

Poitras 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 Poitras 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, Amendment for Sale of Acreage to Release Assessments** (*provided under separate cover*)
- 5. **Consideration of Award of Landscape and Irrigation Maintenance Services**
 - a. **Construction Committee Recommendation** (*provided under separate cover*)
- 6. **Consideration of Landscape and Irrigation Maintenance Services Termination Letters** (*provided under separate cover*)
- 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 \$30,409.77** (*provided under separate cover*)
- 9. **Ratification of Requisition Nos. 2020-247 – 2020-250 Paid in June 2023 in an amount totaling \$18,629.89** (*provided under separate cover*)
- 10. **Recommendation of Work Authorization/Proposed Services** (*if applicable*)
- 11. **Review of District's Financial Position and Budget to Actual YTD** (*provided under separate cover*)

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer



4. Construction Supervisor
 5. Landscape Supervisor
 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



Postras East Community Development District

**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
Date of Submission	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.

Secretary/Assistant Secretary

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.

Secretary / Assistant Secretary

Chair / Vice Chair



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

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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**Postras 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:

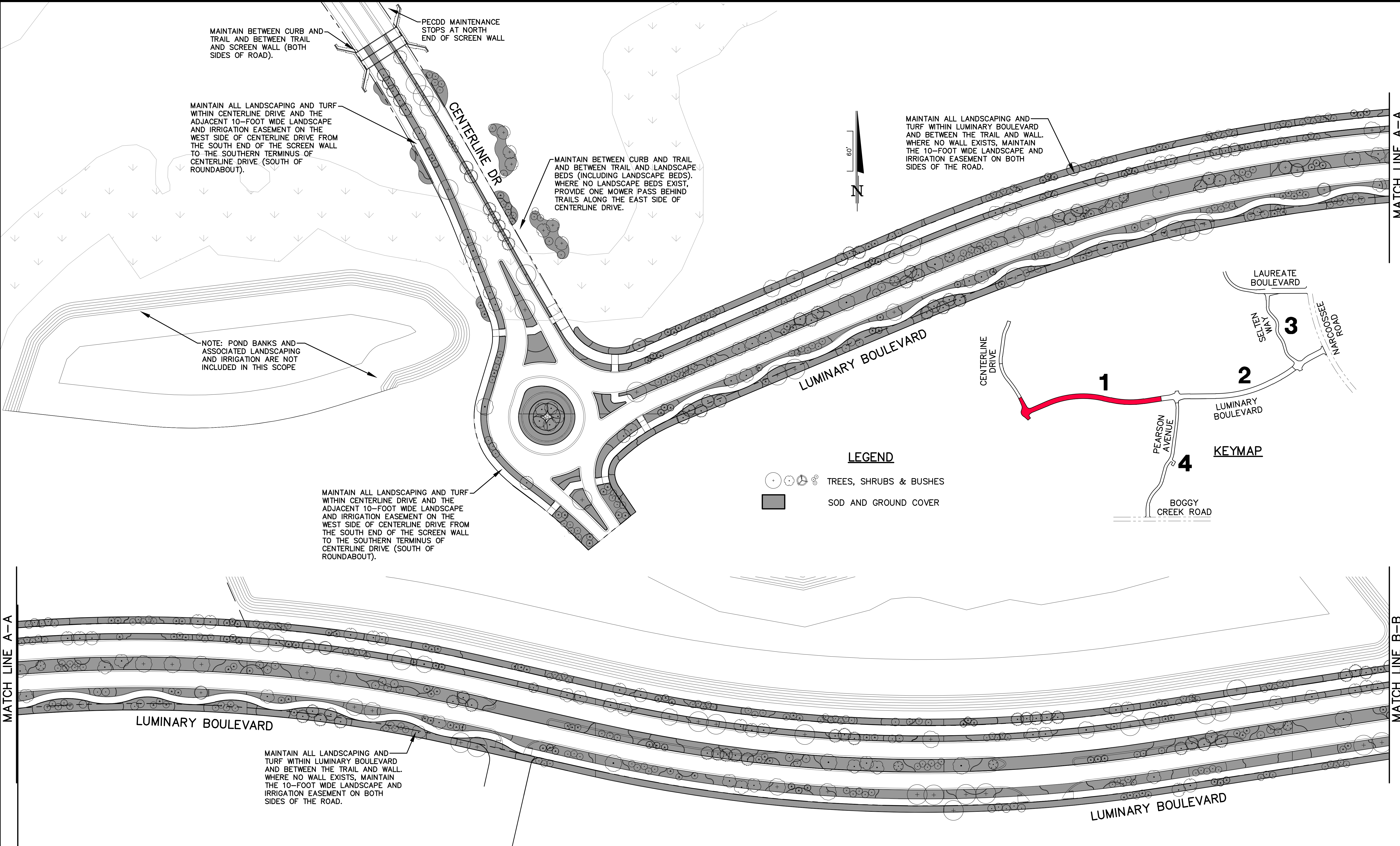
October 12, 2023
November 9, 2023
December 14, 2023
January 11, 2024
February 8, 2024
March 14, 2024
April 11, 2024
May 9, 2024
June 13, 2024
July 11, 2024
August 8, 2024
September 12, 2024

Postras East Community Development District

**Resolution 2023-13,
Amendment for Sale of Acreage
to Release Assessments**
(provided under separate cover)

Postras East Community Development District

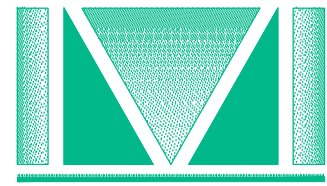
Award of Landscape and Irrigation Maintenance Services



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

DATE
APRIL 21, 2023

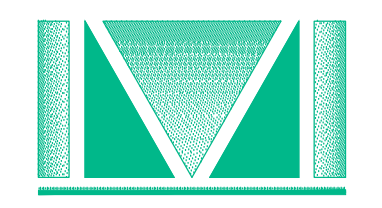
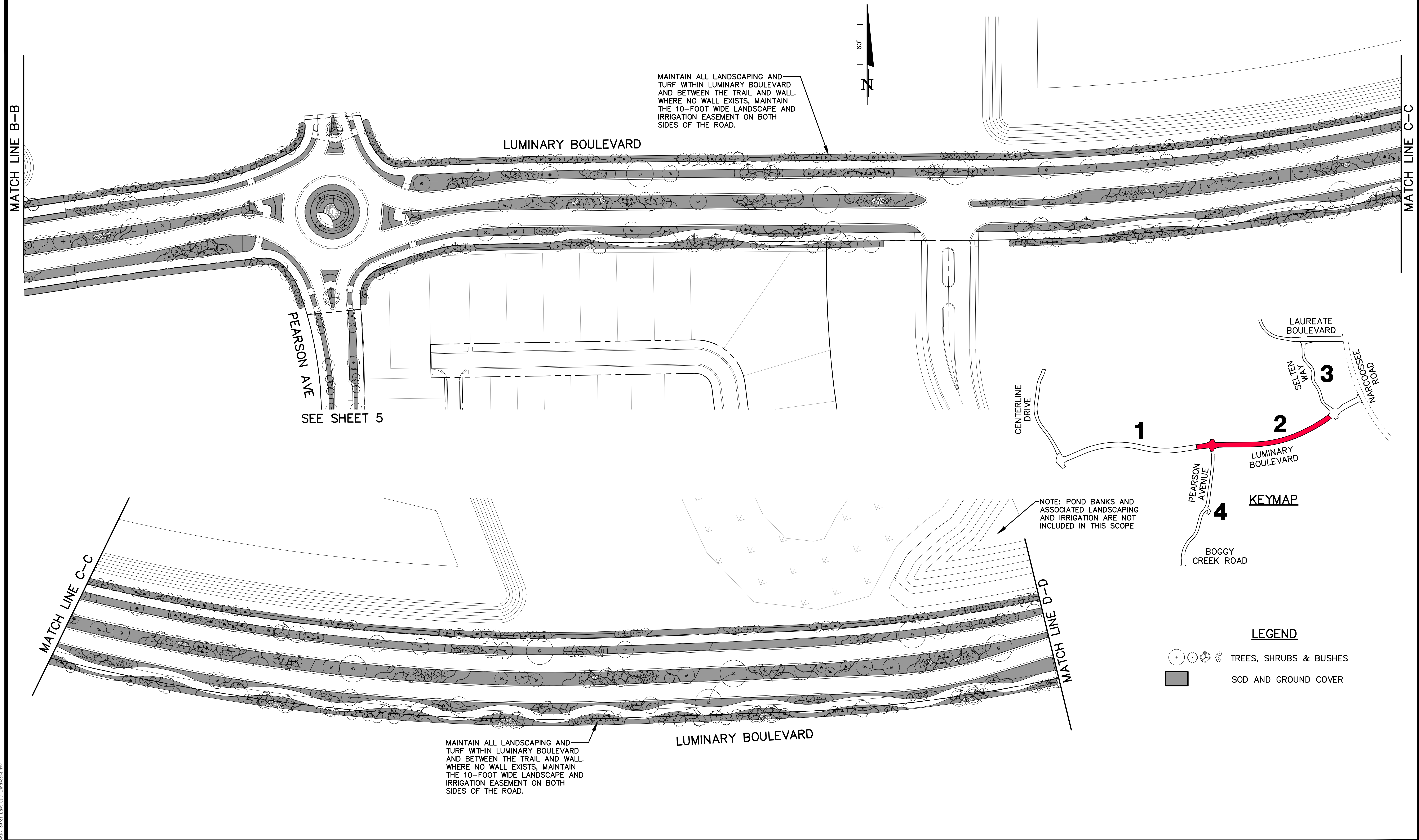
DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789



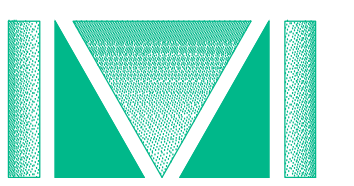
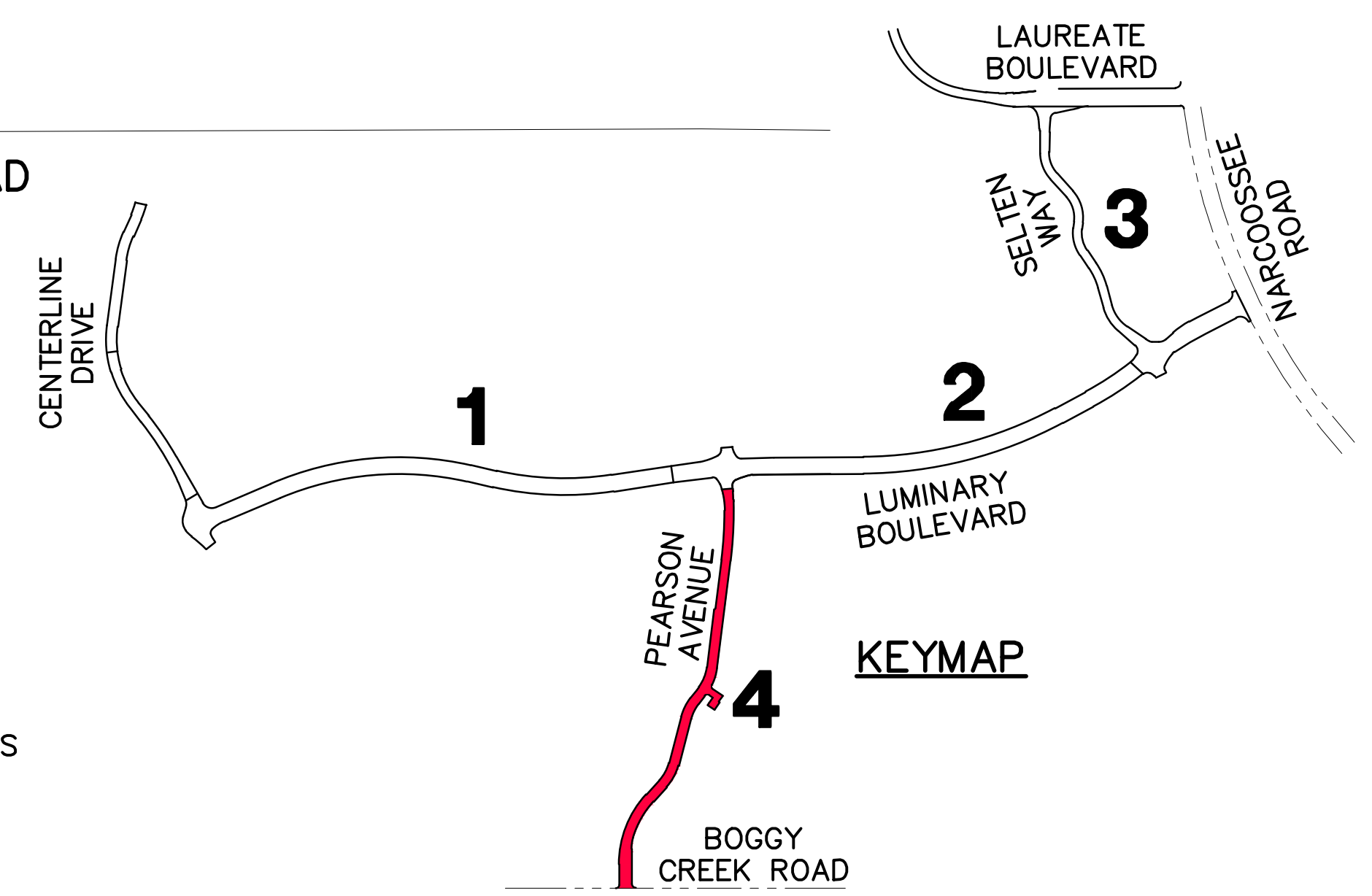
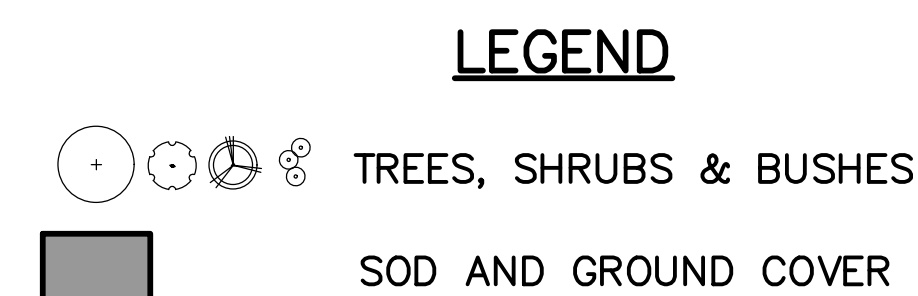
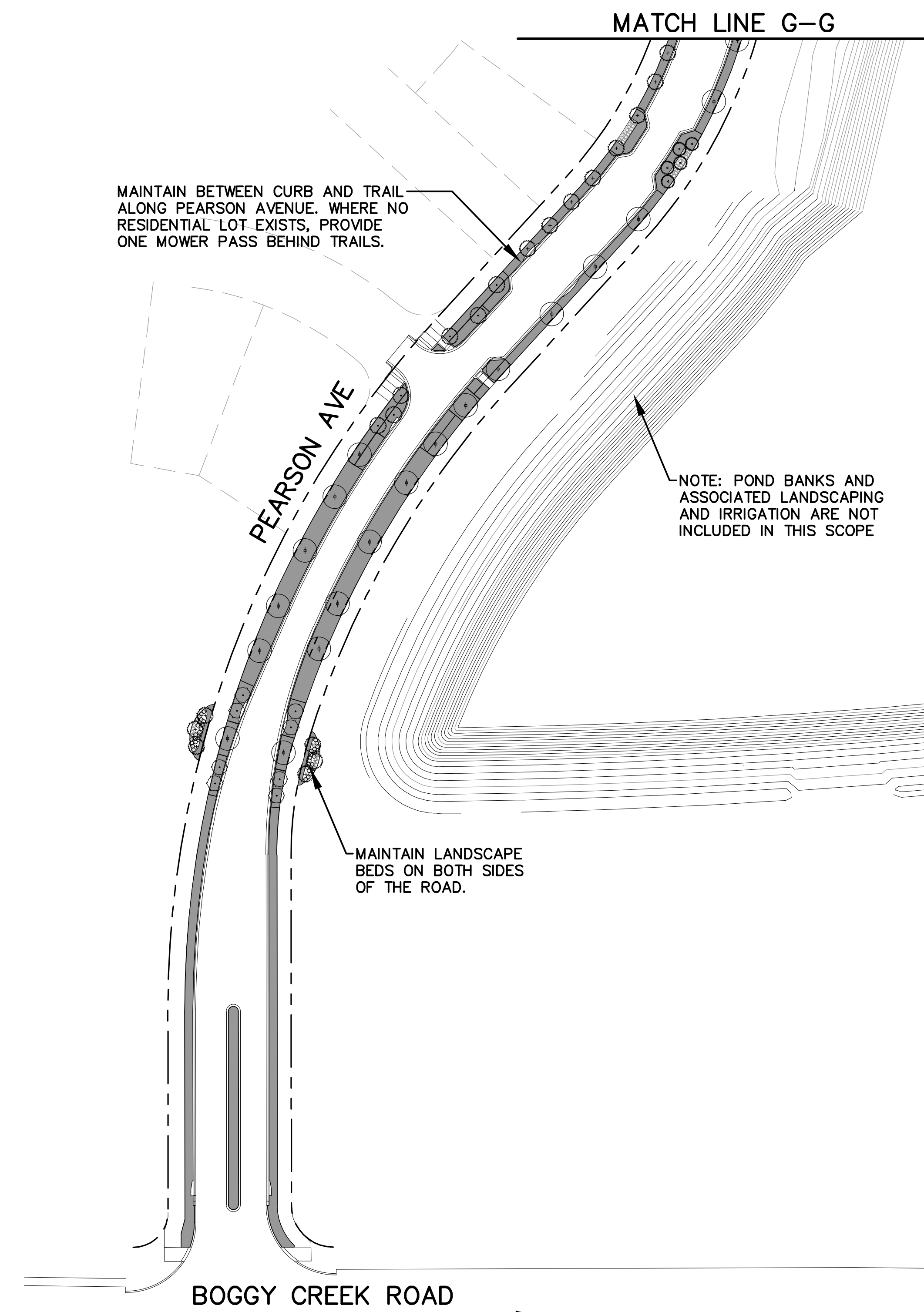
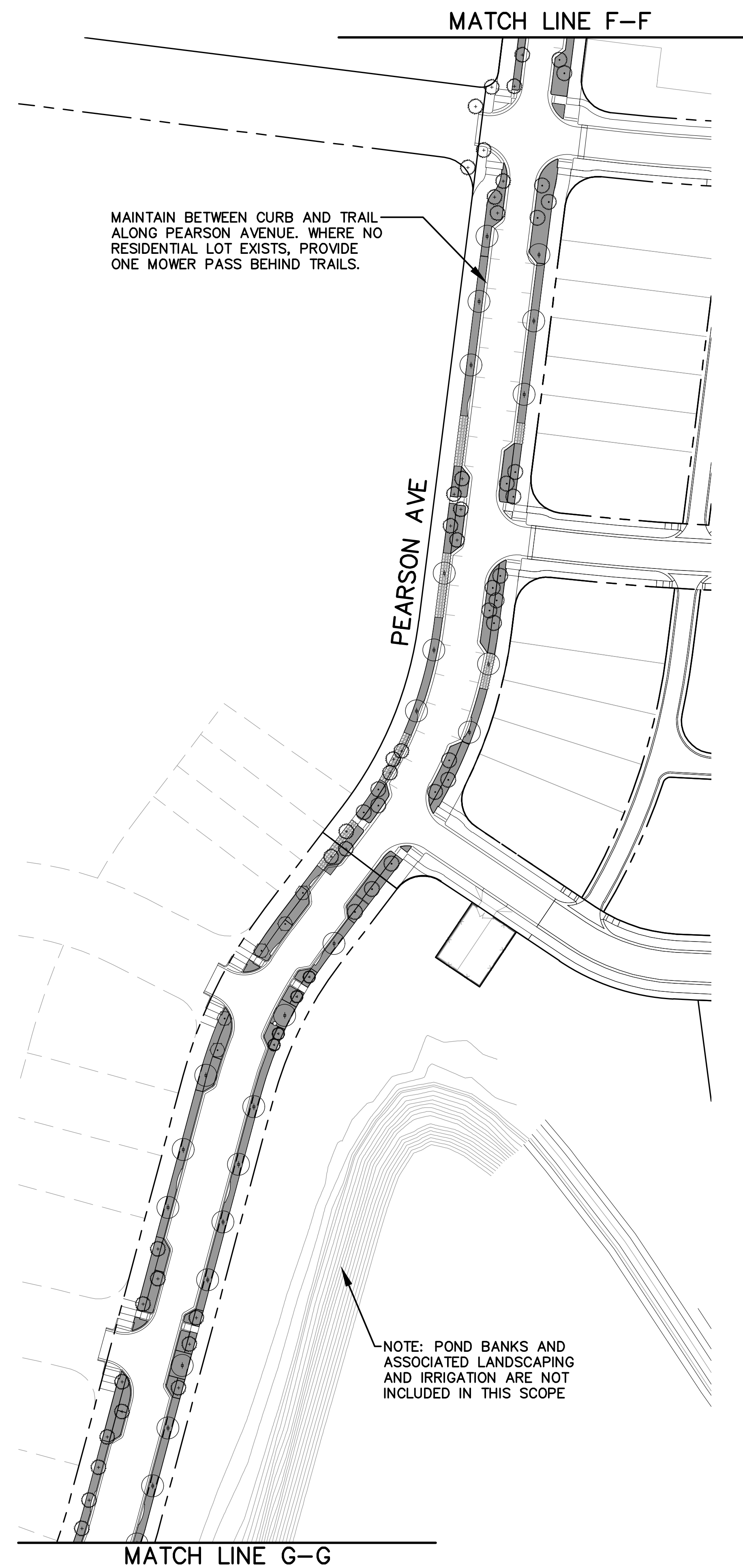
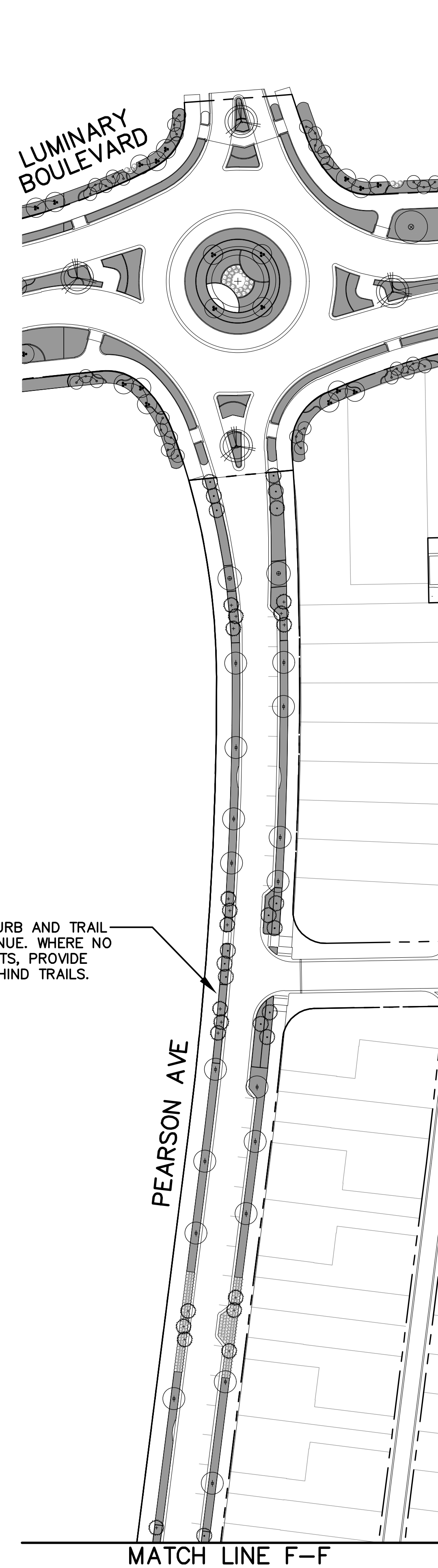
SHEET
1 OF 4

MATCH LINE B-B

MATCH LINE C-C



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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
(provided under separate cover)

Postras East Community Development District

**Landscape and Irrigation Maintenance Services
Termination Letters**
(provided under separate cover)

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 \$30,409.77**
(provided under separate cover)

Postras East Community Development District

**Requisition Nos. 2020-247 – 2020-250 Paid in
June 2023 in an amount totaling \$18,629.89**
(provided under separate cover)

Poitras East Community Development District

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

Postras East Community Development District

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