to the South line of lands described in Official Records Book 5620, Page 2323, of the Public Records of Orange County, Florida; thence N41°57'03"E along said South line, 684.96 feet; thence S38°30'26"E along said South line, 305.98 feet; thence N68°04'58"E along said South line, 30.94 feet to the Westerly line of the plat of LUMINARY BOULEVARD PHASE 1C, according to the plat thereof, as recorded in Plat Book 109, Pages 14 through 19, of the Public Records of Orange County, Florida and a non-tangent curve





concave Southwesterly having a radius of 2214.50 feet and a chord bearing of S30°54'17"E; thence departing said South line, run the following courses and distances along the Westerly line and Southerly line of said plat of LUMINARY BOULEVARD PHASE 1C: Southeasterly along the arc of said curve through a central angle of 07°37'13" for a distance of 294.53 feet to the point of compound curvature of a curve concave Southwesterly having a radius of 700.00 feet and a chord bearing of S24°22'13"E; thence Southeasterly along the arc of said curve through a central angle of 05°26'55" for a distance of 66.57 feet to the point of tangency; S21°38'46"E, 138.99 feet to the point of curvature of a curve concave Westerly having a radius of 78.50 feet and a chord bearing of S02°29'17"E; thence Southerly along the arc of said curve through a central angle of 38°18'57" for a distance of 52.50 feet to the point of tangency; S16°40'11"W, 69.45 feet to the point of curvature of a curve concave Easterly having a radius of 109.00 feet and a chord bearing of S11°04'05"E; thence Southerly along the arc of said curve through a central angle of 55°28'33" for a distance of 105.54 feet to the point of compound curvature of a curve concave Northeasterly having a radius of 221.50 feet and a chord bearing of S46°29'40"E; thence Southeasterly along the arc of said curve through a central angle of 15°22'36" for a distance of 59.45 feet to the point of reverse curvature of a curve concave Southwesterly having a radius of 778.50 feet and a chord bearing of S49°06'26"E; thence Southeasterly along the arc of said curve through a central angle of 10°09'04" for a distance of 137.93 feet to a non-tangent line; N51°03'22"E, 81.39 feet; N33°54'33"W, 45.39 feet to the point of curvature of a curve concave Easterly having a radius of 48.50 feet and a chord bearing of N21°00'46"W; thence Northerly along the arc of said curve through a central angle of 25°47'32" for a distance of 21.83 feet to the point of compound curvature of a curve concave Easterly having a radius of 38.00 feet and a chord bearing of N18°55'55"E; thence Northerly along the arc of said curve through a central angle of 54°05'51" for a distance of 35.88 feet to the point of compound curvature of a curve concave Southeasterly having a radius of 274.00 feet and a chord bearing of N56°35'46"E; thence Northeasterly along the arc of said curve through a central angle of 21°13'51" for a distance of 101.53 feet to the point of tangency; N67°12'42"E, 437.08 feet to the point of curvature of a curve concave Southerly having a radius of 2190.00 feet and a chord bearing of N85°00'14"E; thence Easterly along the arc of said curve through a central angle of 35°35'03" for a distance of 1360.13 feet to the point of tangency; S77°12'15"E, 123.31 feet to the Westerly line of lands described in Official Records Document Number 20200665177, of the Public Records Orange County, Florida and point of cusp of a curve concave Southeasterly having a radius of 12.50 feet and a chord bearing of S57°47'45"W; thence departing said Southerly line of the plat of LUMINARY BOULEVARD PHASE 1C, run the following courses and distances along the Westerly line and Southerly line of said lands described in Official Records Document Number 20200665177: Southwesterly along the arc of said curve through a central angle of 90°00'00" for a distance of 19.63 feet to the point of tangency; S12°47'45"W, 228.64 feet to the point of curvature of a curve concave Easterly having a radius of 150.00 feet and a chord bearing of S06°36'39"E; thence Southerly along the arc of said curve through a central angle of 38°48'49" for a distance of 101.61 feet to the point of tangency; S26°01'03"E, 499.88 feet to the point of curvature of a curve concave Northerly having a radius of 12.50 feet and a chord bearing of S69°18'39"E; thence Easterly along the arc of said curve through a central angle of 86°35'11" for a distance of 18.89 feet to the point of reverse curvature of a curve concave Southerly having a radius of 629.00 feet and a chord bearing of N82°17'05"E; thence Easterly along the arc of said curve through a central angle of 29°46'38" for a distance of 326.90 feet to the point of tangency; S82°49'37"E, 1145.07 feet to the point of curvature of a curve concave Northerly having a radius of 12.50 feet and a chord bearing of N86°37'23"E; thence Easterly along the arc of said curve through a central angle of 21°06'01" for a distance of 4.60 feet to the West line of the plat of LAUREATE PARK PARCEL N-3 PEARSON





AVENUE PHASE 1, according to the plat thereof, as recorded in Plat Book 107, Pages 46 through 49, of the Public Records of Orange County, Florida and a non-tangent line; thence departing said Southerly line, run S07°10'23"W along said West line, 414.56 feet to the point of curvature of a curve concave Westerly having a radius of 295.00 feet and a chord bearing of S22°12'52"W; thence Southerly along said West line and the arc of said curve through a central angle of 30°04'58" for a distance of 154.89 feet to the point of tangency; thence S37°15'22"W along said West line, 26.67 feet to the POINT OF BEGINNING. This description is based on Florida State Plane Coordinate System East Zone, average combined scale factor of 0.99994883912, NAD 83 Datum (2011 adjustment) and all distances are grid dimensions.

AND

#### PART B

That part of Section 36, Township 24 South, Range 30 East, and that part of Section 31, Township 24 South, Range 31 East, Orange County, Florida, described as follows:

BEGIN at the Southeast corner of the plat of LAUREL POINTE PHASE 1, according to the plat thereof, as recorded in Plat Book 107, Pages 79 through 83, of the Public Records of Orange County, Florida; thence run the following courses and distances along the Easterly line, Northerly line and Westerly line of said plat of LAUREL POINTE PHASE 1: N28°08'38"W, 45.66 feet; N69°49'32"W, 102.39 feet; N51°05'40"W, 84.63 feet; N40°52'47"W, 85.08 feet; N30°02'56"W, 82.45 feet; N09°30'46"W, 58.00 feet; N08°10'50"W, 46.36 feet; N00°03'01"W, 90.38 feet; N06°08'35"E, 79.14 feet; N17°46'07"E, 61.17 feet; N10°11'36"E, 27.02 feet; N01°25'41"E, 51.87 feet; N17°11'57"W, 62.72 feet; N29°15'29"W, 47.06 feet; N44°47'02"W, 52.96 feet; N53°45'55"W, 21.58 feet; N74°47'42"W, 32.18 feet; N61°29'56"W, 17.66 feet; S83°06'25"W, 3.73 feet; S81°33'26"W, 52.06 feet; N72°18'20"W, 124.75 feet; N07°54'15"W, 23.22 feet; N65°27'01"W, 17.96 feet; N63°16'03"W, 83.50 feet; N36°16'31"W, 92.70 feet; N17°32'46"W, 52.16 feet; N30°44'59"W, 17.92 feet; N38°42'37"W, 46.28 feet; N31°36'43"W, 46.35 feet; N31°42'07"W, 17.48 feet; S51°34'56"W, 22.63 feet; S42°44'30"W, 40.31 feet; S51°52'03"W, 28.38 feet; S60°13'44"W, 57.72 feet; N84°02'09"W, 61.36 feet; N80°32'03"W, 10.88 feet; S84°22'56"W, 9.08 feet; S58°03'58"W, 31.42 feet; S48°31'09"W, 28.24 feet; S51°37'56"W, 51.03 feet; S63°08'01"W, 42.85 feet; S65°47'15"W, 35.09 feet; S76°01'10"W, 55.35 feet; N74°49'08"W, 44.79 feet; N69°18'36"W, 41.95 feet; S45°55'55"W, 42.99 feet; S56°29'37"W, 38.00 feet; S54°39'58"W, 36.69 feet; S67°51'25"W, 38.19 feet; S67°07'53"W, 29.72 feet; S68°28'53"W, 32.15 feet; S73°32'43"W, 49.75 feet; N87°25'02"W, 41.38 feet; S41°14'12"W, 8.85 feet; S15°31'15"W, 52.38 feet; S59°13'30"W, 46.71 feet; S42°17'58"W, 24.15 feet; S45°18'44"W, 24.70 feet; S35°33'17"W, 29.82 feet; S44°34'05"W, 57.38 feet; S50°38'39"W, 34.83 feet; S35°02'15"W, 16.33 feet; S31°21'14"W, 42.60 feet; S44°42'56"W, 52.20 feet; S49°00'47"W, 55.44 feet; S64°00'00"W, 60.97 feet; S87°00'40"W, 26.67 feet; S53°20'22"W, 43.71 feet; S78°18'56"W, 57.48 feet; N86°38'07"W, 18.02 feet; S75°44'19"W, 32.19 feet; N81°55'19"W, 58.75 feet; S59°36'45"W, 13.41 feet; N84°26'01"W, 60.18 feet; N79°44'14"W, 37.85 feet; N76°56'52"W, 27.67 feet; N84°34'28"W, 29.50 feet; S77°52'03"W, 6.82 feet; S57°33'41"W, 26.64 feet; S40°32'54"W, 56.25 feet; S63°44'51"W, 79.85 feet; S65°52'06"W, 43.42 feet; S57°16'52"W, 33.69 feet; S13°53'00"W, 16.03 feet; S46°42'35"W, 62.19 feet; S57°13'01"W, 38.32 feet; S49°09'38"W, 51.45 feet; S16°56'38"W, 34.44 feet; S56°37'21"W, 73.63 feet; S61°06'18"W, 10.73 feet; S56°29'37"W, 44.34 feet; S62°04'31"W, 31.78 feet; S54°31'11"W, 49.68 feet;





S36°04'58"W, 30.42 feet; S53°37'20"W, 50.26 feet; S73°36'49"W, 32.31 feet; S64°33'42"W, 7.69 feet; S53°13'47"W, 50.46 feet; S87°54'05"W, 27.59 feet; S34°41'53"W, 53.12 feet; S14°10'27"W, 36.57 feet; S51°51'31"W, 67.45 feet; S49°40'18"W, 46.59 feet; S56°12'39"W, 31.13 feet; S49°23'55"W, 8.74 feet; S41°37'55"W, 28.19 feet; S38°39'23"E, 415.36 feet to the Southwest corner of said plat of LAUREL POINTE PHASE 1, the Northerly line of the plat of LUMINARY BOULEVARD PHASE 1B, according to the plat thereof, as recorded in Plat Book 106, Pages 104 through 107, of the Public Records of Orange County, Florida and a non-tangent curve concave Southerly having a radius of 5060.00 feet and a chord bearing of S81°18'48"W; thence departing said Westerly line of the plat of LAUREL POINTE PHASE 1, run Westerly along said Northerly line and the arc of said curve through a central angle of 00°06'16" for a distance of 9.23 feet to the Northeast corner of Luminary Boulevard (Tract R), according to the plat of LUMINARY BOULEVARD PHASE 1C, as recorded in Plat Book 109, Pages 14 through 19, of the Public Records of Orange County, Florida and the point of tangency; thence departing said Northerly line of the plat of LUMINARY BOULEVARD PHASE 1B, run the following courses and distances along the Northerly line and Easterly line of said plat of LUMINARY BOULEVARD PHASE 1C: S81°15'40"W, 430.33 feet to the point of curvature of a curve concave Northerly having a radius of 2190.00 feet and a chord bearing of N87°58'17"W; thence Westerly along the arc of said curve through a central angle of 21°32'06" for a distance of 823.12 feet to the point of tangency; N77°12'15"W, 188.02 feet to the point of curvature of a curve concave Southerly having a radius of 2310.00 feet and a chord bearing of S84°41'15"W; thence Westerly along the arc of said curve through a central angle of 36°13'01" for a distance of 1460.16 feet to the point of tangency; S66°34'45"W, 422.76 feet to the point of curvature of a curve concave Northerly having a radius of 76.00 feet and a chord bearing of N71°32'32"W; thence Westerly along the arc of said curve through a central angle of 83°45'27" for a distance of 111.10 feet to the point of tangency; N29°39'48"W, 379.23 feet to the point of curvature of a curve concave Southwesterly having a radius of 2285.50 feet and a chord bearing of N31°59'14"W; thence Northwesterly along the arc of said curve through a central angle of 04°38'51" for a distance of 185.39 feet to the South line of lands described in Official Records Book 5620, Page 2323, of the Public Records of Orange County, Florida and the point of tangency; thence departing said Easterly line, run the following courses and distances along said South line: N68°04'58"E, 1591.22 feet; N44°15'51"E, 829.96 feet; N00°00'16"W, 244.99 feet; N31°31'51"W, 274.99 feet; N38°13'29"E, 799.96 feet to the North line of aforesaid Section 31; thence departing said South line, run N89°41'29"E along said North line, 3820.62 feet to the Westerly line of the plat of SELTEN WAY POITRAS EAST, according to the plat thereof, as recorded in Plat Book 107, Pages 113 through 115, of the Public Records of Orange County, Florida and a non-tangent curve concave Southwesterly having a radius of 60.00 feet and a chord bearing of S32°06'33"E; thence departing said North line, run the following courses and distances along said Westerly line of the plat of SELTEN WAY POITRAS EAST: Southeasterly along the arc of said curve through a central angle of 07°46'20" for a distance of 8.14 feet to the point of compound curvature of a curve concave Westerly having a radius of 176.00 feet and a chord bearing of S18°04'28"E; thence Southerly along the arc of said curve through a central angle of 20°17'50" for a distance of 62.35 feet to the point of compound curvature of a curve concave Westerly having a radius of 576.00 feet and a chord bearing of S04°27'26"E; thence Southerly along the arc of said curve through a central angle of 06°56'14" for a distance of 69.74 feet to the point of tangency; S00°59'19"E, 11.63 feet; N88°55'44"E, 3.00 feet; S00°59'19"E, 163.49 feet to the point of curvature of a curve concave Easterly having a radius of 282.00 feet and a chord bearing of S21°35'10"E; thence Southerly along the arc of said curve through a central angle of 41°11'42" for a distance of 202.75 feet to the point of tangency; S42°11'01"E, 170.84 feet to the point of curvature of a curve concave Westerly





having a radius of 218.00 feet and a chord bearing of S17°28'00"E; thence Southerly along the arc of said curve through a central angle of 49°26'02" for a distance of 188.09 feet to the point of tangency; S07°15'01"W, 47.31 feet to the point of curvature of a curve concave Easterly having a radius of 282.00 feet and a chord bearing of S13°42'10"E; thence Southerly along the arc of said curve through a central angle of 41°54'22" for a distance of 206.26 feet to the point of tangency; S34°39'22"E, 107.99 feet to the point of curvature of a curve concave Southwesterly having a radius of 468.00 feet and a chord bearing of S24°57'10"E; thence Southeasterly along the arc of said curve through a central angle of 19°24'23" for a distance of 158.51 feet to the point of tangency; S15°14'58"E, 145.26 feet to the point of curvature of a curve concave Northeasterly having a radius of 332.00 feet and a chord bearing of S30°55'54"E; thence Southeasterly along the arc of said curve through a central angle of 31°21'52" for a distance of 181.74 feet to the Northwest corner of Selten Way (Tract R), LUMINARY BOULEVARD PHASE 1A, according to the plat thereof, as recorded in Plat Book 104, Pages 97 through 100, of the Public Records of Orange County, Florida; thence departing said Westerly line of the plat of SELTEN WAY POITRAS EAST, run the following courses and distances along the Westerly line of Parcel 1 of said plat of LUMINARY BOULEVARD PHASE 1A: continue Southeasterly along the arc of said curve concave Northeasterly having a radius of 332.00 feet, a chord bearing of S47°55'56"E, through a central angle 02°38'12" for a distance of 15.28 feet to the point of tangency; S49°15'02"E, 161.32 feet to the point of curvature of a curve concave Westerly having a radius of 54.00 feet and a chord bearing of S10°07'08"E; thence Southerly along the arc of said curve through a central angle of 78°15'47" for a distance of 73.76 feet to the point of compound curvature of a curve concave Northwesterly having a radius of 279.00 feet and a chord bearing of S34°13'52"W; thence Southwesterly along the arc of said curve through a central angle of 10°26'14" for a distance of 50.82 feet to the point of compound curvature of a curve concave Northwesterly having a radius of 80.00 feet and a chord bearing of S45°34'39"W; thence Southwesterly along the arc of said curve through a central angle of 12°15'20" for a distance of 17.11 feet to the point of compound curvature of a curve concave Northwesterly having a radius of 2190.00 feet and a chord bearing of S56°46'51"W; thence Southwesterly along said Westerly line of Parcel 1, the Northerly line of the aforesaid plat of LUMINARY BOULEVARD PHASE 1B, and the arc of said curve through a central angle of 10°09'03" for a distance of 387.99 feet to the point of tangency; thence S61°51'22"W along said Northerly line, 42.16 feet to the POINT OF BEGINNING. This description is based on Florida State Plane Coordinate System East Zone, average combined scale factor of 0.99994883912, NAD 83 Datum (2011 adjustment) and all distances are grid dimensions.

All being subject to any rights-of-way, restrictions and easements of record.

Together containing 476.856 acres more or less when measured in ground dimensions.



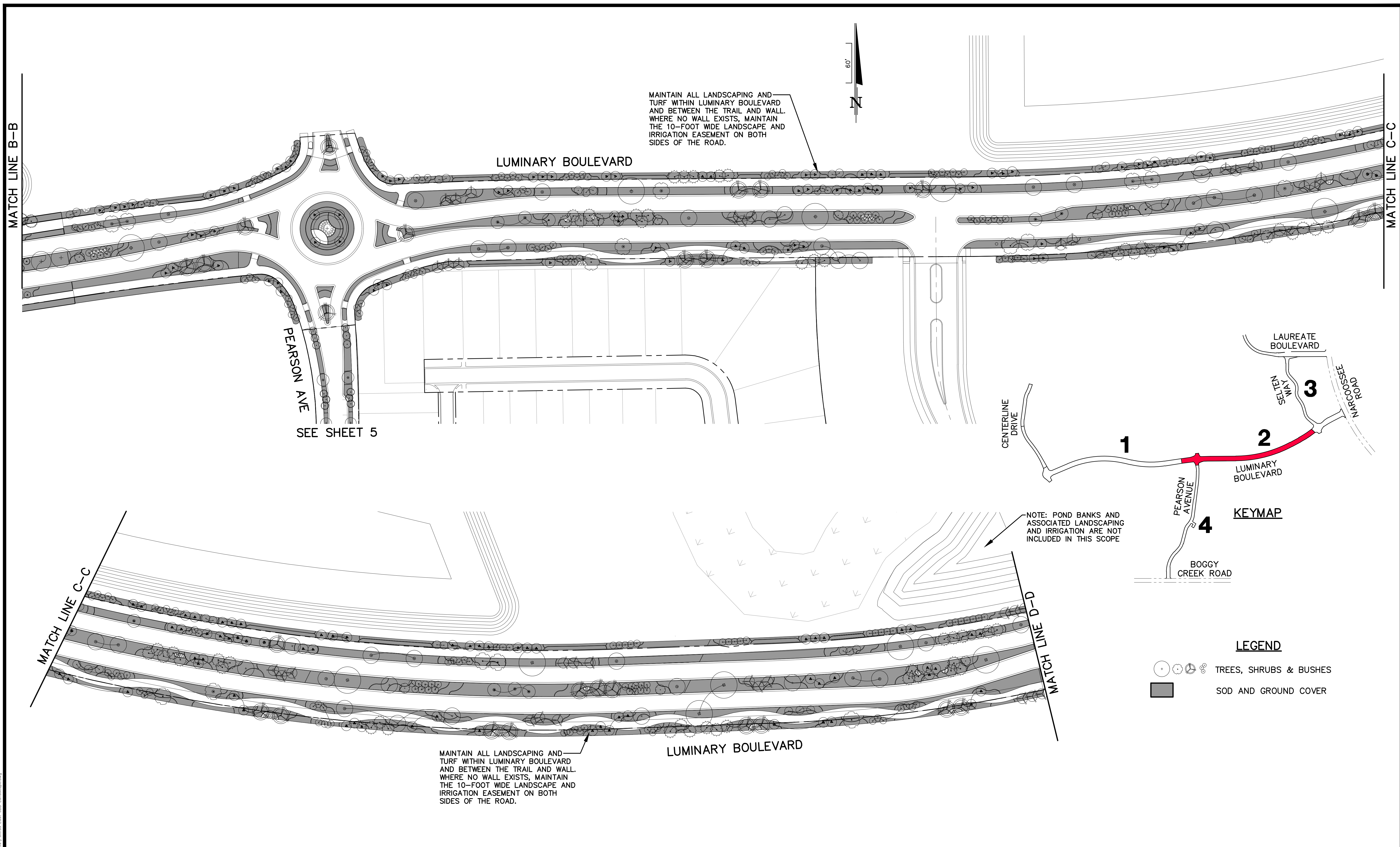
# **Postras East Community Development District**

## **Award of Landscape and Irrigation Maintenance Services**







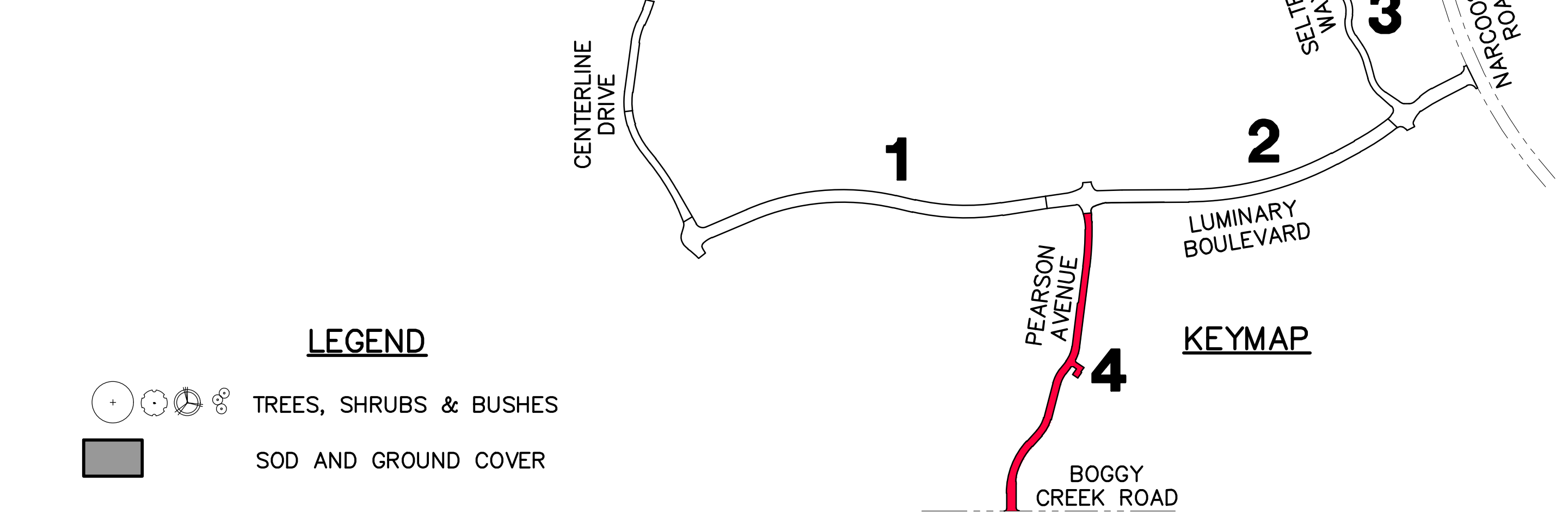
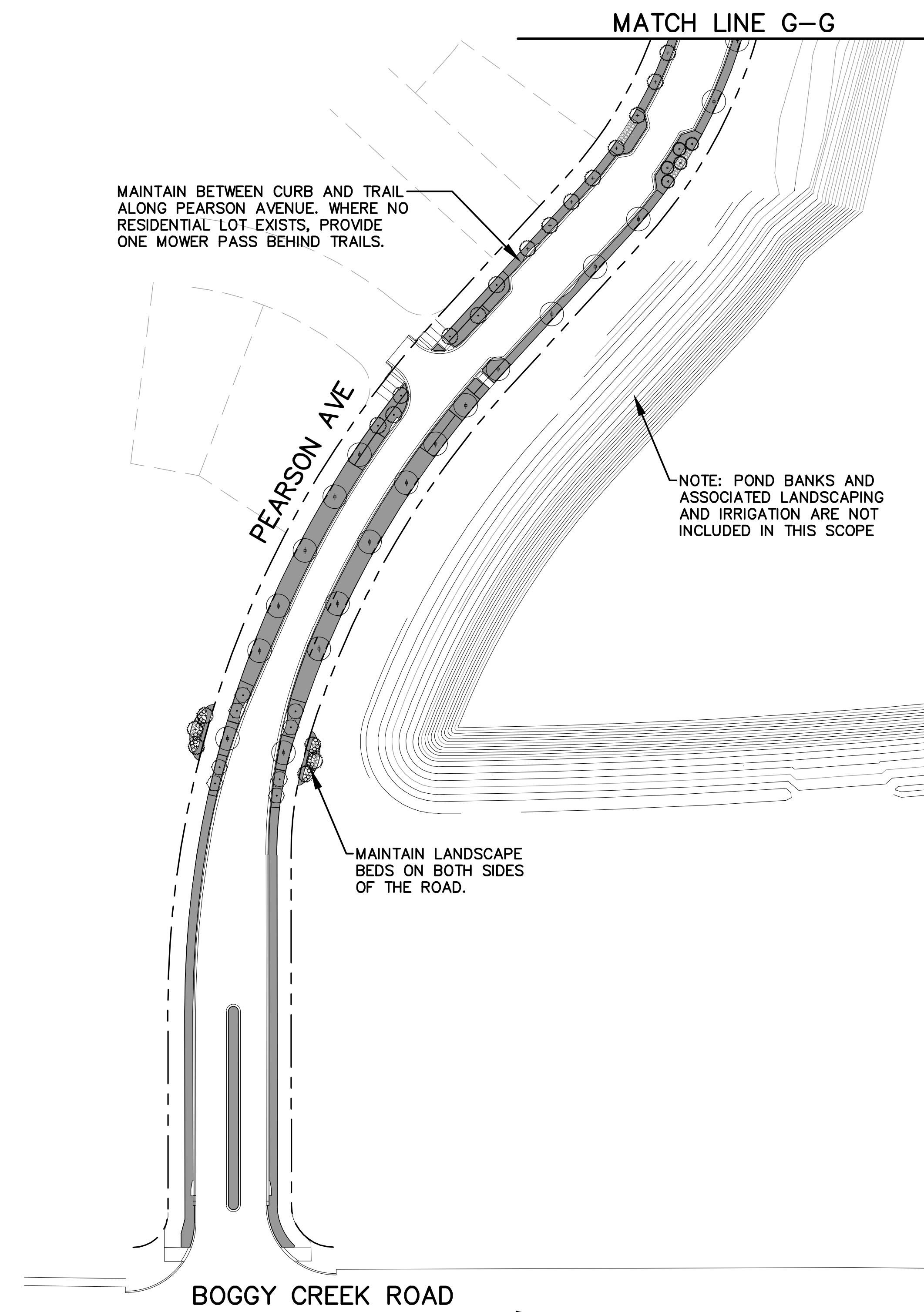
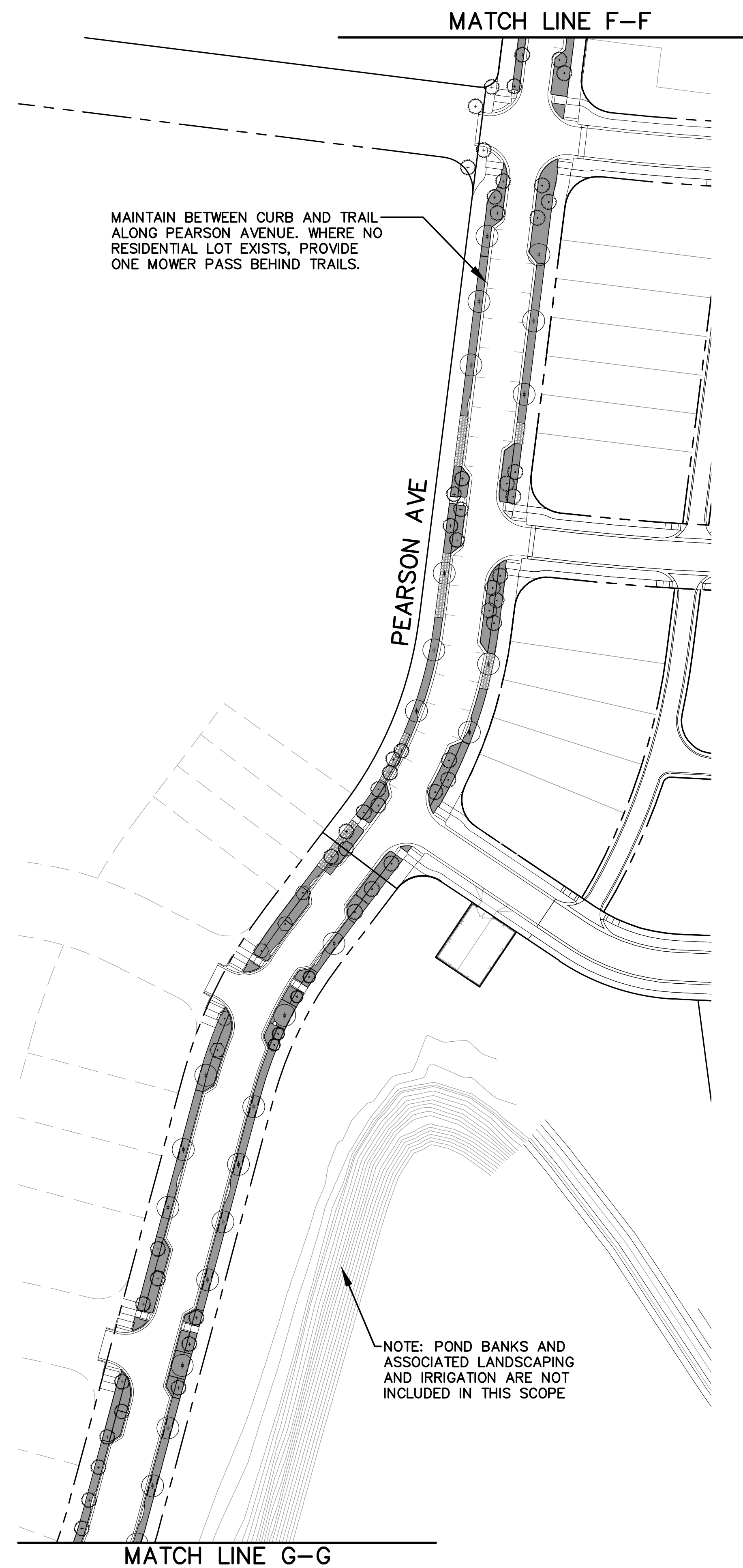
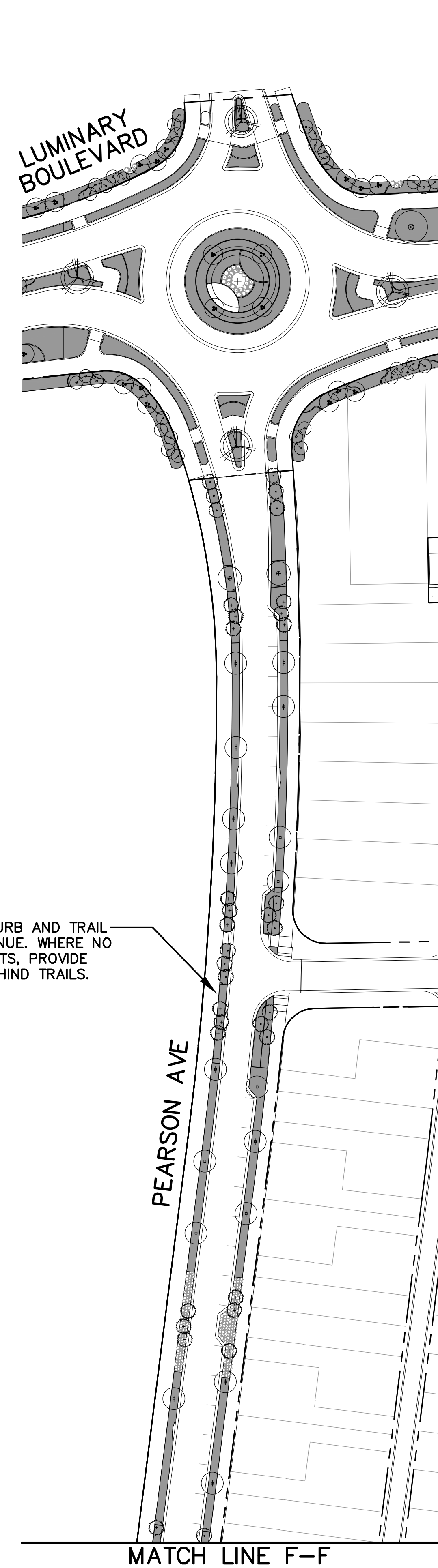


**SHEET**  
**2 OF 4**





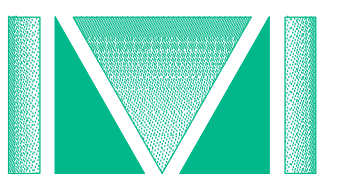




**POITRAS EAST CDD LANDSCAPE  
MAINTENANCE MAP  
CITY OF ORLANDO, FLORIDA**

**DATE  
APRIL 21, 2023**

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



**SHEET  
4 OF 4**



# **Postras East Community Development District Evaluation Criteria**

**1. Technical Capability (30 points)**

Considerations here include the geographic locations of the firm's office(s) in relation to the project; adequacy of equipment to perform the work in a high quality manner; adequacy and capabilities of labor available to perform the work according to the specifications; qualifications, training, and licenses/certifications of key personnel; evaluation of existing and future workload; the volume of work previously awarded to the firm; proposed detailed staffing levels, etc.

**2. Experience (30 points)**

The proposer's past record and experience in similar projects will be considered. Additional factors may include past performance on other projects, record and experience working for the references provided, observation of similar sites maintained by the firm, character, integrity, and reputation of respondent, etc.

**3. Understanding of Scope of Work (10 points)**

Points will be awarded based on the proposer's demonstrated understanding of the District's needs for the services requested and the level of detail provided in the proposal.

**4. Price (30 points)**

Points will be awarded to the proposer submitting the lowest total proposal for completing the work. All other proposals will receive a percentage of this amount based upon the difference between that proposer's proposal and the low proposal.

**Total Points Possible (100 points)**



# **Postras East Community Development District**

## **Construction Committee Recommendation**



**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**  
**LANDSCAPING AND IRRIGATION MAINTENANCE RFP**

**Bid/Fee Detail**

<u>Proposer</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>Total, 3 Years</u>	<u>Ranking</u>
Down To Earth	\$235,200.00	\$249,312.00	\$264,270.00	\$748,782.00	25.45
HTFL	\$385,000.00	\$385,000.00	\$385,000.00	\$1,155,000.00	6.71
OmegaScapes	\$477,996.00	\$492,336.00	\$507,108.00	\$1,477,440.00	0.00
Cepira	\$212,015.00	\$212,015.00	\$226,204.00	\$650,234.00	30.00
Yellowstone	\$274,200.00	\$282,420.00	\$289,692.00	\$846,312.00	20.95

**Proposer Rankings**

<u>Contractor</u>	<u>Technical Capability Max. 30 Pts.</u>	<u>Experience Max. 30 Pts.</u>	<u>Understanding of Scope Max. 10 Pts.</u>	<u>Price Max. 30 Pts.</u>	<u>Point Total Max. 100 Pts.</u>	<u>Ranking Based on Total Points</u>
Down To Earth	30.00	15.00	7.00	25.45	77.45	3
HTFL	25.00	15.00	10.00	6.71	56.71	5
OmegaScapes	25.00	30.00	10.00	0.00	65.00	4
Cepira	30.00	30.00	10.00	30.00	100.00	1
Yellowstone	30.00	25.00	10.00	20.95	85.95	2



# **Postras East Community Development District**

## **Landscape and Irrigation Maintenance Services Termination Letters**



[DISTRICT LETTERHEAD]

August \_\_\_\_, 2023

Cepira Landscape, LLC  
Attn: Robert Maier  
P.O. Box 865  
Oakland, Florida 34760

Re: Poitras East Community Development District  
*Pearson Avenue Landscape and Irrigation Maintenance Services*

Dear Mr. Maier:

Pursuant to Section 14 of the *Agreement between the Poitras East Community Development District and Cepira Landscape, LLC, Regarding the Provision of Certain Pearson Avenue Landscape and Irrigation Maintenance Services*, dated November 14, 2022 (the “Agreement”), and in accordance with the decision made by the Board of Supervisors of the Poitras East Community Development District (“District”), please accept this 30-day written notice of termination of the Agreement, without cause. Services being provided pursuant to the Agreement shall cease September 30, 2023.

Please note that the District expects your company to provide services in accordance with the Agreement terms through September 30, 2023. Should your company fail to provide services in accordance with the Agreement after today’s date, the District may terminate the Agreement for cause in accordance with the Agreement.

The District appreciates the services your company has provided and wishes you the best. Should you have any questions, please contact me at (407) 723-5900 or [waldenj@pfm.com](mailto:waldenj@pfm.com).

Sincerely,

Jennifer Walden  
District Manager

cc: Tucker F. Mackie, District Counsel  
Richard Levey, Chair, Board of Supervisors



[DISTRICT LETTERHEAD]

August \_\_\_\_, 2023

Cepira Landscape, LLC  
Attn: Robert Maier  
P.O. Box 865  
Oakland, Florida 34760

Re: Poitras East Community Development District  
*Selten Way Landscape and Irrigation Maintenance Services*

Dear Mr. Maier:

Pursuant to Section 14 of the *Agreement between the Poitras East Community Development District and Cepira Landscape, LLC, Regarding the Provision of Certain Selten Way Landscape and Irrigation Maintenance Services*, dated November 14, 2022 (the “Agreement”), and in accordance with the decision made by the Board of Supervisors of the Poitras East Community Development District (“District”), please accept this 30-day written notice of termination of the Agreement, without cause. Services being provided pursuant to the Agreement shall cease September 30, 2023.

Please note that the District expects your company to provide services in accordance with the Agreement terms through September 30, 2023. Should your company fail to provide services in accordance with the Agreement after today’s date, the District may terminate the Agreement for cause in accordance with the Agreement.

The District appreciates the services your company has provided and wishes you the best. Should you have any questions, please contact me at (407) 723-5900 or [waldenj@pfm.com](mailto:waldenj@pfm.com).

Sincerely,

Jennifer Walden  
District Manager

cc: Tucker F. Mackie, District Counsel  
Richard Levey, Chair, Board of Supervisors



[DISTRICT LETTERHEAD]

August \_\_\_\_, 2023

HTFL, Inc.  
Attn: Vaughn Hathaway, President  
70 Harrison Road  
Lake Placid, Florida 33852

Re: Poitras East Community Development District  
*Luminary Phase 1C Landscape and Irrigation Maintenance Services*

Dear Mr. Hathaway:

Pursuant to Section 4 of the *Agreement between the Poitras East Community Development District and HTFL, Inc., Regarding the Provision of Certain Luminary Phase 1C Landscape and Irrigation Maintenance Services*, dated August 16, 2022 (the “Agreement”), and in accordance with the decision made by the Board of Supervisors of the Poitras East Community Development District (“District”), please accept this 30-day written notice of termination of the Agreement, without cause. Services being provided pursuant to the Agreement shall cease September 30, 2023.

Please note that the District expects your company to provide services in accordance with the Agreement terms through September 30, 2023. Should your company fail to provide services in accordance with the Agreement after today’s date, the District may terminate the Agreement for cause in accordance with the Agreement.

The District appreciates the services your company has provided and wishes you the best. Should you have any questions, please contact me at (407) 723-5900 or [waldenj@pfm.com](mailto:waldenj@pfm.com).

Sincerely,

Jennifer Walden  
District Manager

cc: Tucker F. Mackie, District Counsel  
Richard Levey, Chair, Board of Supervisors



[DISTRICT LETTERHEAD]

August \_\_\_\_, 2023

United Land Services, LLC  
Attn: Aaron Wilbanks  
12276 San Jose Blvd., Suite 747  
Jacksonville, Florida 32223  
awilbanks@unitedlandservices.com

Re: Poitras East Community Development District  
*Luminary Boulevard & Pearson Avenue Landscape and Irrigation Maintenance Services*

Dear Mr. Wilbanks:

Pursuant to Section 14 of the *Agreement between the Poitras East Community Development District and Florida ULS Operation, LLC d/b/a United Land Services, LLC, Regarding the Provision of Certain Luminary Boulevard & Pearson Avenue Landscape and Irrigation Maintenance Services*, dated May 26, 2022 (the “Agreement”), and in accordance with the decision made by the Board of Supervisors of the Poitras East Community Development District (“District”), please accept this 30-day written notice of termination of the Agreement, without cause. Services being provided pursuant to the Agreement shall cease September 30, 2023.

Please note that the District expects your company to provide services in accordance with the Agreement terms through September 30, 2023. Should your company fail to provide services in accordance with the Agreement after today’s date, the District may terminate the Agreement for cause in accordance with the Agreement.

The District appreciates the services your company has provided and wishes you the best. Should you have any questions, please contact me at (407) 723-5900 or waldenj@pfm.com.

Sincerely,

Jennifer Walden  
District Manager

cc: Tucker F. Mackie, District Counsel  
Richard Levey, Chair, Board of Supervisors



# **Postras East Community Development District**

## **Amendment to Landscape, Irrigation and Hardscape and Lighting Agreement for Luminary Boulevard Phase 1C**



Prepared By and Return To:  
Robyn L. Noren  
Tavistock Development Company  
6900 Tavistock Lakes Boulevard, Suite 200  
Orlando, FL 32827

**AMENDMENT TO**  
**LANDSCAPE, IRRIGATION AND HARDSCAPE AND LIGHTING AGREEMENT**  
**(Luminary Boulevard Phase 1C)**

**THIS AMENDMENT TO LANDSCAPE, IRRIGATION AND HARDSCAPE AND LIGHTING AGREEMENT (“Amendment”)** is made effective as of the \_\_\_\_ day of \_\_\_\_\_, 2023, by **TDCP, LLC**, a Florida limited liability company (“**Grantor**”), whose address is 6900 Tavistock Lakes Boulevard, Suite 200, Orlando, Florida 32827 and **POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located within the City of Orlando, Florida (“**Grantee**”), whose mailing address is 12051 Corporate Boulevard, Orlando, Florida 32817.

**WITNESSETH:**

**WHEREAS**, Grantor and Grantee entered into that certain Landscape, Irrigation, Hardscape and Lighting Agreement recorded December 5, 2022 at Document Number 20220727263, Public Records of Orange County, Florida (the “**Easement**”); and

**WHEREAS**, Grantor and Grantee desire to amend the Easement set forth therein.

**NOW, THEREFORE**, for and in consideration of the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and Grantee hereby amend the Easement as follows:

1. **Recitals and Capitalized Terms.** The recitals set forth above are true and correct and are incorporated herein by reference. Any capitalized term not otherwise defined herein shall have the meaning ascribed to it under the Easement.
2. **Access to and from Fire Station Site.** Grantee acknowledges that Grantor intends to convey fee simple title to the real property on which the Easement Area exists to the City of Orlando for a construction and operation of a Fire Station, as more particularly set forth in that certain Special Warranty Deed recorded on or about the date hereof. Grantee shall exercise its rights under the Easement in a way that does not materially block, impede, delay or otherwise adversely impair access to and from the Fire Station Site.
3. **Effect on Easement.** The Easement remains in full force and effect as amended by this Amendment. In the event of any conflict or ambiguity between the Easement and this Amendment, this Amendment shall control.



[SIGNATURES APPEAR ON THE FOLLOWING PAGES]

IN WITNESS WHEREOF, Grantor and Grantee have executed Amendment this \_\_\_\_ day of \_\_\_\_\_, 2023.

**GRANTOR:**

Signed, sealed and delivered  
in the presence of:

**TDCP, LLC,**  
a Florida limited liability company

\_\_\_\_\_  
Print Name:\_\_\_\_\_

By:\_\_\_\_\_  
T. Craig Collin, President

\_\_\_\_\_  
Print Name:\_\_\_\_\_

**STATE OF FLORIDA     )**

)

**COUNTY OF ORANGE    )**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2023 by T. Craig Collin as President of TDCP, LLC, a Florida limited liability company, on behalf of the company. He is personally known to me or produced \_\_\_\_\_ as identification and did not take an oath.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Typed name of Notary Public)



Notary Public, State of Florida

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**GRANTEE:**

Signed, sealed and delivered in the  
presence of the following witnesses:

**POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT**, a local unit of  
special purpose government established  
pursuant to Chapter 190, Florida Statutes

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

**STATE OF FLORIDA     )**  
**)**  
**COUNTY OF ORANGE    )**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ as \_\_\_\_\_ of POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, on behalf of the district. He/She is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Typed name of Notary Public)

Notary Public, State of Florida

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



# **Postras East Community Development District**

**Operation and Maintenance Expenditures Paid in  
June 2023 in an amount totaling \$16,702.52**



**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 June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$16,702.52**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairman

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

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



**Poitras East CDD**  
AP Check Register (Current by Bank)  
Check Dates: 6/1/2023 to 6/30/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: FCB - FLORIDA COMMUNITY BANK</b>					<b>001-101-0000-00-01</b>
1418	06/02/23	M	PFMGC	PFM Group Consulting	\$2,916.67
1419	06/08/23	M	CEPRA	Cepira Landscape	\$2,201.00
1420	06/08/23	M	GRAUAS	Grau and ssociates	\$3,500.00
1421	06/08/23	M	KUT K	Kutak Rock	\$3,374.56
1422	06/08/23	M	VGLOBA	VGlobalTech	\$1,440.00
<b>BANK FCB REGISTER TOTAL:</b>					<b>\$13,432.23</b>
<b>GRAND TOTAL :</b>					<b>\$13,432.23</b>

13,432.23	Checks 1418-1422
3,270.29	PA 194 - OUC paid online
16,702.52	O&M cash spent

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



## Poitras East Community Development District

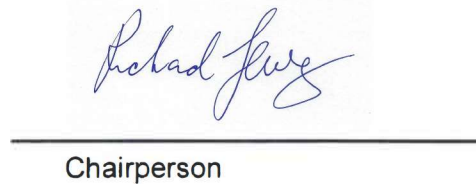
### Payment Authorization #192

5/26/2023

Item No.	Payee	Invoice Number	General Fund
1	PFM Group Consulting DM Fee: May 2023	DM-05-2023-43	\$ 2,916.67

**TOTAL \$ 2,916.67**

  
District Manager / Assistant DM

  
Chairperson



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

**RECEIVED**

By Amanda Lane at 8:14 am, May 31, 2023



## Postras East Community Development District

### Payment Authorization #193

6/2/2023

Item No.	Payee	Invoice Number	General Fund
1	<b>Berman Construction LLC</b> June Administrator & Irrigation Specialist	37009	\$ 1,000.00
2	<b>Ceptra Landscape</b> Plant Replacements	O-S4356	\$ 2,201.00
3	<b>Grau and Associates</b> FY 2022 Audit	24272	\$ 3,500.00
4	<b>Kutak Rock</b> General Counsel Through 04/30/2023	3225495	\$ 3,374.56
5	<b>United Land Services</b> June Landscaping	29658	\$ 2,329.00
6	<b>VGlobalTech</b> Jul. - Sep. 2022 ADA Audit Oct. - Dec. 2022 ADA Audit February Website Maintenance March Website Maintenance Jan. - Mar. 2023 ADA Audit April Website Maintenance May Website Maintenance	4331 4559 4715 4808 4887 4936 5010	\$ 300.00 \$ 300.00 \$ 135.00 \$ 135.00 \$ 300.00 \$ 135.00 \$ 135.00
<b>TOTAL</b>			<b>\$ 13,844.56</b>

  
District Manager / Assistant DM

  
Chairperson

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

**RECEIVED**

By Amanda Lane at 8:21 am, Jun 07, 2023



## Postras East Community Development District

### Payment Authorization #194

6/9/2023

Item No.	Payee	Invoice Number	General Fund
1	<b>Brownies Septic and Plumbing</b>		
	Lift Station Cleaning	i111432	\$ 1,575.00
	June Monthly Maintenance	i112556	\$ 150.00
2	<b>Donald W McIntosh Associates</b>		
	Public Facilities Report Preparation Services Through 05/19/2023	44245	\$ 3,000.00
	Engineering Services Through 05/19/2023	44246	\$ 446.02
3	<b>OUC</b>		
	Acct: 2989510986 ; Service 05/02/2023 - 06/01/2023	--	\$ 3,270.29
4	<b>PFM Group Consulting</b>		
	May Billable Expenses	125182	\$ 64.25
	DM Fee: June 2023	DM-06-2023-44	\$ 2,916.67
	April Reimbursables	OE-EXP-05-2023-43	\$ 54.05
	May Reimbursables	OE-EXP-06-2023-35	\$ 16.25
5	<b>USIC</b>		
	May Tickets	590727	\$ 439.68
6	<b>VGlobalTech</b>		
	June Website Maintenance	5115	\$ 135.00

**TOTAL**

**\$ 12,067.21**

  
District Manager / Assistant DM

  
Chairperson



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

**RECEIVED**

By Amanda Lane at 9:18 am, Jun 13, 2023



# **Postras East Community Development District**

**Requisition Nos. 2020-247 – 2020-253 Paid in  
June 2023 in an amount totaling \$47,584.98**



**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 June 1, 2023 through June 30, 2023. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
S2020-247	Cepira Landscape	\$5,246.09
S2020-248	United Land Services	\$6,909.00
S2020-249	Kutak Rock	\$2,542.50
S2020-250	Donald W McIntosh Associates	\$3,932.30
S2020-251	Cepira Landscape	\$5,246.09
S2020-252	HTFL	\$16,800.00
S2020-253	United Land Services	\$6,909.00
		<b>\$47,584.98</b>



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

DATE:	May 26, 2023	REQUISITION NO:	247
PAYEE:	Ceptra Landscape	AMOUNT DUE:	\$5,246.09
ADDRESS:	PO Box 865 Oakland, FL 34760	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice O-S4272 for Pearson South May Landscaping – <b>\$1,877.92</b></li><li>• Invoice O-S4273 for Selten Way May Landscaping – <b>\$3,368.17</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.


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.

BY:  5/30/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE



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

DATE:	May 26, 2023	REQUISITION NO:	248
PAYEE:	United Land Services	AMOUNT DUE:	\$6,909.00
ADDRESS:	12276 San Jose Blvd Suite 747 Jacksonville, FL 32223	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 25941 for Luminary 1B Pearson May Landscaping 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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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

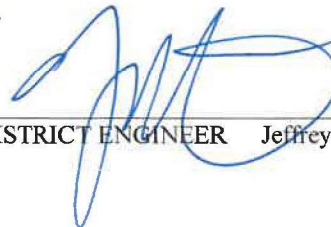
BY: \_\_\_\_\_  
CHAIRMAN or VICE CHAIRMAN



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 Jeffrey J. Newton, PE

  
5/30/23

**RECEIVED**

By Amanda Lane at 8:39 am, May 30, 2023



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

DATE:	June 2, 2023	REQUISITION NO:	249
PAYEE:	Kutak Rock	AMOUNT DUE:	\$2,542.50
ADDRESS:	PO Box 30057 Omaha, NE 68103-1157	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 3225496 for Project 15623-2 (Project Construction) Through 04/30/2023		

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.

BY:  6/5/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 1:53 pm, Jun 05, 2023



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

DATE:	June 9, 2023	REQUISITION NO:	250
PAYEE:	Donald W McIntosh Associates Inc	AMOUNT DUE:	\$3,932.30
ADDRESS:	2200 Park Avenue North Winter Park, FL 32789	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 44247 for Project 18124 (Poitras East CDD) Engineering Services Through 05/19/2023 – <b>\$3,141.25</b></li><li>• Invoice 44251 for Project 21555 (Poitras East Master Infrastructure Phase 1C) Engineering Services Through 05/19/2023 – <b>\$172.70</b></li><li>• Invoice 44252 for Project 21556 (Poitras East Master Infrastructure Phase 1D) Engineering Services Through 05/19/2023 – <b>\$347.75</b></li><li>• Invoice 44254 for Project 23524 (Poitras East – Lift Station G Evaluation) Engineering Services Through 05/19/2023 – <b>\$270.60</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:  6/12/23  
DISTRICT ENGINEER  
Jeffrey J. Newton, P.E.



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

DATE:	June 23, 2023	REQUISITION NO:	251
PAYEE:	Cepira Landscape	AMOUNT DUE:	\$5,246.09
ADDRESS:	PO Box 865 Oakland, FL 34760	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice O-S4396 for Pearson South June Landscaping – <b>\$1,877.92</b></li><li>• Invoice O-S4397 for Selten Way June Landscaping – <b>\$3,368.17</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:  6/26/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 1:44 pm, Jun 26, 2023



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

DATE:	June 23, 2023	REQUISITION NO:	252
PAYEE:	HTFL, Inc.	AMOUNT DUE:	\$16,800.00
ADDRESS:	70 Harrison Road Lake Placid, FL 33852	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 10605 for June Luminary 1-C Plan & Plant Schedule		

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.

BY: \_\_\_\_\_

DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 1:44 pm, Jun 26, 2023



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

DATE:	June 23, 2023	REQUISITION NO:	253
PAYEE:	United Land Services	AMOUNT DUE:	\$6,909.00
ADDRESS:	12276 San Jose Blvd Suite 747 Jacksonville, FL 32223	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 29657 for Luminary 1B Pearson June Landscaping 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.


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.

BY:  6/26/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 1:44 pm, Jun 26, 2023



# **Postras East Community Development District**

**Work Authorizations/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 6/30/2023

	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	\$291,662.73				\$291,662.73
Alleyway & Infrastructure Capital Res.	105,074.68				105,074.68
Assessments Receivable	62,927.71				62,927.71
Assessments Receivable		\$1,581,273.18			1,581,273.18
Series 2020 Debt Service Reserve		80,013.32			80,013.32
Series 2023 Debt Service Reserve		814,368.75			814,368.75
Series 2023 Revenue		410,290.23			410,290.23
Series 2023 Acquisition/Construction			\$16,627.46		16,627.46
Series 2023 Cost of Issuance			5,500.00		5,500.00
Total Current Assets	<u>\$459,665.12</u>	<u>\$2,885,945.48</u>	<u>\$22,127.46</u>	<u>\$0.00</u>	<u>\$3,367,738.06</u>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$1,304,672.30	\$1,304,672.30
Amount To Be Provided				23,350,327.70	23,350,327.70
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24,655,000.00</u>	<u>\$24,655,000.00</u>
<b>Total Assets</b>	<u><u>\$459,665.12</u></u>	<u><u>\$2,885,945.48</u></u>	<u><u>\$22,127.46</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$28,022,738.06</u></u>



**Poitras East CDD**  
Statement of Financial Position  
As of 6/30/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$12,549.17				\$12,549.17
Deferred Revenue	62,927.71				62,927.71
Deferred Revenue		\$1,581,273.18			1,581,273.18
Accounts Payable			\$1,797.65		1,797.65
Retainage Payable			506,519.78		506,519.78
Total Current Liabilities	<u>\$75,476.88</u>	<u>\$1,581,273.18</u>	<u>\$508,317.43</u>	<u>\$0.00</u>	<u>\$2,165,067.49</u>
 <b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$24,655,000.00	\$24,655,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24,655,000.00</u>	<u>\$24,655,000.00</u>
 <b>Total Liabilities</b>	<u><u>\$75,476.88</u></u>	<u><u>\$1,581,273.18</u></u>	<u><u>\$508,317.43</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$26,820,067.49</u></u>
 <b><u>Net Assets</u></b>					
Net Assets, Unrestricted	(\$63,275.11)				(\$63,275.11)
Current Year Net Assets, Unrestricted	18,977.76				18,977.76
Net Assets - General Government	306,072.20				306,072.20
Current Year Net Assets - General Government	122,413.39				122,413.39
Net Assets, Unrestricted		\$1,238,693.26			1,238,693.26
Current Year Net Assets, Unrestricted		65,979.04			65,979.04
Net Assets, Unrestricted			(\$2,444,277.84)		(2,444,277.84)
Current Year Net Assets, Unrestricted			1,958,087.87		1,958,087.87
<b>Total Net Assets</b>	<u><u>\$384,188.24</u></u>	<u><u>\$1,304,672.30</u></u>	<u><u>(\$486,189.97)</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,202,670.57</u></u>
 <b>Total Liabilities and Net Assets</b>	<u><u>\$459,665.12</u></u>	<u><u>\$2,885,945.48</u></u>	<u><u>\$22,127.46</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$28,022,738.06</u></u>



**Poitras East CDD**  
Statement of Activities  
As of 6/30/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$248,655.04				\$248,655.04
Off-Roll Assessments	49,641.99				49,641.99
Other Income & Other Financing Sources	4,258.00				4,258.00
Inter-Fund Transfers In	18,977.76				18,977.76
Off-Roll Assessments		\$401,362.18			401,362.18
Inter-Fund Group Transfers In		14,619.92			14,619.92
Debt Proceeds		20,494,974.36			20,494,974.36
Other Income & Other Financing Sources			\$316,128.53		316,128.53
Inter-Fund Transfers In			(14,619.92)		(14,619.92)
Debt Proceeds			10,021,570.00		10,021,570.00
Total Revenues	<u>\$321,532.79</u>	<u>\$20,910,956.46</u>	<u>\$10,323,078.61</u>	<u>\$0.00</u>	<u>\$31,555,567.86</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$1,400.00				\$1,400.00
D&O Insurance	2,694.00				2,694.00
Trustee Services	5,648.38				5,648.38
Management	26,250.03				26,250.03
Engineering	8,386.06				8,386.06
Disclosure	1,250.00				1,250.00
District Counsel	19,925.65				19,925.65
Assessment Administration	15,000.00				15,000.00
Audit	5,000.00				5,000.00
Arbitrage Calculation	1,000.00				1,000.00
Travel and Per Diem	36.21				36.21
Postage & Shipping	209.97				209.97
Legal Advertising	3,904.29				3,904.29
Meeting Room	948.24				948.24
Office Supplies	125.00				125.00
Web Site Maintenance	2,115.00				2,115.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,731.97				1,731.97
Water Reclaimed	9,384.29				9,384.29
General Insurance	3,294.00				3,294.00
Property & Casualty	10,903.00				10,903.00
Irrigation Parts	2,976.00				2,976.00
Landscaping Maintenance & Material	39,938.76				39,938.76
Flower & Plant Replacement	2,201.00				2,201.00
Contingency	1,299.91				1,299.91



**Poitras East CDD**  
Statement of Activities  
As of 6/30/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
Streetlights	1,332.89				1,332.89
Liftstation Maintenance	5,427.44				5,427.44
Personnel Leasing Agreement	9,550.00				9,550.00
Principal Payment (Series 2020)		\$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			66,078.49		66,078.49
District Counsel			50,318.50		50,318.50
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			448.20		448.20
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			4,970,201.43		4,970,201.43
Landscaping Maintenance & Material			57,193.03		57,193.03
Contingency			2,524,532.38		2,524,532.38
Total Expenses	\$182,107.09	\$20,853,981.53	\$8,377,502.98	\$0.00	\$29,413,591.60
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$1,965.45				\$1,965.45
Interest Income		\$9,004.11			9,004.11
Interest Income			\$12,512.24		12,512.24
Total Other Revenues (Expenses) & Gains (Losses)	\$1,965.45	\$9,004.11	\$12,512.24	\$0.00	\$23,481.80
<b>Change In Net Assets</b>	\$141,391.15	\$65,979.04	\$1,958,087.87	\$0.00	\$2,165,458.06
<b>Net Assets At Beginning Of Year</b>	\$242,797.09	\$1,238,693.26	(\$2,444,277.84)	\$0.00	(\$962,787.49)
<b>Net Assets At End Of Year</b>	\$384,188.24	\$1,304,672.30	(\$486,189.97)	\$0.00	\$1,202,670.57



**Poitras East CDD**  
Budget to Actual  
For the Month Ending 6/30/2023

	Year To Date			FY 2023 Adopted Budget	Percentage Spent
	Actual	Budget	Variance		
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 248,655.04	\$ 270,918.75	\$ (22,263.71)	\$ 361,225.00	94.45%
Off-Roll Assessments	49,641.99	-	49,641.99	-	
Other Income & Other Financing Sources	4,258.00	-	4,258.00	-	
Carryforward Revenue	38,625.00	38,625.00	-	51,500.00	75.00%
<b>Net Revenues</b>	<b>\$ 341,180.03</b>	<b>\$ 309,543.75</b>	<b>\$ 31,636.28</b>	<b>\$ 412,725.00</b>	<b>82.67%</b>
<b><u>General &amp; Administrative Expenses</u></b>					
Supervisor Fees	\$ 1,400.00	\$ 3,600.00	\$ (2,200.00)	\$ 4,800.00	29.17%
D&O Insurance	2,694.00	2,268.75	425.25	3,025.00	89.06%
Trustee Services	5,648.38	4,500.00	1,148.38	6,000.00	94.14%
Management	26,250.03	26,250.00	0.03	35,000.00	75.00%
Engineering	8,386.06	9,000.00	(613.94)	12,000.00	69.88%
Disclosure	1,250.00	3,750.00	(2,500.00)	5,000.00	25.00%
Property Appraiser	-	150.00	(150.00)	200.00	
District Counsel	19,925.65	22,500.00	(2,574.35)	30,000.00	66.42%
Assessment Administration	15,000.00	5,625.00	9,375.00	7,500.00	200.00%
Reamortization Schedules	-	187.50	(187.50)	250.00	0.00%
Audit	5,000.00	4,500.00	500.00	6,000.00	83.33%
Arbitrage Calculation	1,000.00	375.00	625.00	500.00	200.00%
Travel and Per Diem	36.21	225.00	(188.79)	300.00	12.07%
Telephone	-	37.50	(37.50)	50.00	0.00%
Postage & Shipping	209.97	375.00	(165.03)	500.00	41.99%
Copies	-	750.00	(750.00)	1,000.00	0.00%
Legal Advertising	3,904.29	9,000.00	(5,095.71)	12,000.00	32.54%
Bank Fees	-	135.00	(135.00)	180.00	0.00%
Miscellaneous	-	4,886.25	(4,886.25)	6,515.00	0.00%
Meeting Room	948.24	300.00	648.24	400.00	237.06%
Office Supplies	125.00	187.50	(62.50)	250.00	50.00%
Web Site Maintenance	2,115.00	2,115.00	-	2,820.00	75.00%
Holiday Decorations	-	750.00	(750.00)	1,000.00	0.00%
Dues, Licenses, and Fees	175.00	131.25	43.75	175.00	100.00%
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 94,067.83</b>	<b>\$ 101,598.75</b>	<b>\$ (7,530.92)</b>	<b>\$ 135,465.00</b>	<b>69.44%</b>
<b><u>Field Operations</u></b>					
<b>Electric Utility Services</b>					
Electric	\$ 1,731.97	\$ 3,750.00	\$ (2,018.03)	\$ 5,000.00	34.64%
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	9,384.29	22,500.00	(13,115.71)	30,000.00	31.28%
<b>Other Physical Environment</b>					
General Insurance	3,294.00	2,775.00	519.00	3,700.00	89.03%
Property & Casualty Insurance	10,903.00	6,600.00	4,303.00	8,800.00	123.90%
Other Insurance	-	75.00	(75.00)	100.00	0.00%
Irrigation Repairs	2,976.00	11,250.00	(8,274.00)	15,000.00	19.84%
Landscaping Maintenance & Material	39,938.76	39,870.00	68.76	53,160.00	75.13%
Tree Trimming	-	375.00	(375.00)	500.00	0.00%
Flower & Plant Replacement	2,201.00	5,625.00	(3,424.00)	7,500.00	29.35%
Contingency	1,299.91	21,000.00	(19,700.09)	28,000.00	4.64%
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	-	2,250.00	(2,250.00)	3,000.00	0.00%
Hardscape Maintenance	-	3,750.00	(3,750.00)	5,000.00	0.00%
Alleyway Maintenance	-	7,500.00	(7,500.00)	10,000.00	0.00%
Streetlights	1,332.89	18,750.00	(17,417.11)	25,000.00	5.33%
Accent Lighting	-	375.00	(375.00)	500.00	0.00%
Liftstation Maintenance	5,427.44	11,250.00	(5,822.56)	15,000.00	36.18%
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement	9,550.00	9,000.00	550.00	12,000.00	79.58%
<b>Reserves</b>					
Infrastructure Capital Reserve	40,000.00	30,000.00	10,000.00	40,000.00	100.00%
Alleyway Reserve	15,000.00	11,250.00	3,750.00	15,000.00	100.00%
<b>Total Field Operations Expenses</b>	<b>\$ 143,039.26</b>	<b>\$ 207,945.00</b>	<b>\$ (64,905.74)</b>	<b>\$ 277,260.00</b>	<b>51.59%</b>
<b>Total Expenses</b>	<b>\$ 237,107.09</b>	<b>\$ 309,543.75</b>	<b>\$ (72,436.66)</b>	<b>\$ 412,725.00</b>	<b>57.45%</b>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$ 1,965.45	\$ -	\$ 1,965.45	\$ -	
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$ 1,965.45</b>	<b>\$ -</b>	<b>\$ 1,965.45</b>	<b>\$ -</b>	
<b>Net Income (Loss)</b>	<b>\$ 106,038.39</b>	<b>\$ -</b>	<b>\$ 106,038.39</b>	<b>\$ -</b>	



Poitras East CDD  
Cash Flow

	Beg. Cash	FY22 Inflows	FY22 Outflows	FY23 Inflows	FY23 Outflows	End. Cash
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	-	-	2,052.73	(35,778.00)	300,102.99
6/1/2023	300,102.99	-	-	8,262.26	(16,702.52)	291,662.73
7/1/2023	291,662.73	-	-	-	(12,549.17)	279,113.56 as of 07/17/2023
	Totals	-	(22,071.65)	324,194.53	(220,899.40)	