

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 **5:30 p.m. on Tuesday, August 15, 2023, at Dockside Lake Nona, 13623 Sachs Avenue, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the July 18, 2023, Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2023-14, Approving an Annual Meeting Schedule for Fiscal Year 2024**

Business Matters

- 3. **Consideration of Prequalified Contractors Extension**
- 4. **Consideration of District Management Fee Increase Letter for Fiscal Year 2024**
- 5. **Public Hearing on the Adoption of the District's Annual Budget**
 - a. **Public Comments and Testimony**
 - b. **Board Comments**
 - c. **Consideration of Resolution 2023-15, Adopting the Fiscal Year 2023 Budget and Appropriating Funds**
- 6. **Public Hearing on the Imposition of Special Assessments**
 - a. **Public Comments and Testimony**
 - b. **Board Comments**
 - c. **Consideration of Resolution 2023-16, Imposing Special Assessments and Certifying an Assessment Roll**
- 7. **Ratification of Operation and Maintenance Expenditures Paid in July 2023 in an amount totaling \$22,859.90**
- 8. **Ratification of Requisition Nos. 2020-254 – 2020-260 Paid in July 2023 in an amount totaling \$29,898.66**
- 9. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
- 10. **Review of District's Financial Position and Budget to Actual YTD**

Other Business

- A. **Staff Reports**
 - 1. **District Counsel**
 - 2. **District Manager**
 - 3. **District Engineer**
 - 4. **Construction Supervisor**
 - 5. **Landscape Supervisor**



6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



Postras East Community Development District

**Minutes of the July 18, 2023,
Board of Supervisors' Meeting**

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

Roll Call to Confirm Quorum

The Board of Supervisors' Meeting for the Poitras East Community Development District was called to order on Tuesday, July 18, 2023, at 4:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Richard Levey	Chairman
Frank Paris	Assistant Secretary
Brent Schademan	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Ryan Dugan	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	
Matt McDermott	Construction Committee Member	
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
June 5, 2023, RFP Meeting to Open
Responses for Landscape and
Irrigation Maintenance Services**

The Board reviewed the minutes of the June 5, 2023, RFP Meeting.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the June 5, 2023, RFP Meeting to Open Responses for Landscape and Irrigation Services.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
June 20, 2023, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the June 20, 2023, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the June 20, 2023, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

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

Ms. Walden stated this Resolution is to set not only the Board of Supervisors' Meeting schedule but also the Construction Committee Meeting schedule for the next Fiscal Year. For the Board of Supervisors' Meeting schedule, District staff is recommending keeping the meetings on the third Tuesday of each month at 4:00 p.m. at this location, except for November, December and March, which would be the second Tuesday of the month. For the Construction Committee Meeting schedule, District staff is recommending keeping the meetings on the 2nd Thursday of the month at 3:30 p.m. at the Tavistock offices.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2023-12, Approving an Annual Meeting Schedule for Fiscal Year 2024 setting the Board of Supervisors' Meetings on the third Tuesday of each month at 4:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827, except for November, December and March, which would be the second Tuesday of the month, and the Construction Committee Meetings on the 2nd Thursday of the month at 3:30 p.m. at the Tavistock offices, 6900 Tavistock Lakes Blvd Suite 200, Orlando, FL 32827.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-13, First Amendment to Master Assessment Methodology

Ms. Mackie stated at the time that the District adopted its Master Assessment Methodology it identified two non-developable tracts that were meant to be dedicated to the City of Orlando. One is for a public park and the other a fire station. At the time of the adoption of the Master Methodology, the actual locations of those tracts weren't known, so the District couldn't officially release them from the District's Assessment Methodology. In consultation with the Developer, they've stated they are getting ready to transfer these tracts over to the City of Orlando, so the District is being asked to consider the release of this property from its assessment lien. All of the Operation and Maintenance assessments for the current Fiscal Year have been paid on these tracts. There's no Debt Service assessment due on these tracts because they secure the BAN for which there are no Debt Service assessments due on an annual basis. PFM has prepared what is attached as Exhibit B, the First Amendment to the Master Methodology, that makes slight modification to the debt per acre assessment as a result of the tracts being removed. It doesn't result in any financial disadvantage to the District, as it's still anticipated that the number of developable units in the report will be developed and absorb any debt issued by the District.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2023-13, First Amendment to Master Assessment Methodology.

SEVENTH ORDER OF BUSINESS

Consideration of Award of Landscape and Irrigation Maintenance Services a. Construction Committee Recommendation

Ms. Walden stated the District received five bids for this service and the Construction Committee met on Thursday to review those bids. Mr. McDermott stated the rankings are included in the agenda and the Construction Committee recommends moving forward with Cepra. Collectively, the scoring of technical capability, experience, and understanding of scope was discussed, and prices were scored based on their total three-year price.

Discussion ensued regarding price among the bidders as well as points given for the other criteria.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the Construction Committee rankings with Cepra as #1, Yellowstone as #2, Down To Earth as #3, OmegaScapes as #4 and HTFL as #5, and authorized District staff to execute a contract with Cepra.

EIGHTH ORDER OF BUSINESS

Consideration of Landscape and Irrigation Maintenance Services Termination Letters

Mr. McDermott stated the new landscape maintenance contract with Cepra will start October 1, 2023, and these letters would terminate the three current landscape maintenance contracts for the District, which all have terms that run beyond the start date of the new contract with Cepra. The current contracts require 30 days' notice of early termination, and these letters will be mailed out in advance of the 30-day notice requirement. He noted all letters are addressed to the right people and provide for a termination date of September 30, 2023.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Landscape and Irrigation Maintenance Services Termination Letters.

NINTH ORDER OF BUSINESS

Consideration of Amendment to Landscape, Irrigation and Hardscape

**and Lighting Agreement for Luminary
Boulevard Phase 1C**

Ms. Mackie stated this item relates to the conveyance of the property to the fire station. The District has an existing Landscape, Irrigation and Hardscape and Lighting Agreement, but the City has requested certain provisions regarding access to and from the fire station site. She noted she has reviewed this document and doesn't have any comments.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Amendment to Landscape, Irrigation and Hardscape and Lighting Agreement for Luminary Boulevard Phase 1C.

TENTH ORDER OF BUSINESS

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

Dr. Levey stated these expenditures have been approved and need to be ratified.

On motion by Mr. Paris, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in June 2023 in an amount totaling \$16,702.52.

ELEVENTH ORDER OF BUSINESS

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

Dr. Levey stated these Requisitions have been approved and need to be ratified.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2020-247 – 2020-253 Paid in June 2023 in an amount totaling \$47,584.98.

TWELFTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed Services**

Dr. Levey stated there were no Work Authorizations.

THIRTEENTH ORDER OF BUSINESS

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

Ms. Walden stated through June, the District has expenses of just under \$237,000.00 versus an overall budget of \$412,000.00. So, the District has spent approximately 57% 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, August 15, 2023, at 5:30 p.m. at Dockside Lake Nona.

District Engineer – Mr. Newton explained that Phase 1C is in the process of being closed out.

Mr. Newton noted the pre-qualified contractor list for this District was approved in August of 2021. It was good for two years with a two-year extension, so that will come back to this Board next month with a recommendation from the Construction Committee.

Construction Supervisor – No report.

Landscape Supervisor – Ms. Sharenow stated District staff is currently still struggling with ULS getting work done, maintenance issues, and other items. District staff is monitoring the situation closely and is trying to work with ULS, but the improvement is not where District staff would like it to be.

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 Mr. Paris, with all in favor, the July 18, 2023, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

Secretary / Assistant Secretary

Chair / Vice Chair

**Postras East
Community Development District**

**Resolution 2023-14,
Approving an Annual Meeting Schedule
for Fiscal Year 2024**

RESOLUTION 2023-14

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 15th day of August, 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 in the office of Tavistock Development Company, 6900 Tavistock Lakes Blvd #200, Orlando, FL 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 7, 2023
January 11, 2024
February 8, 2024
March 7, 2024
April 11, 2024
May 9, 2024
June 13, 2024
July 11, 2024
August 8, 2024
September 12, 2024

Postras East Community Development District

Prequalified Contractors Extension

**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT
PREQUALIFIED CONTRACTORS**

August 2021

- Garney Construction
- Hubbard Construction Company
- JMHC, Inc.
- Jon M. Hall Company
- Jr. Davis Construction Company
- The Middlesex Corporation
- Phillips & Jordan
- Prime Construction Group
- Southern Development & Construction
- Watson Civil Construction

Note:

Cathcart Construction still good through December 2021.

Postras East Community Development District

**District Management Fee Increase Letter
for Fiscal Year 2024**



August 1, 2023

Dr. Richard Levey
Chairman of the Board of Supervisors
Poitras East Community Development District
3501 Quadrangle Boulevard, Suite 270
Orlando, FL 32817

Dear Dr. Levey:

pfm

3501 Quadrangle Blvd.
Suite 270
Orlando, FL 32817
407.723.5900

pfm.com

Thank you for the opportunity to continue serving as District Manager to the Poitras East Community Development District (the "District"). The agreement in place between our firm and the District dated January 15, 2019 provides for the review and adjustment annually of our fees pursuant to the District's annual budget process. We are respectfully requesting a fee increase from \$35,000 to \$38,500 for the year.

Please note this change will be effective on the billing for October 2023, in conjunction with the District's new Fiscal Year.

Provided the changes are acceptable, please have an authorized official of the District sign and return a copy of this letter to us to acknowledge the increase.

Sincerely,

PFM GROUP CONSULTING LLC


Senior District Manager

Accepted by:

(Signature)

(Print Name)

(Date)

**Postras East
Community Development District**

**Resolution 2023-15,
Adopting the Fiscal Year 2024 Budget and
Appropriating Funds**

RESOLUTION 2023-15

THE ANNUAL APPROPRIATION RESOLUTION OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors ("**Board**") of the Poitras East Community Development District ("**District**") proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Poitras East Community Development District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND(S)	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 15TH DAY OF AUGUST 2023.

ATTEST:

**POITRAS EAST COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A

Postras East CDD
FY 2024 Proposed O&M Budget

	Actual Through 07/31/2023	Anticipated 08/2023 - 09/2023	Anticipated FY 2023 Total	FY 2023 Adopted Budget	FY 2024 Proposed Budget
<u>Revenues</u>					
On-Roll Assessments	\$ 248,655.04	\$ 112,569.96	\$ 361,225.00	\$ 361,225.00	\$ 722,450.00
Off-Roll Assessments	49,641.99	-	49,641.99	-	-
Other Income & Other Financing Sources	4,258.00	-	4,258.00	-	-
Carryforward Revenue	42,916.67	8,583.33	51,500.00	51,500.00	75,000.00
Net Revenues	\$ 345,471.70	\$ 121,153.29	\$ 466,624.99	\$ 412,725.00	\$ 797,450.00
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 1,600.00	\$ 400.00	\$ 2,000.00	\$ 4,800.00	\$ 4,800.00
D&O Insurance	2,694.00	-	2,694.00	3,025.00	3,100.00
Trustee Services	5,648.38	-	5,648.38	6,000.00	13,451.64
Management	26,250.03	8,749.97	35,000.00	35,000.00	38,500.00
Engineering	13,323.56	4,441.20	17,764.76	12,000.00	19,500.00
Disclosure	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
Property Appraiser	-	-	-	200.00	200.00
District Counsel	25,486.56	8,495.52	33,982.08	30,000.00	30,000.00
Assessment Administration	15,000.00	-	15,000.00	7,500.00	7,500.00
Reamortization Schedules	-	250.00	250.00	250.00	250.00
Audit	5,000.00	1,000.00	6,000.00	6,000.00	10,500.00
Arbitrage Calculation	1,000.00	-	1,000.00	500.00	1,000.00
Travel and Per Diem	36.21	7.24	43.45	300.00	300.00
Telephone	-	8.34	8.34	50.00	25.00
Postage & Shipping	209.97	42.00	251.97	500.00	500.00
Copies	-	166.66	166.66	1,000.00	1,000.00
Legal Advertising	4,131.29	1,377.09	5,508.38	12,000.00	12,000.00
Bank Fees	-	-	-	180.00	180.00
Miscellaneous	-	1,085.84	1,085.84	6,515.00	7,000.00
Meeting Room	948.24	316.08	1,264.32	400.00	800.00
Office Supplies	125.00	125.00	250.00	250.00	250.00
Web Site Maintenance	2,250.00	870.00	3,120.00	2,820.00	2,820.00
Holiday Decorations	-	166.66	166.66	1,000.00	5,000.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	\$ 106,378.24	\$ 30,001.60	\$ 136,379.84	\$ 135,465.00	\$ 163,851.64
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 1,980.74	\$ 660.24	\$ 2,640.98	\$ 5,000.00	\$ 5,000.00
Water-Sewer Combination Services					
Water Reclaimed	10,299.93	3,433.32	13,733.25	30,000.00	30,000.00
Other Physical Environment					
General Insurance	3,294.00	-	3,294.00	3,700.00	3,700.00
Property & Casualty	10,903.00	-	10,903.00	8,800.00	15,000.00
Other Insurance	-	-	-	100.00	100.00
Irrigation Repairs	2,976.00	992.01	3,968.01	15,000.00	25,000.00
Landscaping Maintenance & Material	39,938.76	13,312.92	53,251.68	53,160.00	290,000.00
Tree Trimming	-	500.00	500.00	500.00	20,000.00
Flower & Plant Replacement	2,201.00	5,299.00	7,500.00	7,500.00	25,000.00
Contingency	1,332.53	4,666.66	5,999.19	28,000.00	30,798.36
Road & Street Facilities					
Entry and Wall Maintenance	-	500.00	500.00	3,000.00	6,000.00
Hardscape Maintenance	-	833.34	833.34	5,000.00	10,000.00
Alleyway Maintenance	-	1,666.66	1,666.66	10,000.00	10,000.00
Streetlights	1,776.64	592.20	2,368.84	25,000.00	41,500.00
Accent Lighting	-	83.34	83.34	500.00	500.00
Liftstation Maintenance	5,925.21	1,975.08	7,900.29	15,000.00	30,000.00
Parks & Recreation					
Personnel Leasing Agreement	10,550.00	1,450.00	12,000.00	12,000.00	36,000.00
Reserves					
Infrastructure Capital Reserve	40,000.00	-	40,000.00	40,000.00	40,000.00
Alleyway Reserve	15,000.00	-	15,000.00	15,000.00	15,000.00
Total Field Operations Expenses	\$ 146,177.81	\$ 35,964.77	\$ 182,142.58	\$ 277,260.00	\$ 633,598.36
Total Expenses	\$ 252,556.05	\$ 65,966.37	\$ 318,522.42	\$ 412,725.00	\$ 797,450.00
Income (Loss) from Operations	\$ 92,915.65	\$ 55,187.00	\$ 148,102.57	\$ -	\$ -
<u>Other Income (Expense)</u>					
Interest Income	\$ 1,977.56	\$ 659.19	\$ 2,636.75	\$ -	\$ -
Total Other Income (Expense)	\$ 1,977.56	\$ 659.19	\$ 2,636.75	\$ -	\$ -
Net Income (Loss)	\$ 94,893.21	\$ 55,846.19	\$ 150,739.32	\$ -	\$ -

Poitras East Community Development District
FY 2024 Proposed Debt Service Budget

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

Poitras East CDD Budget Item Descriptions FY 2023 – 2024

Revenues

On-Roll Assessments

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. Assessments collected via the tax collector are referred to as “On-Roll Assessments.”

Carryforward Revenue

Unused income from a prior year which is available as cash for the current year.

General & Administrative Expenses

Supervisor Fees

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for meeting attendance and to receive up to \$200.00 per meeting plus payroll taxes. The amount for the Fiscal Year is based upon all supervisors attending the meetings.

Directors’ & Officers’ (D&O) Insurance

Supervisors’ and Officers’ liability insurance.

Trustee Services

The Trustee submits invoices annually for services rendered on bond series. These fees are for maintaining the district trust accounts.

Management

The District receives Management and Administrative services as part of a Management Agreement with PFM Group Consulting, LLC. These services are further outlined in Exhibit “A” of the Management Agreement.

Engineering

The District’s engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of invoices, and all other engineering services as requested by the district throughout the year.

Disclosure

When bonds are issued for the District, the Bond Indenture requires continuing disclosure, which the dissemination agent provides to the trustee and bond holders.

Poitras East CDD Budget Item Descriptions FY 2023 – 2024

Property Appraiser

The cost incurred for a copy of the annual parcel listing for parcels within the District from the county.

District Counsel

The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts, and all other legal services as requested by the District throughout the year.

Assessment Administration

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. It is typically collected via the Tax Collector. The District Manager submits an Assessment Roll to the Tax Collector annually by the deadline set by the Tax Collector or Property Appraiser.

Reamortization Schedules

When debt is paid on a bond series, a new amortization schedule must be recalculated. This can occur up to four times per year per bond issue.

Audit

Chapter 218 of the Florida Statutes requires a District to conduct an annual financial audit by an Independent Certified Public Accounting firm. Some exceptions apply.

Arbitrage Calculation

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

Travel and Per Diem

Travel to and from meetings as related to the District.

Telephone

Telephone and fax machine services.

Postage & Shipping

Mail, overnight deliveries, correspondence, etc.

Copies

Printing and binding Board agenda packages, letterhead, envelopes, and copies.

Poitras East CDD Budget Item Descriptions FY 2023 – 2024

Legal Advertising

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to, monthly meetings, special meetings, and public hearings for the District.

Bank Fees

Bank fees associated with the services the District uses with the bank (e.g. remote deposit capture, positive pay, wire transfers, ACH payments, monthly maintenance, etc.).

Miscellaneous

Other general & administrative expenses incurred throughout the year.

Meeting Room

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

Office Supplies

General office supplies associated with the District.

Web Site Maintenance

Website maintenance fee.

Holiday Decorations

District decorations for the holidays.

Dues, Licenses & Fees

The District is required to pay an annual fee to the Department of Economic Opportunity.

Field Operations

Electric Utility Services

Electric

The District pays for electric meters used on District-owned roads.

Water-Sewer Combination Services

Water Reclaimed

Water used for irrigation.

Poitras East CDD Budget Item Descriptions FY 2023 – 2024

Other Physical Environment

General Insurance

General liability insurance.

Property & Casualty Insurance

Insurance to protect property and cover casualty.

Other Insurance

Insurance to protect the District not otherwise covered under D&O, General, or Property & Casualty.

Irrigation Repairs

Inspection and repair of irrigation system.

Landscaping Maintenance & Material

Contracted landscaping within the boundaries of the District.

Tree Trimming

Trimming of trees on District property.

Flower & Plant Replacement

Purchase of materials and labor to replace flowers and plants within the District.

Contingency

Other Field Operations expenses incurred throughout the year.

Road & Street Facilities

Entry and Wall Maintenance

Maintenance of entrance(s) and walls within the District.

Hardscape Maintenance

Purchase or maintenance of hard, yet “movable,” parts of landscape, such gravel, paving, and stones.

Alleyway Maintenance

Maintenance for alleyways within the District.

Streetlights

Streetlighting expenses within the District.

Poitras East CDD Budget Item Descriptions FY 2023 – 2024

Accent Lighting

Accent lighting expenses within the District.

Lift station Maintenance

Lift station expenses within the District.

Parks & Recreation

Personnel Leasing Agreement

The lease of outside personnel per signed agreement.

Reserves

Infrastructure Capital Reserve

Funds reserved for infrastructure capital repairs/maintenance/replacement. These funds are kept in a separate bank account.

Alleyway Reserve

Funds reserved for alleyway repairs. These funds are kept in a separate bank account.

Other Revenue

Interest Income

Income from interest earnings.

Postras East Community Development District

Resolution 2023-16, Imposing Special Assessments and Certifying an Assessment Roll

RESOLUTION 2022-16

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Poitras East Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in the City of Orlando, Orange County, Florida ("**County**") ; and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A,"** and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll ("**Assessment Roll**") attached to this Resolution as **Exhibit "B,"** and to certify the portion of the Assessment Roll related to certain developed property ("**Tax Roll Property**") to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property ("**Direct Collect Property**"), all as set forth in **Exhibit "B;"** and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits "A" and "B,"** and is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**

- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits “A” and “B.”** Assessments directly collected by the District are due in full on December 1, 2023; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2023, 25% due no later than February 1, 2024 and 25% due no later than May 1, 2024. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2023/2024, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.
- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 15th day of August 2023.

ATTEST:

**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Budget

Exhibit B: Assessment Roll (Uniform Method)
Assessment Roll (Direct Collect)

Exhibit A
Budget

Postras East CDD
FY 2024 Proposed O&M Budget

	Actual Through 07/31/2023	Anticipated 08/2023 - 09/2023	Anticipated FY 2023 Total	FY 2023 Adopted Budget	FY 2024 Proposed Budget
<u>Revenues</u>					
On-Roll Assessments	\$ 248,655.04	\$ 112,569.96	\$ 361,225.00	\$ 361,225.00	\$ 722,450.00
Off-Roll Assessments	49,641.99	-	49,641.99	-	-
Other Income & Other Financing Sources	4,258.00	-	4,258.00	-	-
Carryforward Revenue	42,916.67	8,583.33	51,500.00	51,500.00	75,000.00
Net Revenues	\$ 345,471.70	\$ 121,153.29	\$ 466,624.99	\$ 412,725.00	\$ 797,450.00
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 1,600.00	\$ 400.00	\$ 2,000.00	\$ 4,800.00	\$ 4,800.00
D&O Insurance	2,694.00	-	2,694.00	3,025.00	3,100.00
Trustee Services	5,648.38	-	5,648.38	6,000.00	13,451.64
Management	26,250.03	8,749.97	35,000.00	35,000.00	38,500.00
Engineering	13,323.56	4,441.20	17,764.76	12,000.00	19,500.00
Disclosure	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
Property Appraiser	-	-	-	200.00	200.00
District Counsel	25,486.56	8,495.52	33,982.08	30,000.00	30,000.00
Assessment Administration	15,000.00	-	15,000.00	7,500.00	7,500.00
Reamortization Schedules	-	250.00	250.00	250.00	250.00
Audit	5,000.00	1,000.00	6,000.00	6,000.00	10,500.00
Arbitrage Calculation	1,000.00	-	1,000.00	500.00	1,000.00
Travel and Per Diem	36.21	7.24	43.45	300.00	300.00
Telephone	-	8.34	8.34	50.00	25.00
Postage & Shipping	209.97	42.00	251.97	500.00	500.00
Copies	-	166.66	166.66	1,000.00	1,000.00
Legal Advertising	4,131.29	1,377.09	5,508.38	12,000.00	12,000.00
Bank Fees	-	-	-	180.00	180.00
Miscellaneous	-	1,085.84	1,085.84	6,515.00	7,000.00
Meeting Room	948.24	316.08	1,264.32	400.00	800.00
Office Supplies	125.00	125.00	250.00	250.00	250.00
Web Site Maintenance	2,250.00	870.00	3,120.00	2,820.00	2,820.00
Holiday Decorations	-	166.66	166.66	1,000.00	5,000.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	\$ 106,378.24	\$ 30,001.60	\$ 136,379.84	\$ 135,465.00	\$ 163,851.64
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 1,980.74	\$ 660.24	\$ 2,640.98	\$ 5,000.00	\$ 5,000.00
Water-Sewer Combination Services					
Water Reclaimed	10,299.93	3,433.32	13,733.25	30,000.00	30,000.00
Other Physical Environment					
General Insurance	3,294.00	-	3,294.00	3,700.00	3,700.00
Property & Casualty	10,903.00	-	10,903.00	8,800.00	15,000.00
Other Insurance	-	-	-	100.00	100.00
Irrigation Repairs	2,976.00	992.01	3,968.01	15,000.00	25,000.00
Landscaping Maintenance & Material	39,938.76	13,312.92	53,251.68	53,160.00	290,000.00
Tree Trimming	-	500.00	500.00	500.00	20,000.00
Flower & Plant Replacement	2,201.00	5,299.00	7,500.00	7,500.00	25,000.00
Contingency	1,332.53	4,666.66	5,999.19	28,000.00	30,798.36
Road & Street Facilities					
Entry and Wall Maintenance	-	500.00	500.00	3,000.00	6,000.00
Hardscape Maintenance	-	833.34	833.34	5,000.00	10,000.00
Alleyway Maintenance	-	1,666.66	1,666.66	10,000.00	10,000.00
Streetlights	1,776.64	592.20	2,368.84	25,000.00	41,500.00
Accent Lighting	-	83.34	83.34	500.00	500.00
Liftstation Maintenance	5,925.21	1,975.08	7,900.29	15,000.00	30,000.00
Parks & Recreation					
Personnel Leasing Agreement	10,550.00	1,450.00	12,000.00	12,000.00	36,000.00
Reserves					
Infrastructure Capital Reserve	40,000.00	-	40,000.00	40,000.00	40,000.00
Alleyway Reserve	15,000.00	-	15,000.00	15,000.00	15,000.00
Total Field Operations Expenses	\$ 146,177.81	\$ 35,964.77	\$ 182,142.58	\$ 277,260.00	\$ 633,598.36
Total Expenses	\$ 252,556.05	\$ 65,966.37	\$ 318,522.42	\$ 412,725.00	\$ 797,450.00
Income (Loss) from Operations	\$ 92,915.65	\$ 55,187.00	\$ 148,102.57	\$ -	\$ -
<u>Other Income (Expense)</u>					
Interest Income	\$ 1,977.56	\$ 659.19	\$ 2,636.75	\$ -	\$ -
Total Other Income (Expense)	\$ 1,977.56	\$ 659.19	\$ 2,636.75	\$ -	\$ -
Net Income (Loss)	\$ 94,893.21	\$ 55,846.19	\$ 150,739.32	\$ -	\$ -

Poitras East Community Development District
FY 2024 Proposed Debt Service Budget

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

Exhibit B
Assessment Roll -
On file with the District Manager

Postras East Community Development District

**Operation and Maintenance Expenditures Paid in
July 2023 in an amount totaling \$22,859.90**

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 July 1, 2023 through July 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$22,859.90**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Poitras East CDD
AP Check Register (Current by Bank)
Check Dates: 7/1/2023 to 7/31/2023

check No.	ate	tatus*	Vendor ID	Payee Name	Amount
BANK ID: FCB - FLORIDA COMMUNITY BANK					001-101-0000-00-01
1423	07/10/23	M	BERMAN	Berman Construction	\$1,000.00
1424	07/10/23	M	BROWNI	Brownies Septic and Plumbing	\$1,725.00
1425	07/10/23	M	DONMC	Donald W McIntosh Associates	\$3,446.02
1426	07/10/23	M	ORLSEN	Orlando Sentinel	\$223.25
1427	07/10/23	M	PFMGC	PFM Group Consulting	\$3,051.22
1428	07/10/23	M	RLEVEY	Richard Levey	\$200.00
1429	07/10/23	M	ULS	United Land Services	\$2,329.00
1430	07/10/23	M	USIC	USIC Locating Services	\$439.68
1431	07/10/23	M	VGLOBA	VGlobalTech	\$135.00
1432	07/17/23	M	BERMAN	Berman Construction	\$1,000.00
1433	07/17/23	M	DONMC	Donald W McIntosh Associates	\$4,937.50
1434	07/17/23	M	KUTAK	Kutak Rock	\$2,400.27
1435	07/17/23	M	USIC	USIC Locating Services	\$332.18
BANK FCB REGISTER TOTAL:					\$21,219.12
GRAND TOTAL :					\$21,219.12

21,219.12	Checks 1423-1435
1,640.78	PA 198 - OUC paid online
22,859.90	O&M cash spent

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

Postras East Community Development District

Payment Authorization #193

6/2/2023

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction LLC June Administrator & Irrigation Specialist	37009	\$ 1,000.00
2	Ceptra Landscape Plant Replacements	O-S4356	\$ 2,201.00
3	Grau and Associates FY 2022 Audit	24272	\$ 3,500.00
4	Kutak Rock General Counsel Through 04/30/2023	3225495	\$ 3,374.56
5	United Land Services June Landscaping	29658	\$ 2,329.00
6	VGlobalTech 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

TOTAL \$ 13,844.56


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	Brownies Septic and Plumbing		
	Lift Station Cleaning	i111432	\$ 1,575.00
	June Monthly Maintenance	i112556	\$ 150.00
2	Donald W McIntosh Associates		
	Public Facilities Report Preparation Services Through 05/19/2023	44245	\$ 3,000.00
	Engineering Services Through 05/19/2023	44246	\$ 446.02
3	OUC		
	Acct: 2989510986 ; Service 05/02/2023 - 06/01/2023	--	\$ 3,270.29
4	PFM Group Consulting		
	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	USIC		
	May Tickets	590727	\$ 439.68
6	VGlobalTech		
	June Website Maintenance	5115	\$ 135.00
TOTAL			\$ 12,067.21


District Manager / Assistant DM


Chairperson


6/12/23

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

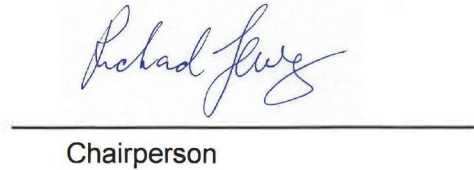
Postras East Community Development District

Payment Authorization #195

6/23/2023

Item No.	Payee	Invoice Number	General Fund
1	OUC Acct: 2989510986 ; Service 04/03/2023 - 05/02/2023	--	\$ 1,381.33
2	Supervisor Fees - 06/20/2023 Meeting Richard Levey	--	\$ 200.00
TOTAL			\$ 1,581.33


District Manager / Assistant DM


Chairperson

RECEIVED

By Amanda Lane at 6:17 pm, Jun 26, 2023

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

Daniel J. Young

Digitally signed by Daniel J. Young
DN: C=US,
E=dan.young@tavistock.com,
O=Tavistock Development Co., CN=Daniel J. Young
Date: 2023.06.26 08:49:04-04'00'

Postras East Community Development District

Payment Authorization #196

6/30/2023

Item No.	Payee	Invoice Number	General Fund
1	Orlando Sentinel Legal Advertising on 06/12/2023 (Ad: 7438531)	OSC74809565	\$ 223.25
TOTAL			\$ 223.25


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 10:45 am, Jul 05, 2023

Daniel J. Young

Digitally signed by Daniel J. Young
DN: C=US,
E=dan.young@tavistock.com,
O=Tavistock Development Co.,
CN=Daniel J. Young
Date: 2023.07.04 07:02:15-04'00'

Poitras East Community Development District

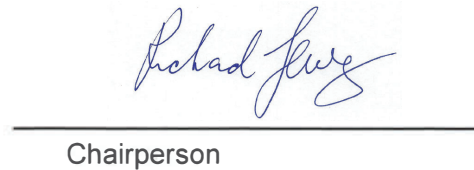
Payment Authorization #197

7/8/2023

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction LLC July Administrator & Irrigation Specialist	7740	\$,000.00
2	Donald W McIntosh Associates Public Facilities Report Preparation	78	\$,500.00
	Engineering Services Through 6/16/2023	79	\$ 7.50
3	Kutak Rock LLC General Counsel Through 5/30/2023	5	\$,400.27
	USIC June Tickets	597522	\$.18

TOTAL \$,669.95


District Manager / Assistant DM


Chairperson

Poitras East Community Development District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 70
Orlando, FL 817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 1:23 pm, Jul 12, 2023

Daniel . oung

Digitally signed by Daniel J. Young
DN: C=US,
=dan.young@tavistock.com,
=Tavistock Development
Co., CN=Daniel J. Young
Date: 2023. 7. 14:58:14-04'00'

Postras East Community Development District

**Requisition Nos. 2020-254 – 2020-260 Paid in
July 2023 in an amount totaling \$29,898.66**

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 July 1, 2023 through July 31, 2023. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
S2020-254	Boggy Creek Improvement District	\$47.65
S2020-255	Cepra Landscape	\$1,750.00
S2020-256	Donald W McIntosh Associates	\$3,989.27
S2020-257	Kutak Rock	\$2,018.00
S2020-258	Boggy Creek Improvement District	\$47.65
S2020-259	Cepra Landscape	\$5,246.09
S2020-260	HTFL	\$16,800.00
		\$29,898.66

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

DATE:	June 30, 2023	REQUISITION NO:	254
PAYEE:	Boggy Creek Improvement District	AMOUNT DUE:	\$47.65
ADDRESS:	c/o PFM Group Consulting 3501 Quadrangle Boulevard, Ste. 270 Orlando, FL 32817	FUND:	<u>Acquisition/Construction</u>
ITEM:	Reimbursement for Construction-Related Legal Advertising, Split Between Boggy Creek, Greenway, Myrtle Creek, Poitras East, and Midtown, Paid to Orlando Sentinel Out of Boggy Creek Series 2013 Construction Funds (Reference OSC74433012 ; Ad: 7438465), Req. 2013-412		

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:  7/5/23
DISTRICT ENGINEER Jeffrey J. Newton, PE

RECEIVED

By Amanda Lane at 4:06 pm, Jul 05, 2023

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

DATE:	June 30, 2023	REQUISITION NO:	255
PAYEE:	Ceptra Landscape	AMOUNT DUE:	\$1,750.00
ADDRESS:	PO Box 865 Oakland, FL 34760	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice O-S4459 for Selten Way Storm Damage on June 17		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2020 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2020 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.


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POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT

BY: 
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  7/5/23
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	July 14, 2023	REQUISITION NO:	256
PAYEE:	Donald W McIntosh Associates Inc	AMOUNT DUE:	\$3,989.27
ADDRESS:	2200 Park Avenue North Winter Park, FL 32789	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none">• Invoice 44380 for Project 18124 (Poitras East CDD) Engineering Services Through 06/16/2023 – \$1,414.77• Invoice 44384 for Project 21556 (Poitras East Master Infrastructure Phase 1D) Engineering Services Through 06/16/2023 – \$78.00• Invoice 44387 for Project 23524 (Poitras East – Lift Station G Evaluation) Engineering Services Through 06/16/2023 – \$2,496.50		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2020 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2020 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.


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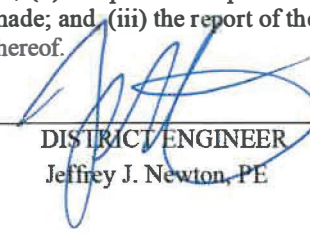
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POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT

BY: 
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY: 
DISTRICT ENGINEER
Jeffrey J. Newton, PE

7/14/23

RECEIVED

By Amanda Lane at 8:50 am, Jul 17, 2023

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

DATE:	July 14, 2023	REQUISITION NO:	257
PAYEE:	Kutak Rock	AMOUNT DUE:	\$2,018.00
ADDRESS:	PO Box 30057 Omaha, NE 68103-1157	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 3240206 for Project 15623-2 (Project Construction) Through 05/31/2023		

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.


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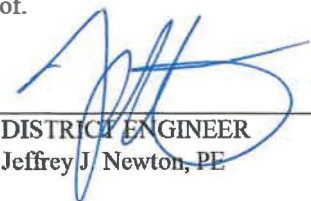
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POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT

BY: 
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY: 
DISTRICT ENGINEER
Jeffrey J. Newton, PE

RECEIVED

By Amanda Lane at 8:50 am, Jul 17, 2023

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

DATE:	July 21, 2023	REQUISITION NO:	258
PAYEE:	Boggy Creek Improvement District	AMOUNT DUE:	\$47.65
ADDRESS:	c/o PFM Group Consulting 3501 Quadrangle Boulevard, Ste. 270 Orlando, FL 32817	FUND:	<u>Acquisition/Construction</u>
ITEM:	Reimbursement for Construction-Related Legal Advertising, Split Between Boggy Creek, Greeneway, Myrtle Creek, Poitras East, and Midtown, Paid to Orlando Sentinel Out of Boggy Creek Series 2013 Construction Funds (Reference OSC75935156 ; Ad: 7456553), Req. 2013-416		

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POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT

BY:

CHAIRMAN or VICE CHAIRMAN

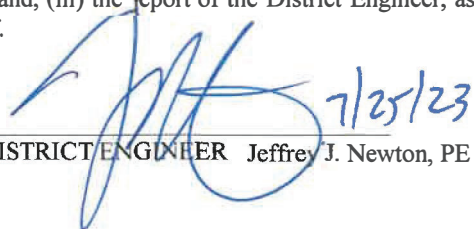


DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:

DISTRICT ENGINEER Jeffrey J. Newton, PE



RECEIVED

By Amanda Lane at 2:20 pm, Jul 25, 2023

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

DATE:	July 21, 2023	REQUISITION NO:	259
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">• Invoice O-S4488 for Pearson South July Landscaping – \$1,877.92• Invoice O-S4489 for Selten Way July Landscaping – \$3,368.17		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2020 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2020 Project (herein after the "Project") and each represents a Cost of the Project and has not previously been paid.

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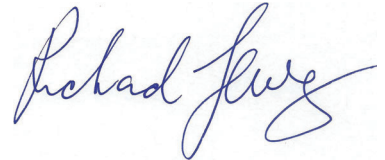
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POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT

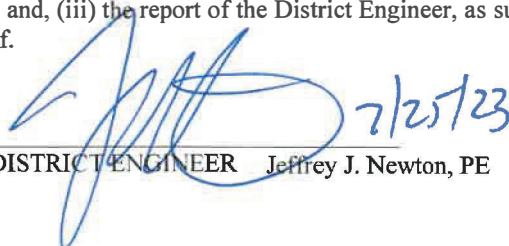
BY: _____
CHAIRMAN or VICE CHAIRMAN



DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY: _____
DISTRICT ENGINEER Jeffrey J. Newton, PE



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

DATE:	July 21, 2023	REQUISITION NO:	260
PAYEE:	HTFL, Inc.	AMOUNT DUE:	\$16,800.00
ADDRESS:	70 Harrison Road Lake Placid, FL 33852	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 10652 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.

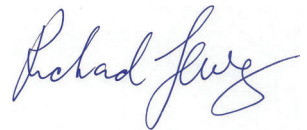
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POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT



BY: _____
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  7/25/23
DISTRICT ENGINEER Jeffrey J. Newton, PE

Postras East Community Development District

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

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name:

Description:

Consultant:

Is the work pursuant to an agreement?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name:

Is the project included in the District Capital Improvement Plan?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are the services required contemplated in the Capital Improvement Plan?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is this a continuation of previously authorized work?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Proposal attached:

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Form of Agreement Utilized:

Amount of Services:

Recommendation:

Approve	Deny
<input checked="" type="checkbox"/>	<input type="checkbox"/>

 8/14/23

Daniel Young, Chairman
Poitras East Community Development District
Construction Committee

c: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins

Proposal AECOM-PECDD-071223-2

AECOM

Project No: _____

Work Order Date: 7/12/23

Project Name: PECDD/Centerline Drive Segment H3

Consultant: AECOM Technical Services,
Inc.

Client: Poitras East Community
Development District

Address: 150 N. Orange Avenue
Orlando, Florida 32801

Address: 3501 Quadrangle Blvd., Suite 270,
Orlando FL 32817

Introduction

AECOM Technical Services, Inc. (AECOM) is pleased to provide this proposal for environmental permitting services for the Centerline Drive Segment H3 occurring in the Poitras parcel in Osceola County. AECOM assumes that AECOM and the Client will enter into a contract with mutually agreeable terms and conditions for the proposed scope of work below.

Project Description

The extension of Centerline Drive Segment H3 from the existing Orange County edge of the Poitras tract to Boggy Creek Road.

Scope of Services

The Client desires to construct Segment H3 of Centerline Drive extending from the end of Segment H2 in Orange County through the Osceola County Poitras parcel to Boggy Creek Road (approximately 300 linear feet). This area has not been included in previous South Florida Water Management District (SFWMD) or Section 404 permits associated with the Orange County portions of the Poitras Tract. AECOM assumes that Osceola County will not require a separate environmental permitting effort for County review and will not require a Habitat Management Plan for the site because there is no anticipated conservation easement.

AECOM will assess the project site for the potential for wetlands subject to the jurisdiction of SFWMD and Florida Department of Environmental Protection (FDEP) within the project boundaries. AECOM will perform the surveys for gopher tortoises and southeastern American kestrels consistent with the guidelines for the listed species noted above. It is assumed that the Client will pay for all permit application fees and mitigation bank credits. The following details the proposed scope of work to address these activities:

Task 1 – Site Visit/Gopher Tortoise Survey (\$4,000.00)

AECOM will conduct one site visit to assess the potential right-of-way for the H3 segment for wetlands and listed species use. Based on preliminary reviews of aerial photographs and soils maps, the site does not appear to include jurisdictional wetlands. As such, AECOM assumes that no wetlands occur within the project boundaries. If wetlands are observed on the site during the site visit, AECOM will delineate the extent of wetlands subject to the jurisdiction of the SFWMD and FDEP and will conduct a wetland

delineation review and/or wetland permitting with SFWMD and FDEP as an additional service. AECOM will also conduct a 100% survey the project site consistent with Florida Fish and Wildlife Conservation Commission guidelines for the presence of gopher tortoises and/or their burrows. AECOM assumes that the site visit, including the wetland assessment and gopher tortoise survey, can be completed in up to one half day. AECOM will prepare a summary email with the results of the site assessment and transmit this to the Client.

Task 2 – SFWMD ERP Application (\$6,000.00)

AECOM will prepare the environmental portion of an Environmental Resource Permit (ERP) application to address vegetation and listed species that could potentially occur on the project site. AECOM assumes that no wetland impacts will be required for the project. AECOM will coordinate with the Project Engineer under separate contract to the Client to submit the ERP application to the SFWMD. AECOM will participate in up to one pre-application meeting with the SFWMD for the ERP and will conduct up to one half day long site visit with SFWMD to review the site if SFWMD requests a site visit. AECOM will participate in additional meetings with the SFWMD or prepare documentation for wetland impacts and/or mitigation as an Additional Service.

AECOM assumes that the site will qualify for a No Permit Required determination from FDEP based on the assumption no wetlands occur on the site. AECOM will prepare a permit application for FDEP Section 404 permitting as an additional service if wetlands are found on the site.

Task 3 - Gopher Tortoise Permitting/Relocation (\$10,600.00)

As noted above, AECOM will conduct a 100% survey of the potentially suitable habitat for gopher tortoises consistent with FFWCC guidelines within the project as part of Task 1. The site appears to consist of flatwoods that would be potentially suitable habitat for gopher tortoises. If gopher tortoises and/or their burrows are observed in the project site during Task 1, AECOM would perform Task 3 to address permitting and relocation for gopher tortoises. If no gopher tortoises and/or burrows are observed, this task would not be required.

Due to the small size of the site, AECOM assumes that the site would qualify for a 10 or Fewer Burrows Relocation permit. AECOM will prepare a 10 or Fewer Burrows Relocation Permit application and submit it on behalf of the Client. AECOM includes the cost of the mitigation contribution (\$234), which is similar to an application fee, as part of this scope and will pay the mitigation contribution for 10 or Fewer Burrows Relocation permit application.

AECOM will coordinate with a permitted gopher tortoise recipient site to obtain a reservation letter for the permit application for the estimated number of gopher tortoises to be relocated (estimated to be less than 5 gopher tortoises). AECOM will provide the agreement to the Client for execution and the Client will be responsible for any fees required for the reservation and/or recipient sites for acceptance of the relocated gopher tortoises. Once the permit is issued, AECOM will excavate the 10 or Fewer gopher tortoise burrows on the site and relocate gopher tortoises found to the recipient site. AECOM will prepare and provide a post-relocation report to the FFWCC. AECOM anticipates the relocation activities can be completed within one day. AECOM includes the cost for a permitted gopher tortoise backhoe operator to assist with the excavation activities.

AECOM assumes that if more than 10 burrows are observed on the site, AECOM will prepare a Conservation Permit as an additional service and the Client will be responsible for any additional mitigation contribution amounts beyond the \$234 noted above. Similarly, if the excavation and

relocation effort takes longer than 1 day to complete, AECOM will do the additional days as an additional service.

Task 4 – Southeastern American Kestrel Survey (\$5,400.00)

AECOM will conduct kestrel surveys consistent with FFWCC guidelines. Up to three survey visits will be performed with each visit extending from sunrise to 3-4 hours after sunrise prior to scheduled construction during the time period between April and August. If kestrels are observed, the project will be evaluated for potential nest cavities. If a nest cavity is observed, AECOM will coordinate with the Client to address potential buffer requirements. Any permitting for kestrels with FFWCC will be conducted as an additional service. AECOM will prepare a final summary report at the conclusion of the inspection period.

Schedule

AECOM will complete the applicable scope elements within the timeframes listed below. AECOM will not initiate work on a scope element without prior approval from the Client.

Estimated schedule of 4 to 6 months for the SFWMD Permit Application. The other tasks are anticipated to be completed during the SFWMD permit application period.

Compensation

All services shall be provided as a fixed fee basis for a lump sum fee of \$26,000.00, including direct expenses. If Task 3 is not needed due to no gopher tortoises being observed on the site, the proposed lump sum would be \$15,400.00 instead.

AECOM appreciates the opportunity to propose for this project.

By: 
Randy Mejeur

Its: Authorized Signatory/Vice President

Date: 07/12/23

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POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name:

Description:

Consultant:

Is the work pursuant to an agreement?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name:

Is the project included in the District Capital Improvement Plan?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are the services required contemplated in the Capital Improvement Plan?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is this a continuation of previously authorized work?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Proposal attached:

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Form of Agreement Utilized:

Amount of Services:

Recommendation:

Approve	Deny
<input checked="" type="checkbox"/>	<input type="checkbox"/>

 8/14/23

Daniel Young, Chairman
Poitras East Community Development District
Construction Committee

C: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins



Consulting Engineers in the Earth Sciences, Geotechnology,
Hydrogeology and Construction Materials Testing

July 25, 2023

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

Attention: Mr. Jeffrey J. Newton, PE

Subject: **Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H1
(approximately 1,600 feet), Poitras, City of Orlando, Florida (PN 23-E2114.18A)**

Dear Mr. Newton:

As requested, we have prepared and are pleased to present this proposal for providing geotechnical engineering services for the site referenced above.

The study limits for this proposal comprises the southern portion of the Centerline Drive Segment H1 alignment. As you may be aware, the northern portion of the proposed H1 right-of-way limits is included as part of our investigation for Poitras N-2, Phase 2 Residential development. The results of the pertinent borings will be included as input to our evaluations for the H1 alignment referenced herein.

It is instructive to note that prior to this proposed study, the area was recently mass graded. As part of the mass grading operations, former ditches and affected wetland areas were in-filled. Documentation for the mass grading and associated earthwork operations were not available to us at the time of this proposal.

As input to our preparing this proposal, we reviewed the Final As-Built Survey prepared by Jr. Davis Construction Company, Inc. dated May 15, 2023. Based upon review of the as-built survey, the existing prevailing site grades vary from approximately +80 to +82 feet. As a comparison and for the most part, the pre-development grades (prior to the aforementioned mass grading operations) varied from approximately +76 to +78 feet.

Based upon review of the information outlined above, the work for our geotechnical investigation for this study will include the following:

- Performing one (1) auger boring (with piezometers) within the remaining portion of the alignment (not explored as part of the Poitras N-2, Phase 2 Residential development) and to a depth of approximately 15 feet.
- Performing laboratory soil classification testing to aid in our visual classifications and estimated engineering soils characteristics of the soil stratigraphy encountered.

The results of our investigation(s) will be summarized in an engineering report. Our geotechnical evaluations will include:

- Establishing seasonal high groundwater elevations and generalized contours of the same
- Roadway Underdrain Review
- Preparation of a Geotechnical Details Sheet (to be included in the Construction Plans)

In order to provide vertical and horizontal control, the boring locations should be surveyed by the project surveyor. The cost of the survey work is not included in the costs presented herein.

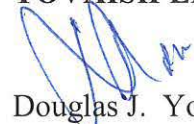
An outline of the proposed scope of work and report preparation are presented on Attachment A. Our fee for performing the outlined scope is estimated to be **\$2,230.00**. Our fees for the proposed scope of services will not exceed these estimates without your prior authorization.

CLOSURE

We sincerely appreciate the opportunity of providing this proposal for your review and look forward to working with you on this portion of your project. If you agree with our proposed scope of work and wish to request we perform the noted services, please indicate your authorization in the space provided below and return to our office. Should there be any questions with regard to the scope of services, please do not hesitate to contact the undersigned.

Sincerely,

YOVAISH ENGINEERING SERVICES, LLC.



Douglas J. Yovaish, P.E.
Principal
Florida Registration No. 52247

Enclosure: Attachment A

ACCEPTED BY: _____

TITLE: _____

COMPANY: _____

DATE: _____

Attachment A: Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H1 (approximately 1,600 feet), Poitras, City of Orlando, Florida (PN 23-E2114.18A)

	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT
FIELD SERVICES					
1.0	MOBILIZATION OF MEN AND EQUIPMENT	each	\$375.00	NO CHARGE	\$0.00
1.1	AUGER BORINGS (1 Location to 15 ft)	lf	\$11.50	15	\$172.50
1.2	COORDINATE UTILITY LOCATES AND RECORD STABILIZED GROUNDWATER LEVELS (Sr. Engineering Technician)	hr	\$55.00	0.5	\$27.50
Subtotal Field Services					\$200.00
LABORATORY SERVICES					
2.0	-200 AND NATURAL MOISTURE CONTENT (allowance)	set	\$35.00	1	\$35.00
Subtotal Lab Services					\$35.00
ENGINEERING SERVICES					
3.0	PROJECT DIRECTION, DATA REDUCTION, ENGINEERING EVALUATIONS, AND REPORT PREPARATION				
3.0.1	Principal Engineer	hr	\$135.00	1	\$135.00
3.0.2	Project Engineer	hr	\$95.00	6	\$570.00
3.0.3	ACAD Technician	hr	\$55.00	4	\$220.00
3.0.4	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$955.00
3.1	PREPARATION OF GEOTECHNICAL DETAILS SHEET				
3.1.1	Project Engineer	hr	\$95.00	4	\$380.00
3.1.2	ACAD Technician	hr	\$55.00	2	\$110.00
3.1.3	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$520.00

Attachment A: Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H1 (approximately 1,600 feet), Poitras, City of Orlando, Florida (PN 23-E2114.18A)

	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT
ENGINEERING SERVICES					
3.2	ROADWAY UNDERDRAIN REVIEW				
3.2.1	Project Engineer	hr	\$95.00	4	\$380.00
3.2.2	ACAD Technician	hr	\$55.00	2	\$110.00
3.2.3	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$520.00
ESTIMATED PROJECT TOTAL					\$2,230.00



Consulting Engineers in the Earth Sciences, Geotechnology,
Hydrogeology and Construction Materials Testing

July 25, 2023

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

Attention: Mr. Jeffrey J. Newton, PE

Subject: **Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H2
(approximately 1,200 feet), Postras, City of Orlando, Florida (PN 23-E2114.18B)**

Dear Mr. Newton:

As requested, we have prepared and are pleased to present this proposal for providing geotechnical engineering services for the site referenced above.

The study limits for this proposal comprises the Centerline Drive Segment H2 alignment. It is instructive to note that prior to this proposed study, portions of the area were recently mass graded. As part of the mass grading operations, former ditches and affected wetland areas were in-filled. Documentation for the mass grading and associated earthwork operations were not available to us at the time of this proposal.

As input to our preparing this proposal, we reviewed the Final As-Built Survey prepared by Jr. Davis Construction Company, Inc. dated May 15, 2023. Based upon review of the as-built survey, the existing prevailing site grades vary from approximately +80 to +82 feet. As a comparison and for the most part, the pre-development grades (prior to the aforementioned mass grading operations) varied from approximately +76 to +78 feet.

Based upon review of the information outlined above, the work for our geotechnical investigation for this study will include the following:

- Performing four (4) auger borings (with piezometers) within the proposed roadway areas to an average depth of approximately 15 feet.
- Performing laboratory soil classification testing to aid in our visual classifications and estimated engineering soils characteristics of the soil stratigraphy encountered.

The results of our investigation(s) will be summarized in an engineering report. Our geotechnical evaluations will include:

- Establishing seasonal high groundwater elevations and generalized contours of the same
- Roadway Underdrain Review

- Preparation of a Geotechnical Details Sheet (to be included in the Construction Plans)

In order to provide vertical and horizontal control, the boring locations should be surveyed by the project surveyor. The cost of the survey work is not included in the costs presented herein.

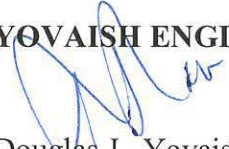
An outline of the proposed scope of work and related fees to complete the scope outlined herein, are presented on Attachment A. Our fee for performing the outlined scope is estimated to be **\$2,990.00**. Our fees for the proposed scope of services will not exceed these estimates without your prior authorization.

CLOSURE

We sincerely appreciate the opportunity of providing this proposal for your review and look forward to working with you on this portion of your project. If you agree with our proposed scope of work and wish to request we perform the noted services, please indicate your authorization in the space provided below and return to our office. Should there be any questions with regard to the scope of services, please do not hesitate to contact the undersigned.

Sincerely,

YQVAISH ENGINEERING SERVICES, LLC.


Douglas J. Yovaish, P.E.
Principal
Florida Registration No. 52247

Enclosure: Attachment A

ACCEPTED BY: _____

TITLE: _____

COMPANY: _____

DATE: _____

Attachment A: Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H2 (approximately 1,200 feet), Poitras, City of Orlando, Florida (PN 23-E2114.18B)

	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT
FIELD SERVICES					
1.0	MOBILIZATION OF MEN AND EQUIPMENT	each	\$375.00	NO CHARGE	\$0.00
1.1	AUGER BORINGS (4 Locations to 15 ft)	lf	\$11.50	60	\$690.00
1.2	COORDINATE UTILITY LOCATES AND RECORD STABILIZED GROUNDWATER LEVELS (Sr. Engineering Technician)	hr	\$55.00	3	\$165.00
Subtotal Field Services					\$855.00
LABORATORY SERVICES					
2.0	-200 AND NATURAL MOISTURE CONTENT (allowance)	set	\$35.00	4	\$140.00
Subtotal Lab Services					\$140.00
ENGINEERING SERVICES					
3.0	PROJECT DIRECTION, DATA REDUCTION, ENGINEERING EVALUATIONS, AND REPORT PREPARATION				
3.0.1	Principal Engineer	hr	\$135.00	1	\$135.00
3.0.2	Project Engineer	hr	\$95.00	6	\$570.00
3.0.3	ACAD Technician	hr	\$55.00	4	\$220.00
3.0.4	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$955.00
3.1	PREPARATION OF GEOTECHNICAL DETAILS SHEET				
3.1.1	Project Engineer	hr	\$95.00	4	\$380.00
3.1.2	ACAD Technician	hr	\$55.00	2	\$110.00
3.1.3	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$520.00

Attachment A: Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H2 (approximately 1,200 feet), Poitras, City of Orlando, Florida (PN 23-E2114.18B)

	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT
ENGINEERING SERVICES					
3.2	ROADWAY UNDERDRAIN REVIEW				
3.2.1	Project Engineer	hr	\$95.00	4	\$380.00
3.2.2	ACAD Technician	hr	\$55.00	2	\$110.00
3.2.3	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$520.00
ESTIMATED PROJECT TOTAL					\$2,990.00



Consulting Engineers in the Earth Sciences, Geotechnology,
Hydrogeology and Construction Materials Testing

July 25, 2023

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

Attention: Mr. Jeffrey J. Newton, PE

Subject: **Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H3
(approximately 300 feet), Poitras, Osceola County, Florida (PN 23-E2114.18C)**

Dear Mr. Newton:

As requested, we have prepared and are pleased to present this proposal for providing geotechnical engineering services for the site referenced above.

The study limits for this proposal comprises the Centerline Drive Segment H3 alignment.

Based upon review of available information in our files, the work for our geotechnical investigation for this study will include the following:

- Performing two (2) auger borings (with piezometers) within the proposed roadway areas to an average depth of approximately 15 feet.
- Performing laboratory soil classification testing to aid in our visual classifications and estimated engineering soils characteristics of the soil stratigraphy encountered.

The results of our investigation(s) will be summarized in an engineering report. Our geotechnical evaluations will include:

- Establishing seasonal high groundwater elevations and generalized contours of the same
- Roadway Underdrain Review
- Preparation of a Geotechnical Details Sheet (to be included in the Construction Plans)

In order to provide vertical and horizontal control, the boring locations should be surveyed by the project surveyor. The cost of the survey work is not included in the costs presented herein.

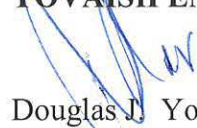
An outline of the proposed scope of work and related fees to complete the scope outlined herein, are presented on Attachment A. Our fee for performing the outlined scope is estimated to be **\$2,610.00**. Our fees for the proposed scope of services will not exceed these estimates without your prior authorization.

CLOSURE

We sincerely appreciate the opportunity of providing this proposal for your review and look forward to working with you on this portion of your project. If you agree with our proposed scope of work and wish to request we perform the noted services, please indicate your authorization in the space provided below and return to our office. Should there be any questions with regard to the scope of services, please do not hesitate to contact the undersigned.

Sincerely,

YOVAISH ENGINEERING SERVICES, LLC.



Douglas J. Yovaish, P.E.
Principal
Florida Registration No. 52247

Enclosure: Attachment A

ACCEPTED BY: _____

TITLE: _____

COMPANY: _____

DATE: _____

Attachment A: Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H3 (approximately 300 feet), Poitras, Osceola County, Florida (PN 23-E2114.18C)

	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT
FIELD SERVICES					
1.0	MOBILIZATION OF MEN AND EQUIPMENT	each	\$375.00	NO CHARGE	\$0.00
1.1	AUGER BORINGS (3 Locations to 15 ft)	lf	\$11.50	30	\$345.00
1.2	COORDINATE UTILITY LOCATES AND RECORD STABILIZED GROUNDWATER LEVELS (Sr. Engineering Technician)	hr	\$55.00	3	\$165.00
Subtotal Field Services					\$510.00
LABORATORY SERVICES					
2.0	-200 AND NATURAL MOISTURE CONTENT (allowance)	set	\$35.00	3	\$105.00
Subtotal Lab Services					\$105.00
ENGINEERING SERVICES					
3.0	PROJECT DIRECTION, DATA REDUCTION, ENGINEERING EVALUATIONS, AND REPORT PREPARATION				
3.0.1	Principal Engineer	hr	\$135.00	1	\$135.00
3.0.2	Project Engineer	hr	\$95.00	6	\$570.00
3.0.3	ACAD Technician	hr	\$55.00	4	\$220.00
3.0.4	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$955.00
3.1	PREPARATION OF GEOTECHNICAL DETAILS SHEET				
3.1.1	Project Engineer	hr	\$95.00	4	\$380.00
3.1.2	ACAD Technician	hr	\$55.00	2	\$110.00
3.1.3	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$520.00

Attachment A: Proposal, Geotechnical Evaluations, Proposed Centerline Drive Segment H3 (approximately 300 feet), Poitras, Osceola County, Florida (PN 23-E2114.18C)

	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT
ENGINEERING SERVICES					
3.2	ROADWAY UNDERDRAIN REVIEW				
3.2.1	Project Engineer	hr	\$95.00	4	\$380.00
3.2.2	ACAD Technician	hr	\$55.00	2	\$110.00
3.2.3	Technical Secretary	hr	\$30.00	1	\$30.00
Subtotal Engineering Services					\$520.00
ESTIMATED PROJECT TOTAL					\$2,610.00

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POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name:

Description:

Consultant:

Is the work pursuant to an agreement?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name:

Is the project included in the District Capital Improvement Plan?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are the services required contemplated in the Capital Improvement Plan?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is this a continuation of previously authorized work?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Proposal attached:


YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Form of Agreement Utilized:

Amount of Services:

Recommendation:

Approve	Deny
<input checked="" type="checkbox"/>	<input type="checkbox"/>

 8/14/23

Daniel Young, Chairman
Poitras East Community Development District
Construction Committee

c: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins



July 12, 2023

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

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

Subject: Centerline Drive Segment H1
Orlando, Florida
DWMA Job No. 23584 (001-017)

Donald W. McIntosh Associates, Inc. (DWMA) is pleased to submit for your consideration this Work Authorization to provide professional surveying, engineering, and construction phase services to Poitras East Community Development District ("District" or "CLIENT") for Centerline Drive Segment H1 ("Project"). The scope of this proposal includes Services related to CLIENT's southerly extension of Centerline Drive from the existing roundabout at Luminary Boulevard $\pm 1,600$ feet to the southern limits of Residential Neighborhood N-2 Phase 2. DWMA will provide these services pursuant to our current master contract with the Poitras East Community Development District dated August 21, 2018, ("Engineering Agreement") and the attached Basis of Proposal and Client Responsibilities as follows:

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

I. Scope of Service

PART I - PROFESSIONAL SURVEYING & MAPPING

- A. BOUNDARY AND TOPOGRAPHIC SURVEY FOR PRELIMINARY PLAT -** Preparation of the required site boundary and topographic survey for preliminary plat submittal and engineering design (NAVD88 Datum) in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. Utility and site improvement locations will be limited to visible surface features and those underground features flagged by the CLIENT's utility locating service.
- B. LOCATE UTILITY FLAGS -** Locate underground utility lines at the connection to Luminary Boulevard as flagged by a utility locating service retained by CLIENT. DWMA will schedule a field appointment with the locating company on a one-time basis, for the purpose of locating the marked utility lines. DWMA will survey the approximate location of these underground lines per the horizontal and vertical markings as established by the locating company. DWMA will be responsible only for the location of the flags and published depths of the utility locating company. Digging marked locations for verification and measuring depths by DWMA is not included. DWMA is not liable for surveying the location of any utility lines not flagged by the locating company.
- C. SURVEY VERTICAL TEST HOLES -** Survey up to four (4) vertical test holes in field locations provided to DWMA. Survey of vertical test holes includes field

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

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Poitras East Community Development District

Centerline Drive Segment H1

DWMA Job No. 23584 (001-017)

July 12, 2023

Page 2 of 7

stakeout of test holes at the utility crossings as determined by the project engineer to confirm utility separation and utility depths. DWMA will coordinate the field appointment with the locating company on a one-time basis. DWMA will be responsible only for confirmation of the measurements to the top of the exposed utility lines as exposed by the locating company. Surveying services will be prepared in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes.

- D. STAKE BORINGS - Stake out and obtain existing ground elevation for ± 21 borings (location of borings furnished by CLIENT's geotechnical consultant).
- E. STAKE CENTERLINE CONTROL POINTS - Field stake (one time) the proposed right-of-way centerline control points.
- F. BOUNDARY AND TOPOGRAPHIC SURVEY FOR FINAL PLAT – Preparation of an updated site boundary and topographic survey (NAVD88 Datum) of lands to be platted for purposes of submittal with the final plat as required by Chapter 177, Florida Statutes, prepared in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. As required by the City of Orlando, the survey will be prepared to include the information within the title certificate provided to DWMA by CLIENT for the final plat submittal. The topographic information shown on this survey will not be updated to reflect site grading or improvements that may have occurred since preparation of the survey to accompany the Preliminary Plat submittal. If during the preparation process, additional phases or revisions are required due to CLIENT changes, any required Additional Services will be authorized under a separate agreement.
- G. FINAL PLAT PREPARATION - Preparation and submittal to the City of Orlando of one (1) record plat for the Project for recording complete with installation of PRM's and PCPs (one time only) as required by state and local regulation(s); includes submittal of supporting documents prepared by others. If, during the preparation process, additional phases or revisions are required due to CLIENT changes, any required Additional Services will be authorized under a separate agreement.
- H. FINAL PLAT PROCESSING - Process one (1) final plat through the City of Orlando; includes the review of plat review comment letters from the jurisdictional agency and the preparation of letters in response to the reviews, coordinating the changes and requests for information with the CLIENT and CLIENT's attorney, the preparation and resubmittal of the revised plats and documents and attendance at meetings if requested by CLIENT.
- I. LEGAL DESCRIPTIONS AND SKETCHES - Preparation of up to three (3) miscellaneous legal descriptions.

DONALD W. McINTOSH Associates, Inc.

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



PART II - MASTER ENGINEERING

- A. PRELIMINARY PLAT/SPMP PREPARATION - Preparation and submittal to the City of Orlando of one (1) Preliminary Plat/Specific Parcel Master Plan (SPMP) for the Project right-of-way and the right-of-way for future Centerline Drive Segment H2 ($\pm 1,100$ feet), providing for development in two independent construction phases.
- B. PRELIMINARY PLAT/SPMP PROCESSING - Process Preliminary Plat/SPMP through the City of Orlando, including preparation for and attendance at meetings associated with the Preliminary Plat/SPMP process.

PART III - CIVIL ENGINEERING

- A. CONSTRUCTION DRAWINGS - Design, preparation and submittal of roadway construction drawings and technical specifications for the extension of Centerline Drive as a 2-lane roadway from the existing roundabout at Luminary Boulevard to the southern limits of Residential Neighborhood N-2 Phase 2. Design will include the following:
- Erosion and sediment control
 - Roadway paving and grading
 - Secondary drainage facilities
 - Reclaimed water main extension
 - Potable water main extension
 - Gravity sewer main extension
 - Sleeves for irrigation and low voltage electric (shown for reference only - size and location provided by CLIENT's irrigation and low voltage consultants)
 - OUC conduits for primary electric and street lighting (shown for reference only - size and location provided by OUC)
- B. SFWMD ERP APPLICATION - Preparation and submittal of South Florida Water Management District (SFWMD) permit application for Environmental Resource Permit (ERP). Any required Water Use (Dewatering) Permit through SFWMD will be prepared, submitted, and processed by CLIENT's geotechnical consultant.
- C. FDEP PERMIT APPLICATIONS - Preparation and submittal of Florida Department of Environmental Protection (FDEP) permit applications for potable water distribution and wastewater collection facilities within the Project.
- D. PLAN AND PERMIT PROCESSING - Processing of final engineering plans and associated permit applications for the Project through SFWMD, FDEP, and the City of Orlando, including responses to requests for additional information.



Poitras East Community Development District

Centerline Drive Segment H1

DWMA Job No. 23584 (001-017)

July 12, 2023

Page 4 of 7

- E. ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS - Preparation of an estimate of probable construction costs for Project infrastructure construction for final engineering plan approval based on the pricing information contained in the contractor's sitework bid as provided to DWMA by CLIENT.
- F. FINAL ENGINEERING MEETINGS AND COORDINATION - Coordination with City of Orlando staff; regulatory agencies (SFWMD and FDEP); CLIENT's consultants (i.e., geotechnical, underground utility locating, and landscape architecture); and CLIENT during the design phase of the Project and representation at meetings associated with final design and permitting of the Project.

PART IV - CONSTRUCTION PHASE SERVICES

Construction phase services are not included in this proposal but may be provided under separate agreement. CLIENT shall understand that construction certifications are required by most regulatory agencies.

FEE SCHEDULE

Contract Item	Billing Item	Description	Fee
		Part I - Professional Surveying & Mapping	
A.	001	Boundary and Topographic Survey for Preliminary Plat	\$12,375.00
B.	002	Locate Utility Flags	3,545.00
C.	003	Survey Vertical Test Holes	3,905.00
D.	004	Stake Borings	2,905.00
E.	005	Stake Centerline Control Points	2,905.00
F.	006	Boundary and Topographic Survey for Final Plat	8,070.00
G.	007	Final Plat Preparation	9,850.00
H.	008	Final Plat Processing	2,500.00
I.	009	Legal Descriptions and Sketches	2,700.00
		Subtotal	\$48,755.00
		Part II - Master Engineering	
A.	010	Preliminary Plat/SPMP Preparation	\$7,570.00
B.	011	Preliminary Plat/SPMP Processing	2,820.00
		Subtotal	\$10,390.00
		Part III - Civil Engineering	
A.	012	Construction Drawings	\$70,230.00
B.	013	SFWMD ERP Application	7,560.00
C.	014	FDEP Permit Applications	2,670.00
D.	015	Plan and Permit Processing	9,480.00
E.	016	Engineer's Opinion of Probable Construction Costs	2,300.00
F.	017	Final Engineering Meetings and Coordination	11,760.00
		Subtotal	\$104,000.00
		Part IV - Construction Phase Services	TBD
		TOTAL	\$163,145.00

DONALD W. McINTOSH Associates, Inc.

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



Poitras East Community Development District
Centerline Drive Segment H1
DWMA Job No. 23584 (001-017)
July 12, 2023
Page 5 of 7

II. Compensation

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

This proposal, together with the Engineering Agreement, represents the entire understanding between the Poitras East Community Development District and Donald W. McIntosh Associates, Inc. (Engineer) with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

We appreciate your continued confidence in Donald W. McIntosh Associates, Inc., and look forward to continuing to serve you.

Sincerely,

DONALD W. MCINTOSH ASSOCIATES, INC.

John T. Townsend, PE
Sr. Vice President

JJN/lis

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Poitras East Community Development District

Date: _____

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



BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES

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

BASIS OF PROPOSAL

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

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

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

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

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

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

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

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

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

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

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

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

Construction phase retesting resulting from failures or no-shows, and therefore requiring additional site visits, shall be additional services and is not included in the scope of this agreement. Such services will be invoiced separately



Poitras East Community Development District
BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES
DWMA Job No. 23584 (001-017)
July 12, 2023
Page 7 of 7

on an hourly basis for back-charge to the contractor by CLIENT.

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

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

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

CLIENT RESPONSIBILITIES

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

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

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

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

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

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

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

The CLIENT will engage a professional architect to perform all architectural services including, without limitation, incorporation of the work product of DWMA, and compliance with local, state or federal laws, regulations, codes and Americans with Disabilities Act ("ADA") requirements.

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

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

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

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

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

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

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



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

July 12, 2023

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

Subject: Centerline Drive Segment H2
Orlando, Florida
DWMA Job No. 23585 (001-012)

CIVIL ENGINEERS


LAND PLANNERS

SURVEYORS

Donald W. McIntosh Associates, Inc. (DWMA) is pleased to submit for your consideration this Work Authorization to provide professional surveying, engineering, and construction phase services to Poitras East Community Development District ("District" or "CLIENT") for Centerline Drive Segment H2 ("Project"). The scope of this proposal includes Services related to CLIENT's southerly extension of Centerline Drive from the southern terminus of Centerline Drive Segment H1 $\pm 1,100$ feet to the Orange County/Osceola County line. It is assumed for the purposes of this proposal that the Project right-of-way will be encompassed within the required City of Orlando Preliminary Plat / Specific Parcel Master Plan for Centerline Drive Segment H1, which is to be prepared and processed under a separate authorization. DWMA will provide these services pursuant to our current master contract with the Poitras East Community Development District dated August 21, 2018, ("Engineering Agreement") and the attached Basis of Proposal and Client Responsibilities as follows:

I. Scope of Service

PART I - PROFESSIONAL SURVEYING & MAPPING

- 
- A. **STAKE BORINGS** - Stake out and obtain existing ground elevation for ± 15 borings (location of borings furnished by CLIENT's geotechnical consultant).
 - B. **STAKE CENTERLINE CONTROL POINTS** - Field stake (one time) the proposed right-of-way centerline control points.
 - C. **BOUNDARY AND TOPOGRAPHIC SURVEY FOR FINAL PLAT** - Preparation of an updated site boundary and topographic survey (NAVD88 Datum) of lands to be platted for purposes of submittal with the final plat as required by Chapter 177, Florida Statutes, prepared in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. As required by the City of Orlando, the survey will be prepared to include the information within the title certificate provided to DWMA by CLIENT for the final plat submittal. The topographic information shown on this survey will not be updated to reflect site grading or improvements that may have occurred since preparation of the survey to accompany the Preliminary Plat submittal. If during the preparation process, additional phases or revisions are required due to CLIENT

2200 Park Ave. North

Winter Park, FL

32789-2355

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changes, any required Additional Services will be authorized under a separate agreement.

- D. **FINAL PLAT PREPARATION** - Preparation and submittal to the City of Orlando of one (1) record plat for the Project for recording complete with installation of PRM's and PCPs (one time only) as required by state and local regulation(s); includes submittal of supporting documents prepared by others. If, during the preparation process, additional phases or revisions are required due to CLIENT changes, any required Additional Services will be authorized under a separate agreement.
- E. **FINAL PLAT PROCESSING** - Process one (1) final plat through the City of Orlando; includes the review of plat review comment letters from the jurisdictional agency and the preparation of letters in response to the reviews, coordinating the changes and requests for information with the CLIENT and CLIENT's attorney, the preparation and resubmittal of the revised plats and documents and attendance at meetings if requested by CLIENT.
- F. **LEGAL DESCRIPTIONS AND SKETCHES** - Preparation of up to three (3) miscellaneous legal descriptions.

PART II - CIVIL ENGINEERING

- A. **CONSTRUCTION DRAWINGS** - Design, preparation and submittal of roadway construction drawings and technical specifications for the southerly extension of Centerline Drive as a 2-lane roadway from the southern terminus of Centerline Drive Segment H1 to the Orange County/Osceola County line. Design will include the following:
- Erosion and sediment control
 - Roadway paving and grading
 - Secondary drainage facilities
 - Reclaimed water main extension
 - Potable water main extension
 - Gravity sewer main extension
 - Sleeves for irrigation and low voltage electric (shown for reference only - size and location provided by CLIENT's irrigation and low voltage consultants)
 - OUC conduits for primary electric and street lighting (shown for reference only - size and location provided by OUC)
- B. **SFWMD ERP APPLICATION** - Preparation and submittal of South Florida Water Management District (SFWMD) permit application for Environmental Resource Permit (ERP). Any required Water Use (Dewatering) Permit through SFWMD will be prepared, submitted, and processed by CLIENT's geotechnical consultant.



- C. FDEP PERMIT APPLICATIONS - Preparation and submittal of Florida Department of Environmental Protection (FDEP) permit applications for potable water distribution and wastewater collection facilities within the Project.
- D. PLAN AND PERMIT PROCESSING - Processing of final engineering plans and associated permit applications for the Project through SFWMD, FDEP, and the City of Orlando, including responses to requests for additional information.
- E. ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS - Preparation of an estimate of probable construction costs for Project infrastructure construction for final engineering plan approval based on the pricing information contained in the contractor's sitework bid as provided to DWMA by CLIENT.
- F. FINAL ENGINEERING MEETINGS AND COORDINATION - Coordination with City of Orlando staff; regulatory agencies (SFWMD and FDEP); CLIENT's consultants (i.e., geotechnical, underground utility locating, and landscape architecture); and CLIENT during the design phase of the Project and representation at meetings associated with final design and permitting of the Project.

PART III - CONSTRUCTION PHASE SERVICES

Construction phase services are not included in this proposal but may be provided under separate agreement. CLIENT shall understand that construction certifications are required by most regulatory agencies.

FEE SCHEDULE

Contract Item	Billing Item	Description	Fee
		Part I - Professional Surveying & Mapping	
A.	001	Stake Borings	\$2,905.00
B.	002	Stake Centerline Control Points	2,905.00
C.	003	Boundary and Topographic Survey for Final Plat	8,070.00
D.	004	Final Plat Preparation	9,850.00
E.	005	Final Plat Processing	2,500.00
F.	006	Legal Descriptions and Sketches	2,700.00
		Subtotal	\$28,930.00
		Part II - Civil Engineering	
A.	007	Construction Drawings	\$45,310.00
B.	008	SFWMD ERP Application	7,560.00
C.	009	FDEP Permit Applications	2,670.00
D.	010	Plan and Permit Processing	9,480.00
E.	011	Engineer's Opinion of Probable Construction Costs	2,300.00
F.	012	Final Engineering Meetings and Coordination	9,680.00
		Subtotal	\$77,000.00
		Part III - Construction Phase Services	TBD
		TOTAL	\$105,930.00



Poitras East Community Development District
Centerline Drive Segment H2
DWMA Job No. 23585 (001-012)
July 12, 2023
Page 4 of 7

II. Compensation

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

This proposal, together with the Engineering Agreement, represents the entire understanding between the Poitras East Community Development District and Donald W. McIntosh Associates, Inc. (Engineer) with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

We appreciate your continued confidence in Donald W. McIntosh Associates, Inc., and look forward to continuing to serve you.

Sincerely,

Donald W. McIntosh Associates, Inc.

John T. Townsend, PE
Sr. Vice President

JTT/s

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Poitras East Community Development District

Date: _____

ACCEPTANCE OF CONTRACT BY:

[Signature]

[Date]

[Name and Title]

[Company]



Poitras East Community Development District
Centerline Drive Segment H2
DWMA Job No. 23585 (001-012)
July 12, 2023
Page 5 of 7

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



BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES

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

BASIS OF PROPOSAL

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

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

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

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

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

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

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

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

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

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

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

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

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



Poitras East Community Development District
BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES
DWMA Job No. 23585 (001-012)
July 12, 2023
Page 7 of 7

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

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

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

CLIENT RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

July 12, 2023

Poitras East Community Development District

3501 Quadrangle Boulevard

Suite 270

Orlando, FL 32817

Subject: Centerline Drive Segment H3
Osceola County, Florida
DWMA Job No. 23586 (001-012)

Donald W. McIntosh Associates, Inc. (DWMA) is pleased to submit for your consideration this Work Authorization to provide professional surveying, engineering, and construction phase services to Poitras East Community Development District ("District" or "CLIENT") for Centerline Drive Segment H3 ("Project"). The scope of this proposal includes Services related to CLIENT's southerly extension of Centerline Drive from the Orange County/Osceola County line ± 300 feet to Boggy Creek Road. DWMA will provide these services pursuant to our current master contract with the Poitras East Community Development District dated August 21, 2018, ("Engineering Agreement") and the attached Basis of Proposal and Client Responsibilities as follows:

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

I. Scope of Service

PART I - PROFESSIONAL SURVEYING & MAPPING

- A. BOUNDARY AND TOPOGRAPHIC SURVEY FOR DESIGN - Preparation of the required site boundary and topographic survey for engineering design (NAVD88 Datum) in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. Utility and site improvement locations will be limited to visible surface features only. This survey does not include Boggy Creek Road, which is planned to be widened by Osceola County prior to completion of the Project.
- B. STAKE BORINGS - Stake out and obtain existing ground elevation for ± 5 borings (location of borings furnished by CLIENT's geotechnical consultant).
- C. STAKE CENTERLINE CONTROL POINTS - Field stake (one time) the proposed right-of-way centerline control points.
- D. BOUNDARY SURVEY FOR FINAL PLAT - Preparation of an updated site boundary survey of lands to be platted for purposes of submittal with the final plat as required by Chapter 177, Florida Statutes, prepared in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. As required by Osceola County, the survey will be prepared to include the information within the title certificate provided to DWMA by CLIENT for the final plat submittal. If during the preparation process, revisions are

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Winter Park, FL

32789-2355

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required due to CLIENT changes, any required Additional Services will be authorized under a separate agreement.

- E. FINAL PLAT PREPARATION - Preparation and submittal to Osceola County of one (1) record plat for the Project for recording complete with installation of PRM's and PCPs (one time only) as required by state and local regulation(s); includes submittal of supporting documents prepared by others. If, during the preparation process, additional phases or revisions are required due to CLIENT changes, any required Additional Services will be authorized under a separate agreement.
- F. FINAL PLAT PROCESSING - Process one (1) final plat through Osceola County; includes the review of plat review comment letters from the jurisdictional agency and the preparation of letters in response to the reviews, coordinating the changes and requests for information with the CLIENT and CLIENT's attorney, the preparation and resubmittal of the revised plats and documents and attendance at meetings if requested by CLIENT.
- G. LEGAL DESCRIPTIONS AND SKETCHES - Preparation of up to three (3) miscellaneous legal descriptions.

PART II - CIVIL ENGINEERING

- A. CONSTRUCTION DRAWINGS - Design, preparation and submittal of roadway construction drawings and technical specifications for the extension of Centerline Drive as a 2-lane roadway from the Orange County/Osceola County line to Boggy Creek Road. Design will include the following:
 - Erosion and sediment control
 - Roadway paving and grading
 - Secondary drainage facilities
 - Sleeves for irrigation and low voltage electric (shown for reference only - size and location provided by CLIENT's irrigation and low voltage consultants)
 - OUC conduits for primary electric and street lighting (shown for reference only - size and location provided by OUC)

This item does not include improvements to Boggy Creek Road, which is planned to be widened by Osceola County prior to completion of the Project. It is assumed that the Project will connect to the future northerly curb line of Boggy Creek Road and no turn lane improvements will be required on Boggy Creek Road. If improvements to Boggy Creek Road are required, any required Additional Services will be authorized under a separate agreement. No potable water, reclaimed water, or wastewater improvements are included in this scope of services.

- B. SFWMD ERP APPLICATION - Preparation and submittal of one (1) South Florida Water Management District (SFWMD) permit application for Environmental



Resource Permit (ERP). Any required Water Use (Dewatering) Permit through SFWMD will be prepared, submitted, and processed by CLIENT's geotechnical consultant.

- C. **PLAN AND PERMIT PROCESSING** - Processing of final engineering plans and associated permit applications for the Project through SFWMD and Osceola County, including responses to requests for additional information.
- D. **ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS** - Preparation of an estimate of probable construction costs for Project infrastructure construction for final engineering plan approval based on the pricing information contained in the contractor's sitework bid as provided to DWMA by CLIENT.
- E. **FINAL ENGINEERING MEETINGS AND COORDINATION** - Coordination with Osceola County staff; regulatory agencies (SFWMD); CLIENT's consultants (i.e., geotechnical and landscape architecture); and CLIENT during the design phase of the Project and representation at meetings associated with final design and permitting of the Project.

PART IV - CONSTRUCTION PHASE SERVICES

Construction phase services are not included in this proposal but may be provided under separate agreement. CLIENT shall understand that construction certifications are required by most regulatory agencies.

FEE SCHEDULE

Contract Item	Billing Item	Description	Fee
		Part I - Professional Surveying & Mapping	
A.	001	Boundary and Topographic Survey for Preliminary Subdivision Plan	\$9,200.00
B.	002	Stake Borings	2,905.00
C.	003	Stake Centerline Control Points	2,905.00
D.	004	Boundary Survey for Final Plat	6,575.00
E.	005	Final Plat Preparation	8,495.00
F.	006	Final Plat Processing	2,500.00
G.	007	Legal Descriptions and Sketches	2,700.00
		Subtotal	\$35,280.00
		Part II - Civil Engineering	
A.	008	Construction Drawings	\$31,400.00
B.	009	SFWMD ERP Application	7,560.00
C.	010	Plan and Permit Processing	9,480.00
D.	011	Engineer's Opinion of Probable Construction Costs	1,880.00
E.	012	Final Engineering Meetings and Coordination	9,680.00
		Subtotal	\$60,000.00
		Part III - Construction Phase Services	TBD
		TOTAL	\$95,280.00



Poitras East Community Development District
Centerline Drive Segment H3
DWMA Job No. 23586 (001-012)
July 12, 2023
Page 4 of 7

II. Compensation

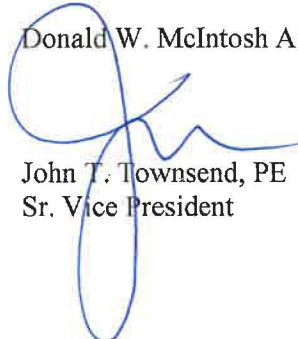
Poitras East Community Development District will compensate Donald W. McIntosh Associates, Inc., pursuant to the hourly rate schedule contained in the Engineering Agreement and/or the lump sums listed above. The District will reimburse Donald W. McIntosh Associates, Inc., all direct costs, which include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

This proposal, together with the Engineering Agreement, represents the entire understanding between the Poitras East Community Development District and Donald W. McIntosh Associates, Inc. (Engineer) with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

We appreciate your continued confidence in Donald W. McIntosh Associates, Inc., and look forward to continuing to serve you.

Sincerely,

Donald W. McIntosh Associates, Inc.


John T. Townsend, PE
Sr. Vice President

JTT/ls

DONALD W. McINTOSH Associates, Inc.

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



Poitras East Community Development District
Centerline Drive Segment H3
DWMA Job No. 23586 (001-012)
July 12, 2023
Page 5 of 7

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Poitras East Community Development District

Date: _____

ACCEPTANCE OF CONTRACT BY:

[Signature]

[Date]

[Name and Title]

[Company]

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



BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES

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

BASIS OF PROPOSAL

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

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

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

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

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

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

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

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

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

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

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

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

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



Addressee

Company Name

BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES

DWMA Job No. 23586 (001-015)

July 12, 2023

Page 7 of 7

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

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

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

CLIENT RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the “**Work Authorization**”), dated August 14, 2023, authorizes certain work in accordance with that certain *AGREEMENT BETWEEN THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT AND BERMAN CONSTRUCTION, LLC FOR GENERAL MAINTENANCE SERVICES* (the “**Agreement**”), dated August 18, 2020, by and between:

Postras East Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Orlando, Florida, and whose mailing address is 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “**District**”); and

Berman Construction, LLC, a Florida limited liability company, with a mailing address of 9801 Lake Nona Club Drive, Orlando, Florida 32827 (hereinafter “Contractor”, together with District the “**Parties**”).

Section 1. Scope of Services. Contractor shall provide lift station maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “**Services**”).

Section 2. Compensation and Term. It is understood and agreed that the payment of compensation for the Services under this Work Authorization shall be in the amount and for the term set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.

Section 3. Acceptance. Acceptance of this Work Authorization will authorize the Contractor to complete the Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.

**POITRAS EAST COMMUNITY DEVELOPMENT
DISTRICT**

Secretary

By: _____
Its: _____

BERMAN CONSTRUCTION, LLC

Katie Hanner

Witness

By: Berman, VP 8/14/23
Its: _____

Exhibit A: Proposal/Scope of Services



***Poitras as East Community
Development District Lift Station Maintenance***

***CONTRACT & SPECIFICATIONS FOR GROUNDS
MAINTENANCE SERVICES For***

LANDSCAPING - Total \$2,400.00 // Monthly Cost \$200.00

Itemized cost breakdown:

General Landscape and Maintenance and Screen Repairs for both Lift Stations in Poitras

Additional Services:

Any additional out of scope services estimates to be given upon request ie:

Pressure Washing

Landscape Design and Install

Irrigation Design and Repairs

Cleanup Due to Storms

We hereby propose to furnish labor and materials complete in accordance with the above specifications, for the sum stated above including sales tax. Payment to be made monthly upon receipt of bill and completion of monthly services. This contract can be terminated at any time with 30 days notice.

Acceptance: I/we hereby authorize Berman Property Maintenance to perform the work per specifications, conditions and payment terms above.

SIGNATURE	PRINT NAME	DATE
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DJ Batten

08/11/2023

BERMAN	BY:	DATE
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Postras East Community Development District

District's Financial Position and Budget to Actual YTD

Postras East CDD
Statement of Financial Position
As of 7/31/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$268,806.46				\$268,806.46
Alleyway & Infrastructure Capital Res.	105,083.16				105,083.16
Assessments Receivable	62,927.71				62,927.71
Prepaid Expenses	31.17				31.17
Assessments Receivable		\$1,204,272.42			1,204,272.42
Series 2020 Debt Service Reserve		82,618.85			82,618.85
Series 2023 Debt Service Reserve		814,368.75			814,368.75
Series 2023 Revenue		437,169.49			437,169.49
Series 2023 Acquisition/Construction			\$16,679.39		16,679.39
Series 2023 Cost of Issuance			5,500.00		5,500.00
Total Current Assets	<u>\$436,848.50</u>	<u>\$2,538,429.51</u>	<u>\$22,179.39</u>	<u>\$0.00</u>	<u>\$2,997,457.40</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$1,334,157.09	\$1,334,157.09
Amount To Be Provided				23,320,842.91	23,320,842.91
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>
Total Assets	<u><u>\$436,848.50</u></u>	<u><u>\$2,538,429.51</u></u>	<u><u>\$22,179.39</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$27,652,457.40</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$5,169.40				\$5,169.40
Deferred Revenue	62,927.71				62,927.71
Deferred Revenue		\$1,204,272.42			1,204,272.42
Accounts Payable			\$2,345.00		2,345.00
Retainage Payable			506,519.78		506,519.78
Total Current Liabilities	<u>\$68,097.11</u>	<u>\$1,204,272.42</u>	<u>\$508,864.78</u>	<u>\$0.00</u>	<u>\$1,781,234.31</u>
<u>Long Term Liabilities</u>					
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>
Total Liabilities	<u><u>\$68,097.11</u></u>	<u><u>\$1,204,272.42</u></u>	<u><u>\$508,864.78</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$26,436,234.31</u></u>
<u>Net Assets</u>					
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	106,976.54				106,976.54
Net Assets, Unrestricted		\$1,238,693.26			1,238,693.26
Current Year Net Assets, Unrestricted		95,463.83			95,463.83
Net Assets, Unrestricted			(\$2,444,277.84)		(2,444,277.84)
Current Year Net Assets, Unrestricted			1,957,592.45		1,957,592.45
Total Net Assets	<u><u>\$368,751.39</u></u>	<u><u>\$1,334,157.09</u></u>	<u><u>(\$486,685.39)</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,216,223.09</u></u>
Total Liabilities and Net Assets	<u><u>\$436,848.50</u></u>	<u><u>\$2,538,429.51</u></u>	<u><u>\$22,179.39</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$27,652,457.40</u></u>

Poitras East CDD
Statement of Activities
As of 7/31/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Revenues</u>					
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		\$424,465.47			424,465.47
Inter-Fund Group Transfers In		14,637.10			14,637.10
Debt Proceeds		20,497,574.03			20,497,574.03
Other Income & Other Financing Sources			\$316,128.53		316,128.53
Inter-Fund Transfers In			(14,637.10)		(14,637.10)
Debt Proceeds			10,051,466.19		10,051,466.19
Total Revenues	<u>\$321,532.79</u>	<u>\$20,936,676.60</u>	<u>\$10,352,957.62</u>	<u>\$0.00</u>	<u>\$31,611,167.01</u>
<u>Expenses</u>					
Supervisor Fees	\$1,600.00				\$1,600.00
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	13,323.56				13,323.56
Disclosure	2,500.00				2,500.00
District Counsel	25,486.56				25,486.56
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	4,131.29				4,131.29
Meeting Room	948.24				948.24
Office Supplies	125.00				125.00
Web Site Maintenance	2,250.00				2,250.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,980.74				1,980.74
Water Reclaimed	10,299.93				10,299.93
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	1,332.53				1,332.53
Streetlights	1,776.64				1,776.64
Liftstation Maintenance	5,925.21				5,925.21
Personnel Leasing Agreement	10,550.00				10,550.00
Principal Payment (Series 2020)		\$20,344,279.48			20,344,279.48
Interest Payments (Series 2020)		509,702.05			509,702.05

Poitras East CDD
Statement of Activities
As of 7/31/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
Trustee Services			\$9,342.00		9,342.00
Engineering			70,067.76		70,067.76
District Counsel			54,681.50		54,681.50
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			495.85		495.85
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			62,439.12		62,439.12
Contingency			2,541,332.38		2,541,332.38
Total Expenses	<u>\$197,556.05</u>	<u>\$20,853,981.53</u>	<u>\$8,407,948.99</u>	<u>\$0.00</u>	<u>\$29,459,486.57</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$1,977.56				\$1,977.56
Interest Income		\$12,768.76			12,768.76
Interest Income			\$12,583.82		12,583.82
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$1,977.56</u>	<u>\$12,768.76</u>	<u>\$12,583.82</u>	<u>\$0.00</u>	<u>\$27,330.14</u>
Change In Net Assets	\$125,954.30	\$95,463.83	\$1,957,592.45	\$0.00	\$2,179,010.58
Net Assets At Beginning Of Year	<u>\$242,797.09</u>	<u>\$1,238,693.26</u>	<u>(\$2,444,277.84)</u>	<u>\$0.00</u>	<u>(\$962,787.49)</u>
Net Assets At End Of Year	<u><u>\$368,751.39</u></u>	<u><u>\$1,334,157.09</u></u>	<u><u>(\$486,685.39)</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,216,223.09</u></u>

Poitras East CDD
Budget to Actual
For the Month Ending 7/31/2023

	Year To Date			FY 2023 Adopted Budget	Percentage Spent
	Actual	Budget	Variance		
<u>Revenues</u>					
On-Roll Assessments	\$ 248,655.04	\$ 301,020.83	\$ (52,365.79)	\$ 361,225.00	95.64%
Off-Roll Assessments	49,641.99	-	49,641.99	-	
Other Income & Other Financing Sources	4,258.00	-	4,258.00	-	
Carryforward Revenue	42,916.67	42,916.67	-	51,500.00	83.33%
Net Revenues	\$ 345,471.70	\$ 343,937.50	\$ 1,534.20	\$ 412,725.00	83.71%
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 1,600.00	\$ 4,000.00	\$ (2,400.00)	\$ 4,800.00	33.33%
D&O Insurance	2,694.00	2,520.83	173.17	3,025.00	89.06%
Trustee Services	5,648.38	5,000.00	648.38	6,000.00	94.14%
Management	26,250.03	29,166.67	(2,916.64)	35,000.00	75.00%
Engineering	13,323.56	10,000.00	3,323.56	12,000.00	111.03%
Disclosure	2,500.00	4,166.67	(1,666.67)	5,000.00	50.00%
Property Appraiser	-	166.67	(166.67)	200.00	
District Counsel	25,486.56	25,000.00	486.56	30,000.00	84.96%
Assessment Administration	15,000.00	6,250.00	8,750.00	7,500.00	200.00%
Reamortization Schedules	-	208.33	(208.33)	250.00	0.00%
Audit	5,000.00	5,000.00	-	6,000.00	83.33%
Arbitrage Calculation	1,000.00	416.67	583.33	500.00	200.00%
Travel and Per Diem	36.21	250.00	(213.79)	300.00	12.07%
Telephone	-	41.67	(41.67)	50.00	0.00%
Postage & Shipping	209.97	416.67	(206.70)	500.00	41.99%
Copies	-	833.34	(833.34)	1,000.00	0.00%
Legal Advertising	4,131.29	10,000.00	(5,868.71)	12,000.00	34.43%
Bank Fees	-	150.00	(150.00)	180.00	0.00%
Miscellaneous	-	5,429.17	(5,429.17)	6,515.00	0.00%
Meeting Room	948.24	333.33	614.91	400.00	237.06%
Office Supplies	125.00	208.33	(83.33)	250.00	50.00%
Web Site Maintenance	2,250.00	2,350.00	(100.00)	2,820.00	79.79%
Holiday Decorations	-	833.33	(833.33)	1,000.00	0.00%
Dues, Licenses, and Fees	175.00	145.83	29.17	175.00	100.00%
Total General & Administrative Expenses	\$ 106,378.24	\$ 112,887.51	\$ (6,509.27)	\$ 135,465.00	78.53%
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 1,980.74	\$ 4,166.67	\$ (2,185.93)	\$ 5,000.00	39.61%
Water-Sewer Combination Services					
Water Reclaimed	10,299.93	25,000.00	(14,700.07)	30,000.00	34.33%
Other Physical Environment					
General Insurance	3,294.00	3,083.33	210.67	3,700.00	89.03%
Property & Casualty Insurance	10,903.00	7,333.33	3,569.67	8,800.00	123.90%
Other Insurance	-	83.33	(83.33)	100.00	0.00%
Irrigation Repairs	2,976.00	12,500.00	(9,524.00)	15,000.00	19.84%
Landscaping Maintenance & Material	39,938.76	44,300.00	(4,361.24)	53,160.00	75.13%
Tree Trimming	-	416.67	(416.67)	500.00	0.00%
Flower & Plant Replacement	2,201.00	6,250.00	(4,049.00)	7,500.00	29.35%
Contingency	1,332.53	23,333.33	(22,000.80)	28,000.00	4.76%
Road & Street Facilities					
Entry and Wall Maintenance	-	2,500.00	(2,500.00)	3,000.00	0.00%
Hardscape Maintenance	-	4,166.67	(4,166.67)	5,000.00	0.00%
Alleyway Maintenance	-	8,333.33	(8,333.33)	10,000.00	0.00%
Streetlights	1,776.64	20,833.33	(19,056.69)	25,000.00	7.11%
Accent Lighting	-	416.67	(416.67)	500.00	0.00%
Liftstation Maintenance	5,925.21	12,500.00	(6,574.79)	15,000.00	39.50%
Parks & Recreation					
Personnel Leasing Agreement	10,550.00	10,000.00	550.00	12,000.00	87.92%
Reserves					
Infrastructure Capital Reserve	40,000.00	33,333.33	6,666.67	40,000.00	100.00%
Alleyway Reserve	15,000.00	12,500.00	2,500.00	15,000.00	100.00%
Total Field Operations Expenses	\$ 146,177.81	\$ 231,049.99	\$ (84,872.18)	\$ 277,260.00	52.72%
Total Expenses	\$ 252,556.05	\$ 343,937.50	\$ (91,381.45)	\$ 412,725.00	61.19%
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 1,977.56	\$ -	\$ 1,977.56	\$ -	
Total Other Revenues (Expenses) & Gains (Losses)	\$ 1,977.56	\$ -	\$ 1,977.56	\$ -	
Net Income (Loss)	\$ 94,893.21	\$ -	\$ 94,893.21	\$ -	

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	-	-	3.63	(22,859.90)	268,806.46
8/1/2023	268,806.46	-	-	-	(5,169.40)	263,637.06 as of 08/11/2023
	Totals	-	(22,071.65)	324,198.16	(236,379.53)	