

# Postras East Community Development District

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

<http://poitrasedcdd.com/>

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, October 17, 2023, at 6900 Tavistock Lakes Blvd. Ste 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

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

Phone: 1-844-621-3956

Computer: pfmccd.webex.com

Participant Code: 2531 126 0013#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the September 19, 2023, Board of Supervisors' Meeting**

### Business Matters

- 2. **Consideration of Pest Control Proposals (*provided under separate cover*)**
- 3. **Discussion of Holiday Decorations**
- 4. **Request to Advertise Invitation to Bid for Lift Station G**
- 5. **Ratification of Egis Insurance Package for FY 2024**
- 6. **Ratification of Operation and Maintenance Expenditures Paid in September 2023 in an amount totaling \$10,454.06**
- 7. **Ratification of Requisition Nos. 2020-268 – 2020-273 Paid in September 2023 in an amount totaling \$32,830.99**
- 8. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
- 9. **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 September 19, 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, September 19, 2023, at 3:00 p.m. at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Richard Levey	Chairman
Frank Paris	Assistant Secretary
Brent Schademan	Assistant Secretary
Julie Salvo	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Ryan Dugan	Kutak Rock	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Samantha Sharenow	Berman	
Dan Young	Tavistock	
DJ Batten	Berman	

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey called for public comments. He noted there were no public comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
August 15, 2023, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the August 15, 2023, Board of Supervisors' Meeting.

On motion by Ms. Salvo, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the August 15, 2023, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2023  
Audit Engagement Letter with Grau &  
Associates**

Ms. Walden stated the audit engagement letter is in line with what was proposed. The cost is \$7,100.00 and is well under the budget for this line item.

On motion by Ms. Salvo, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Fiscal Year 2023 Audit Engagement Letter with Grau & Associates in the amount of \$7,100.00.

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

#### **Consideration of Agreement for Environmental Permitting Services with AECOM Technical Services, Inc. (Luminary Boulevard Extension and Jim Branch Creek Culvert Crossing)**

Mr. Newton stated the District is undertaking the project for extending Luminary Boulevard from its current roundabout terminus, across Jim Branch Creek. In doing that, the District needs both environmental support and geotechnical support for the design work of the crossing.

On motion by Mr. Paris, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Agreement for Environmental Permitting Services with AECOM Technical Services, Inc. (Luminary Boulevard Extension and Jim Branch Creek Culvert Crossing) in the amount of \$16,000.00, subject to District Counsel and Engineer negotiating any changes to the agreement.

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

#### **Consideration of Agreement for Geotechnical Engineering Services with Yovaish Engineering Services, LLC (Luminary Boulevard Extension and Jim Branch Creek Culvert Crossing)**

Mr. Schademan asked if this is all that is needed from Yovaish. Mr. Newton replied that they were shown what was being proposed and they provided the amount for what they stated was needed.

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 Agreement for Geotechnical Engineering Services with Yovaish Engineering Services, LLC (Luminary Boulevard Extension and Jim Branch Creek Culvert Crossing) in the amount of \$8,342.50.

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

#### **Ratification of Operation and Maintenance Expenditures Paid in August 2023 in an amount totaling \$22,396.62**



Dr. Levey stated these O&M Expenditures 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 the Operation and Maintenance Expenditures paid in August 2023 in an amount totaling \$22,396.62.

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

#### **Ratification of Requisition Nos. 2020-261 – 2020-267 Paid in August 2023 in an amount totaling \$42,102.35**

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. 2020-261 – 2020-267 paid in August 2023 in an amount totaling \$42,102.35.

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

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

Mr. Newton stated for the Luminary Boulevard Extension and Jim Branch Creek Culvert Crossing his firm provided a Work Authorization for the civil engineering, surveying and construction services in the amount of \$195,850.00. He added that it also includes the structural engineering on the box culverts.

On motion by Mr. Paris, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization with McIntosh & Associates in the amount of \$195,850.00 for the Luminary Blvd. Extension & Jim Branch Creek Crossing project.

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

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

Ms. Walden stated through August, the District has expenses of just under \$270,000.00 versus an overall budget of \$412,000.00. So, the District has spent approximately 65% of the adopted budget.

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

#### **Staff Reports**

District Counsel –

Mr. Dugan stated District Counsel has been working with Mr. Newton on drafting the Environmental Permitting Agreement with AECOM that was on the agenda and was approved earlier today. In a separate agreement that District staff is working with AECOM, there were some comments to

revise the terms. He noted that some of the edits that AECOM proposed are not acceptable to District staff. To the extent that AECOM has comments to the terms of this agreement that was approved today, District Counsel is asking that the Board authorize District staff to work through any revision to the wording. It wouldn't change the amount of the proposal, but District Counsel wants to make sure that the terms are consistent with what is typically included in similar agreements.

Discussion ensued. The Board confirmed the intent of their approval is to have District Counsel and Engineer negotiate any changes in the agreement.

Mr. Dugan stated an item he wanted to make the Board aware of is there are some law changes to the Prompt Payment Act in Florida Statutes. The District has a Prompt Payment Policy that was adopted in 2018 which allows for the policy to be automatically updated when there are law changes without Board action. District Counsel will work with District Manager to revise the policy to bring it up to date with current law. The biggest change for this District is there are some law changes related to construction contracts and closeout process in what is required to be included in the punch list. In addition to listing out the items, there's also a requirement to list out the estimated cost of those items on a punch list.

District Manager –

Ms. Walden noted the next Board Meeting starts the new Fiscal Year and will be held on Tuesday, October 17, 2023, at 4:00 p.m. in the office of Tavistock Development Company, 6900 Tavistock Lakes Blvd #200, Orlando, FL 32827.

District Engineer –

No report.

Construction Supervisor –

No report.

Landscape Supervisor –

Ms. Sharenow stated ULS payments are still being held. District staff is working with ULS to get the last bit of work done at the end of the month and working through the stuff they still owe. Mr. Batten noted that October 1, 2023, is when the transition will be to the new company.

Irrigation Supervisor –

No report.

## **TWELFTH ORDER OF BUSINESS**

### **Supervisor Requests**

There were no Supervisor requests.

## **THIRTEENTH ORDER OF BUSINESS**

### **Adjournment**

On motion by Ms. Schademan, seconded by Ms. Salvo, with all in favor, the September 19, 2023, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

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Secretary / Assistant Secretary

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Chair / Vice Chair

# **Postras East Community Development District**

**Pest Control Proposals**  
*(provided under separate cover)*

# **Postras East Community Development District**

## **Discussion of Holiday Decorations**

# **Postras East Community Development District**

**Request to Advertise Invitation to Bid  
for Lift Station G**



SHEET  
C015  
5 OF 25

DESIGNED/ DRAWN BY CDH / CWG	CHECKED BY JTT	DATE 9/1/23	SCALE 1"=150'	JOB NUMBER 23524	SURVEYORS
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[illegible]

5 OF 25



## **INVITATION TO BID**

### **Poitras East Community Development District Lift Station G**

Notice is hereby given that sealed Bid Proposals from previously pre-qualified bidders will be received until 2:00 p.m. on the \_\_\_\_ day of November, 2023, by the Poitras East Community Development District, c/o District Engineer, Jeffrey J. Newton, P.E., Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, FL 32789, for the Lift Station G project in the Lake Nona development in the City of Orlando, Florida. Bids will be publicly opened at the address listed above after the 2:00 p.m. deadline.

Scope of Work: The proposed project involves the construction of wastewater lift station LS-G and associated appurtenances, including connected force main and gravity mains.

**ONLY PREVIOUSLY PRE-QUALIFIED BIDDERS WILL BE ALLOWED TO SUBMIT BID PROPOSALS ON THIS PROJECT.** In the event that a change in the status of a pre-qualified bidder has occurred, including a change of ownership or any other change which materially affects an element the District considered when initially qualifying contractors, the pre-qualified bidder must provide written notice of such change to the District within its Bid Proposal.

The District has the right to reject any and all proposals, make modifications to the work, and waive any minor informalities and irregularities in proposals as they deem appropriate, if they determine in their discretion that it is in the best interest of the District to do so. Each proposal shall be accompanied by a Bid Bond in an amount not less than 5% of the total bid to be retained as liquidated damages in the event the Successful Bidder fails to execute the Agreement and file the required bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award. A Performance and Payment Bond will also be required.

Any previously pre-qualified bidder who wishes to protest the scope of work and selection criteria shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the proposed project plans and specifications or other contract documents, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, PFM Group Consulting LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the Engineer's Bidding Documents. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Electronic copies of the Engineer's Bidding Documents may be downloaded by pre-qualified Contractors from Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, FL 32789 (Phone 407-644-4068) at no cost. Each set will contain the Contract Documents and Construction Plans.

Any and all questions relative to this project shall be directed in writing only to Jeffrey J. Newton, P.E. of Donald W. McIntosh Associates, Inc. at 2200 Park Avenue North, Winter Park, FL 32789 not later than 5:00 p.m. on the \_\_\_\_ day of \_\_\_\_\_ 2023.

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
Jennifer Walden, District Manager

Run Date: \_\_\_\_\_, October \_\_\_\_, 2023



# **Postras East Community Development District**

**Egis Insurance Package for FY 2024**



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Postras East Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

## **About FIA**

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

### **Competitive Advantage**

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Risk management services including on-site loss control, property schedule verification and contract reviews
- Complimentary Property Appraisals
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### **How are FIA Members Protected?**

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers.

### **What Are Members Responsible For?**

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

Poitras East Community Development District  
c/o PFM Group Consulting, LLC  
3501 Quadrangle Boulevard, Suite 270  
Orlando, FL 32817

Term: October 1, 2023 to October 1, 2024

Quote Number: 100123365

## PROPERTY COVERAGE

### SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values –Building and Contents – Per Schedule on file totalling	\$1,414,835
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	Not Included

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	5 %	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery	\$2,500	Included
TRIA		Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM**

**\$14,657**

**Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile

## CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

## Deadly Weapon Protection Coverage

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0

## AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
Non-Monetary \$100,000 aggregate.

**Cyber Liability sublimit included under POL/EPLI**

Media Content Services Liability  
Network Security Liability  
Privacy Liability  
First Party Extortion Threat  
First Party Crisis Management  
First Party Business Interruption  
Limit: \$100,000 each claim/annual aggregate





## PREMIUM SUMMARY

Postras East Community Development District  
c/o PFM Group Consulting, LLC  
3501 Quadrangle Boulevard, Suite 270  
Orlando, FL 32817

**Term: October 1, 2023 to October 1, 2024**

**Quote Number: 100123365**

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$14,657
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$3,409
Public Officials and Employment Practices Liability	\$2,788
Deadly Weapon Protection Coverage	Included
<b>TOTAL PREMIUM DUE</b>	<b>\$20,854</b>

#### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



## PARTICIPATION AGREEMENT

### Application for Membership in the Florida Insurance Alliance

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2023, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

Poitras East Community Development District

\_\_\_\_\_  
(Name of Local Governmental Entity)

By:   
Signature

Richard Levey  
Print Name

Witness By:   
Signature

Jennifer L. Walden  
Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2023

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



## PROPERTY VALUATION AUTHORIZATION

**Poitras East Community Development District**  
**c/o PFM Group Consulting, LLC**  
**3501 Quadrangle Boulevard, Suite 270**  
**Orlando, FL 32817**


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### QUOTATIONS TERMS & CONDITIONS

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 25% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

<input checked="" type="checkbox"/>	Building and Content TIV	\$1,414,835	As per schedule attached
<input type="checkbox"/>	Inland Marine	Not Included	
<input type="checkbox"/>	Auto Physical Damage	Not Included	

Signature:  Date: 10.3.23

Name: Richard Levey

Title: Chairman

**Poitras East Community Development District**

Policy No.: 100123365  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value			
	Roof Shape	Roof Pitch					Roof Covering	Covering Replaced	Roof Yr Blt
1	Lift Station		2021	10/01/2023		\$404,835		\$404,835	
	14068 Hesse Road Orlando FL 32827		Pump / lift station	10/01/2024					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value			
	Roof Shape	Roof Pitch					Roof Covering	Covering Replaced	Roof Yr Blt
2	Decorative Knee wall w/ Decorative Fence and column features (2)		2021	10/01/2023		\$375,000		\$375,000	
	Luminary between Narcoossee and Progression Orlando FL 32828		Masonry non combustible	10/01/2024					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value			
	Roof Shape	Roof Pitch					Roof Covering	Covering Replaced	Roof Yr Blt
3	Knee Wall		2022	10/01/2023		\$170,000		\$170,000	
	Luminary Blvd and Selten Way Orlando FL 32829		Masonry non combustible	10/01/2024					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value			
	Roof Shape	Roof Pitch					Roof Covering	Covering Replaced	Roof Yr Blt
4	Knee Wall		2023	10/01/2023		\$150,000		\$150,000	
	Luminary Blvd and Pearson Ave Orlando FL 32830		Masonry non combustible	10/01/2024					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value			
	Roof Shape	Roof Pitch					Roof Covering	Covering Replaced	Roof Yr Blt
5	Knee Wall		2023	10/01/2023		\$150,000		\$150,000	
	Luminary Blvd and Centerline Drive Orlando FL 32830		Masonry non combustible	10/01/2024					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value			
	Roof Shape	Roof Pitch					Roof Covering	Covering Replaced	Roof Yr Blt
6	Decorative Walls w/Column Features		2023	10/01/2023		\$165,000		\$165,000	
	Centerline, North of Luminary Blvd (Bridge) Orlando FL 32827		Masonry non combustible	10/01/2024					
			Total:	Building Value \$1,414,835		Contents Value \$0		Insured Value \$1,414,835	

Sign: \_\_\_\_\_

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

Richard Leve

Date: 10.3.23

# **Postras East Community Development District**

**Operation and Maintenance Expenditures Paid in  
September 2023 in an amount totaling \$10,454.06**

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

The total items being presented:      **\$10,454.06**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairman

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

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

**Poitras East CDD**  
AP Check Register (Current by Bank)  
Check Dates: 9/1/2023 to 9/30/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: FCB - FLORIDA COMMUNITY BANK</b>					<b>001-101-0000-00-01</b>
1452	09/06/23	M	BERMAN	Berman Construction	\$3,200.00
1453	09/06/23	M	DONMC	Donald W McIntosh Associates	\$448.64
1454	09/06/23	M	USIC	USIC Locating Services	\$353.68
1455	09/12/23	M	PFMGC	PFM Group Consulting	\$317.01
1456	09/12/23	M	USIC	USIC Locating Services	\$310.68
1457	09/18/23	M	PFMGC	PFM Group Consulting	\$2,927.37
1458	09/22/23	M	BERMAN	Berman Construction	\$1,000.00
1459	09/27/23	M	BROWNI	Brownies Septic and Plumbing	\$150.00
1460	09/27/23	M	RLEVEY	Richard Levey	\$200.00
<b>BANK FCB REGISTER TOTAL:</b>					<b>\$8,907.38</b>
<b>GRAND TOTAL :</b>					<b>\$8,907.38</b>

8,907.38	Checks 1452-1460
1,591.81	Req 273 paid from O&M (reimbursed later)
1,546.68	PA 206 - OUC paid online
12,045.87	Total cash spent
10,454.06	O&M cash spent

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

## Poitras East Community Development District

### Payment Authorization #205

9/1/2023

Item No.	Payee	Invoice Number	General Fund
1	<b>erman onstruction</b>		
	Road Signage Installation	8898	\$ ,200.00
	September Administrator & Irrigation Specialist	9103	\$ ,000.00
2	<b>Donald W McIntosh Associates</b>		
	Engineering Services Through 08/11/2023	624	\$ 8.64
	<b>USIC Locating Services</b>		
	Ticket and Service Fees Through 07/31/2023	603858	\$ .68

**TOTAL**

**\$5,002.32**

  
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 3:07 pm, Sep 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: 3.09.05  
7: 3-04 '00



## Postras East Community Development District

### Payment Authorization #206

9/8/2023

Item No.	Payee	Invoice Number	General Fund
1	<b>OUC</b> Acct: 2989510986 ; Service 08/03/2023 - 09/05/2023	--	\$ ,546.68
2	<b>PFM Group Consulting</b> July Reimburseables	OE-EXP-08-2023-30	\$ 7.01
	<b>USIC Locating Services</b> Ticket and Service Fees Through 08/31/2023	610159	\$ 0.68
<b>TOTAL</b>			<b>\$2,174.37</b>

  
District Manager / Assistant DM

  
Chairperson

Postras 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 11:36 am, Sep 11, 2023

Daniel J. Young

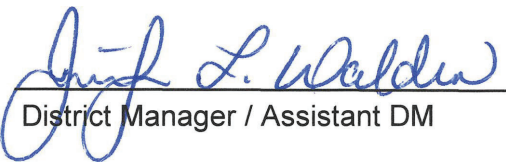
Digitally signed by Daniel J. Young  
DN: cn=US, email=Daniel.J.Young@pfm.com, o=Tavistock Development Co.,  
date=2023.09.11 11:36:00

Poitras East Community Development District

Payment Authorization #207

9/15/2023

Item No.	Payee	Invoice Number	General Fund
1	PFM Group consulting		
	September DM Fee	DM-09-2023-44	\$ ,916.63
	August Postage	OE-EXP-09-2023-29	\$ 0.74
TOTAL			\$2,927.37

  
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 2:37 pm, Sep 18, 2023

Digitaly signed by Daniel J. Young  
DN: C=US,  
E=dan.young@tavistock.com  
O=Tavistock Development  
Co., CN=Daniel J. Young  
Date: 2023.09.16  
17:33:15-04'00'

Daniel J. Young

## Poitras East Community Development District

### Payment Authorization #208

9/22/2023

Item No.	Payee	Invoice Number	General Fund
1	<b>Brownies Septic and Plumbing</b> September Monthly Maintenance	i118038	\$ 150.00
2	<b>Supervisor Fees - 09/19/2023 Meeting</b> Richard Levey	--	\$ 200.00
<b>TOTAL</b>			<b>\$ 0.00</b>

  
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 2:16 pm, Sep 27, 2023

Daniel J. Young

Digitally signed by Daniel J. Young  
DN: c=US, o=Poitras East Community Development District, ou=Development, cn=Daniel J. Young  
Date: 2023.09.27 15:35:55-0400

# **Postras East Community Development District**

**Requisition Nos. 2020-268 – 2020-273 Paid in  
September 2023 in an amount totaling \$32,830.99**

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

REQUISITION NO.	PAYEE	AMOUNT
S2020-268	Donald W McIntosh Associates	\$13,491.53
S2020-269	HTFL	\$16,800.00
S2020-270	Boggy Creek Improvement District	\$47.65
S2020-271	Florida Department of Environmental Protection	\$650.00
S2020-272	Florida Department of Environmental Protection	\$250.00
S2020-273	Poitras East CDD	\$1,591.81
		<b>\$32,830.99</b>

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

DATE:	September 1, 2023	REQUISITION NO:	268
PAYEE:	Donald W McIntosh Associates Inc	AMOUNT DUE:	\$13,491.53
ADDRESS:	2200 Park Avenue North Winter Park, FL 32789	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 44625 for Project 18124 (Poitras East CDD) Engineering Services Through 08/11/2023 <b>\$3,312.63</b></li><li>• Invoice 44632 for Project 23524 (Poitras East Lift Station G Evaluation) Engineering Services Through 08/11/2023 <b>\$9,535.60</b></li><li>• Invoice 44633 for Project 23584 (Centerline Drive Segment H1) Through 08/11/2023 – <b>\$643.30</b></li></ul>		

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

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage, which the District is at the date of such certificate entitled to retain.

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

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

POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

The undersigned District Engineer hereby certifies that this disbursement is for a cost of the Project and is consistent with: (i) the applicable or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and, (iii) the report of the District Engineer, as such report shall have been amended or modified as of the date hereof.

BY:   
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**

By Amanda Lane at 8:54 am, Sep 05, 2023

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

DATE:	September 8, 2023	REQUISITION NO:	269
PAYEE:	HTFL, Inc.	AMOUNT DUE:	\$16,800.00
ADDRESS:	70 Harrison Road Lake Placid, FL 33852	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 10740 for August 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

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:  9/8/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	September 15, 2023	REQUISITION NO:	270
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 OSC78956681 ; Ad: 7484767), Req. 2013-425		

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:  9/15/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE



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

DATE:	September 15, 2023	REQUISITION NO:	271
PAYEE:	Florida Dept. of Environmental Protection	AMOUNT DUE:	\$650.00
ADDRESS:	c/o Donald W McIntosh Associates 2200 Park Avenue North Winter Park, FL 32789	FUND:	<u>Acquisition/Construction</u>
ITEM:	Laureate Park Lift Station G Water Application Fee		

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.

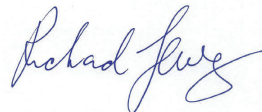
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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:  9/11/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	September 15, 2023	REQUISITION NO:	272
PAYEE:	Florida Dept. of Environmental Protection	AMOUNT DUE:	\$250.00
ADDRESS:	c/o Donald W McIntosh Associates 2200 Park Avenue North Winter Park, FL 32789	FUND:	<u>Acquisition/Construction</u>
ITEM:	Laureate Park Lift Station G Wastewater Application Fee		

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

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:  9/15/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	September 15, 2023	REQUISITION NO:	273
PAYEE:	Poitras East CDD	AMOUNT DUE:	\$1,591.81
ADDRESS:	3501 Quadrangle Boulevard, Ste. 270 Orlando, FL 32817	FUND:	<u>Acquisition/Construction</u>
ITEM:	Reimbursement to O&M account for payment to City of Orlando for payment of the 25% deposit fee for BLD2023-19961		

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.

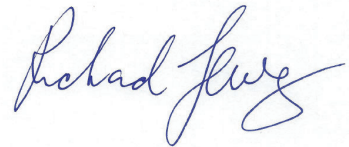
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



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

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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:  9/15/23  
DISTRICT ENGINEER Jeffrey J. Newton, PE

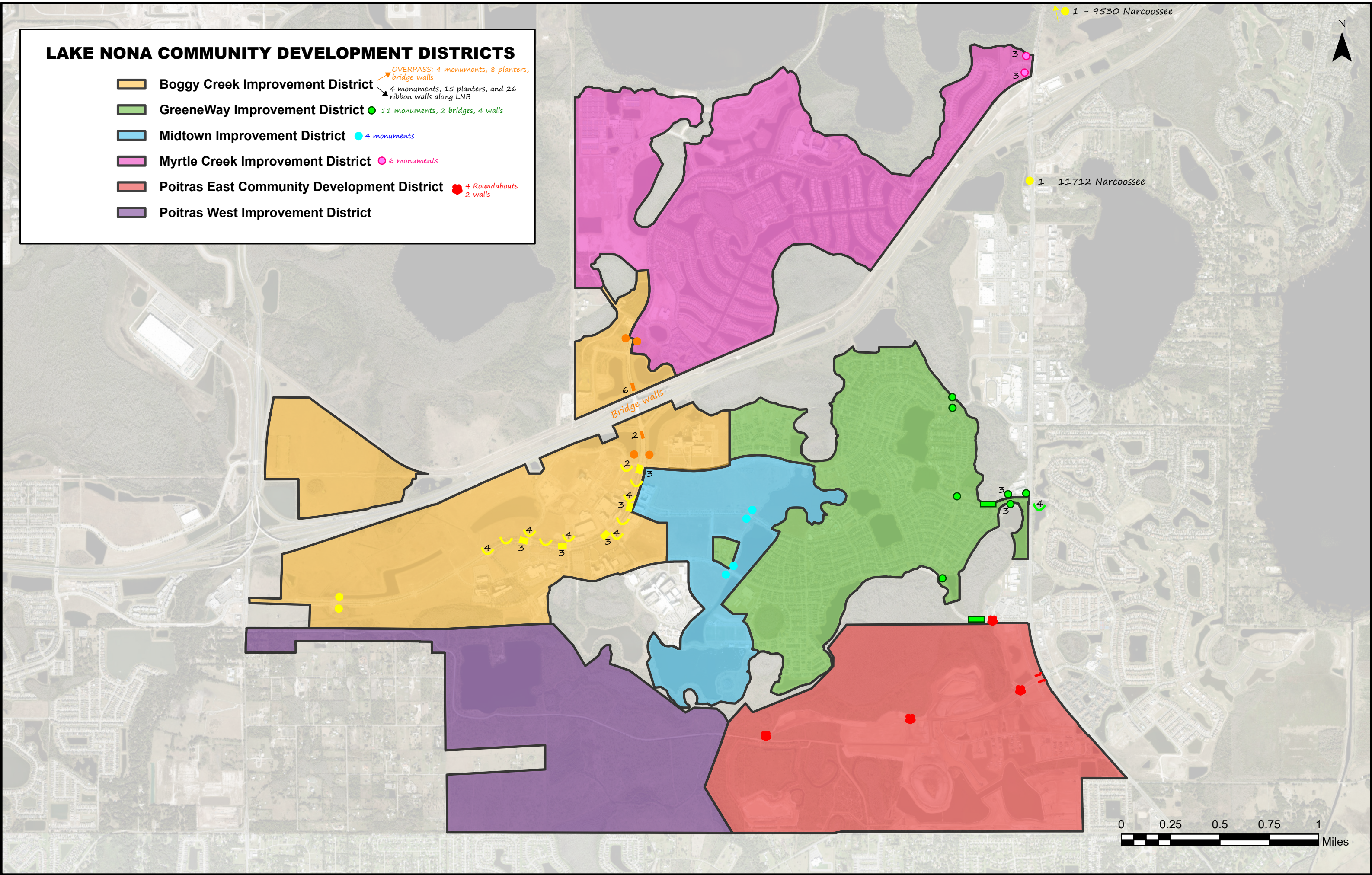
# **Postras East Community Development District**

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



**LAKE NONA COMMUNITY DEVELOPMENT DISTRICTS**

-  **Boggy Creek Improvement District**
  -  OVERPASS: 4 monuments, 8 planters, bridge walls
  -  4 monuments, 15 planters, and 26 ribbon walls along LNB
-  **GreeneWay Improvement District**  11 monuments, 2 bridges, 4 walls
-  **Midtown Improvement District**  4 monuments
-  **Myrtle Creek Improvement District**  6 monuments
-  **Poitras East Community Development District**  4 Roundabouts  
2 walls
-  **Poitras West Improvement District**





## WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the “Work Authorization”), dated 10/2/2023, 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:

**Poitras 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**”).

Round about & walls

**Section 1. Scope of Services.** Contractor shall provide Pressure wash 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**”). (Quarterly maintenance)

**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**

\_\_\_\_\_  
*Victor Polanco*

\_\_\_\_\_  
Witness

By: Victor Polanco - Project Manager  
Its: \_\_\_\_\_

**Exhibit A:** Proposal/Scope of Services



**Date of proposal: October 2, 2023**

**Client: Poitras East Community Development District**

**Project: Pressure Washing Quarterly**

**Scope: Pressure washing roundabout and walls**

Berman proposes the following scope of work and specifications:

- A. Pressure washing roundabout and walls** – Supply all materials, equipment, and labor to pressure wash the roundabout and entry walls closest to Narcoosee Rd. on Luminary Blvd.

**Total Project Costs \$650.00**

**Estimated Time of Completion** – Work will be completed in the most expedient time frame possible.

**Payment Schedule:** Upon Completion

**Additional Notes:** Berman Construction State of Florida CGC # 1518721

All labor work is guaranteed for 1 year. Any work defects due to poor craftsmanship will be repaired at contractor's expense. Any defect or poor craftsmanship of an installed product will be subject to manufacturer's warranty. If any dispute arises as a result of this contract, then parties agree to seek binding arbitration as outlined by State of FL contracting policies. Berman Property Maintenance & Construction/ Berman Construction LLC is not responsible for damage to personal property as a result of accepted construction practices and such was not caused from negligent behavior or practices.

**Revision and Approval Policy:** Please contact our office upon receipt and approval of this contract, and any questions you might have. Due to availability and cost of material at this time, this proposal is only valid for 14 days, starting on the date of the proposal. Should you accept the terms outlined above please sign below and return. We can then schedule your services at that time. This proposal will become binding once executed by both parties.

---

Agent for owner (print name and signature)

---

Berman Property Maintenance & Construction  
By, Katie Harmer, Vice President

# **Postras East Community Development District**

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



**Poitras East CDD**  
Statement of Financial Position  
As of 9/30/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$300,584.53				\$300,584.53
Alleyway & Infrastructure Capital Res.	105,099.57				105,099.57
Prepaid Expenses	31.17				31.17
Assessments Receivable		\$1,175,930.16			1,175,930.16
Series 2020 Debt Service Reserve		89,152.30			89,152.30
Series 2023 Debt Service Reserve		814,368.75			814,368.75
Series 2023 Revenue		475,664.11			475,664.11
Series 2023 Acquisition/Construction			\$22,332.82		22,332.82
Total Current Assets	<u>\$405,715.27</u>	<u>\$2,555,115.32</u>	<u>\$22,332.82</u>	<u>\$0.00</u>	<u>\$2,983,163.41</u>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$1,379,185.16	\$1,379,185.16
Amount To Be Provided				23,275,814.84	23,275,814.84
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24,655,000.00</u>	<u>\$24,655,000.00</u>
<b>Total Assets</b>	<u><u>\$405,715.27</u></u>	<u><u>\$2,555,115.32</u></u>	<u><u>\$22,332.82</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$27,638,163.41</u></u>

**Poitras East CDD**  
Statement of Financial Position  
As of 9/30/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$3,618.24				\$3,618.24
Deferred Revenue		\$1,175,930.16			1,175,930.16
Accounts Payable			\$85,666.76		85,666.76
Retainage Payable			506,519.78		506,519.78
Total Current Liabilities	<u>\$3,618.24</u>	<u>\$1,175,930.16</u>	<u>\$592,186.54</u>	<u>\$0.00</u>	<u>\$1,771,734.94</u>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$24,655,000.00	\$24,655,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24,655,000.00</u>	<u>\$24,655,000.00</u>
<b>Total Liabilities</b>	<u><u>\$3,618.24</u></u>	<u><u>\$1,175,930.16</u></u>	<u><u>\$592,186.54</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$26,426,734.94</u></u>
<b><u>Net Assets</u></b>					
Net Assets, Unrestricted	(\$63,275.11)				(\$63,275.11)
Current Year Net Assets, Unrestricted	18,977.76				18,977.76
Net Assets - General Government	306,072.20				306,072.20
Current Year Net Assets - General Government	140,322.18				140,322.18
Net Assets, Unrestricted		\$1,238,693.26			1,238,693.26
Current Year Net Assets, Unrestricted		140,491.90			140,491.90
Net Assets, Unrestricted			(\$2,444,277.84)		(2,444,277.84)
Current Year Net Assets, Unrestricted			1,874,424.12		1,874,424.12
<b>Total Net Assets</b>	<u><u>\$402,097.03</u></u>	<u><u>\$1,379,185.16</u></u>	<u><u>(\$569,853.72)</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,211,428.47</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$405,715.27</u></u>	<u><u>\$2,555,115.32</u></u>	<u><u>\$22,332.82</u></u>	<u><u>\$24,655,000.00</u></u>	<u><u>\$27,638,163.41</u></u>

**Poitras East CDD**  
Statement of Activities  
As of 9/30/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$313,081.12				\$313,081.12
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		\$452,807.73			452,807.73
Inter-Fund Group Transfers In		14,656.51			14,656.51
Debt Proceeds		20,504,089.61			20,504,089.61
Other Income & Other Financing Sources			\$316,128.53		316,128.53
Inter-Fund Transfers In			(14,656.51)		(14,656.51)
Debt Proceeds			10,126,395.39		10,126,395.39
Total Revenues	<u>\$385,958.87</u>	<u>\$20,971,553.85</u>	<u>\$10,427,867.41</u>	<u>\$0.00</u>	<u>\$31,785,380.13</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$2,000.00				\$2,000.00
D&O Insurance	2,694.00				2,694.00
Trustee Services	5,648.38				5,648.38
Management	35,000.00				35,000.00
Engineering	14,664.24				14,664.24
Disclosure	3,750.00				3,750.00
District Counsel	30,288.19				30,288.19
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	926.67				926.67
Legal Advertising	8,743.54				8,743.54
Meeting Room	1,000.04				1,000.04
Office Supplies	125.00				125.00
Web Site Maintenance	2,250.00				2,250.00
Dues, Licenses, and Fees	175.00				175.00
Electric	2,436.47				2,436.47
Water Reclaimed	12,104.67				12,104.67
General Insurance	3,294.00				3,294.00
Property & Casualty	10,903.00				10,903.00
Irrigation Parts	2,976.00				2,976.00

**Poitras East CDD**  
Statement of Activities  
As of 9/30/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
Landscaping Maintenance & Material	39,938.76				39,938.76
Flower & Plant Replacement	2,201.00				2,201.00
Contingency	4,596.69				4,596.69
Streetlights	2,664.14				2,664.14
Liftstation Maintenance	6,889.57				6,889.57
Personnel Leasing Agreement	12,550.00				12,550.00
Principal Payment (Series 2020)		\$20,344,279.48			20,344,279.48
Interest Payments (Series 2020)		509,702.05			509,702.05
Trustee Services			\$9,342.00		9,342.00
Engineering			127,696.69		127,696.69
District Counsel			56,898.00		56,898.00
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			591.15		591.15
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			93,658.30		93,658.30
Contingency			2,608,427.57		2,608,427.57
Total Expenses	\$228,855.57	\$20,853,981.53	\$8,566,204.09	\$0.00	\$29,649,041.19
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$2,196.64				\$2,196.64
Interest Income		\$22,919.58			22,919.58
Interest Income			\$12,760.80		12,760.80
Total Other Revenues (Expenses) & Gains (Losses)	\$2,196.64	\$22,919.58	\$12,760.80	\$0.00	\$37,877.02
<b>Change In Net Assets</b>	\$159,299.94	\$140,491.90	\$1,874,424.12	\$0.00	\$2,174,215.96
<b>Net Assets At Beginning Of Year</b>	\$242,797.09	\$1,238,693.26	(\$2,444,277.84)	\$0.00	(\$962,787.49)
<b>Net Assets At End Of Year</b>	\$402,097.03	\$1,379,185.16	(\$569,853.72)	\$0.00	\$1,211,428.47

**Poitras East CDD**  
Budget to Actual  
For the Month Ending 9/30/2023

	Year To Date			FY 2023 Adopted Budget	Percentage Spent
	Actual	Budget	Variance		
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 313,081.12	\$ 361,225.00	\$ (48,143.88)	\$ 361,225.00	115.85%
Off-Roll Assessments	49,641.99	-	49,641.99	-	
Other Income & Other Financing Sources	4,258.00	-	4,258.00	-	
Carryforward Revenue	51,500.00	51,500.00	-	51,500.00	100.00%
<b>Net Revenues</b>	<b>\$ 418,481.11</b>	<b>\$ 412,725.00</b>	<b>\$ 5,756.11</b>	<b>\$ 412,725.00</b>	<b>101.39%</b>
<b><u>General &amp; Administrative Expenses</u></b>					
Supervisor Fees	\$ 2,000.00	\$ 4,800.00	\$ (2,800.00)	\$ 4,800.00	41.67%
D&O Insurance	2,694.00	3,025.00	(331.00)	3,025.00	89.06%
Trustee Services	5,648.38	6,000.00	(351.62)	6,000.00	94.14%
Management	35,000.00	35,000.00	-	35,000.00	100.00%
Engineering	14,664.24	12,000.00	2,664.24	12,000.00	122.20%
Disclosure	3,750.00	5,000.00	(1,250.00)	5,000.00	75.00%
Property Appraiser	-	200.00	(200.00)	200.00	
District Counsel	30,288.19	30,000.00	288.19	30,000.00	100.96%
Assessment Administration	15,000.00	7,500.00	7,500.00	7,500.00	200.00%
Reamortization Schedules	-	250.00	(250.00)	250.00	0.00%
Audit	5,000.00	6,000.00	(1,000.00)	6,000.00	83.33%
Arbitrage Calculation	1,000.00	500.00	500.00	500.00	200.00%
Travel and Per Diem	36.21	300.00	(263.79)	300.00	12.07%
Telephone	-	50.00	(50.00)	50.00	0.00%
Postage & Shipping	926.67	500.00	426.67	500.00	185.33%
Copies	-	1,000.00	(1,000.00)	1,000.00	0.00%
Legal Advertising	8,743.54	12,000.00	(3,256.46)	12,000.00	72.86%
Bank Fees	-	180.00	(180.00)	180.00	0.00%
Miscellaneous	-	6,515.00	(6,515.00)	6,515.00	0.00%
Meeting Room	1,000.04	400.00	600.04	400.00	250.01%
Office Supplies	125.00	250.00	(125.00)	250.00	50.00%
Web Site Maintenance	2,250.00	2,820.00	(570.00)	2,820.00	79.79%
Holiday Decorations	-	1,000.00	(1,000.00)	1,000.00	0.00%
Dues, Licenses, and Fees	175.00	175.00	-	175.00	100.00%
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 128,301.27</b>	<b>\$ 135,465.00</b>	<b>\$ (7,163.73)</b>	<b>\$ 135,465.00</b>	<b>94.71%</b>
<b><u>Field Operations</u></b>					
<b>Electric Utility Services</b>					
Electric	\$ 2,436.47	\$ 5,000.00	\$ (2,563.53)	\$ 5,000.00	48.73%
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	12,104.67	30,000.00	(17,895.33)	30,000.00	40.35%
<b>Other Physical Environment</b>					
General Insurance	3,294.00	3,700.00	(406.00)	3,700.00	89.03%
Property & Casualty Insurance	10,903.00	8,800.00	2,103.00	8,800.00	123.90%
Other Insurance	-	100.00	(100.00)	100.00	0.00%
Irrigation Repairs	2,976.00	15,000.00	(12,024.00)	15,000.00	19.84%
Landscaping Maintenance & Material	39,938.76	53,160.00	(13,221.24)	53,160.00	75.13%
Tree Trimming	-	500.00	(500.00)	500.00	0.00%
Flower & Plant Replacement	2,201.00	7,500.00	(5,299.00)	7,500.00	29.35%
Contingency	4,596.69	28,000.00	(23,403.31)	28,000.00	16.42%
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	-	3,000.00	(3,000.00)	3,000.00	0.00%
Hardscape Maintenance	-	5,000.00	(5,000.00)	5,000.00	0.00%
Alleyway Maintenance	-	10,000.00	(10,000.00)	10,000.00	0.00%
Streetlights	2,664.14	25,000.00	(22,335.86)	25,000.00	10.66%
Accent Lighting	-	500.00	(500.00)	500.00	0.00%
Liftstation Maintenance	6,889.57	15,000.00	(8,110.43)	15,000.00	45.93%
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement	12,550.00	12,000.00	550.00	12,000.00	104.58%
<b>Reserves</b>					
Infrastructure Capital Reserve	40,000.00	40,000.00	-	40,000.00	100.00%
Alleyway Reserve	15,000.00	15,000.00	-	15,000.00	100.00%
<b>Total Field Operations Expenses</b>	<b>\$ 155,554.30</b>	<b>\$ 277,260.00</b>	<b>\$ (121,705.70)</b>	<b>\$ 277,260.00</b>	<b>56.10%</b>
<b>Total Expenses</b>	<b>\$ 283,855.57</b>	<b>\$ 412,725.00</b>	<b>\$ (128,869.43)</b>	<b>\$ 412,725.00</b>	<b>68.78%</b>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$ 2,196.64	\$ -	\$ 2,196.64	\$ -	
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$ 2,196.64</b>	<b>\$ -</b>	<b>\$ 2,196.64</b>	<b>\$ -</b>	
<b>Net Income (Loss)</b>	<b>\$ 136,822.18</b>	<b>\$ -</b>	<b>\$ 136,822.18</b>	<b>\$ -</b>	

Poitras East CDD  
Cash Flow

	Beg. Cash	FY23 Inflows	FY23 Outflows	FY24 Inflows	FY24 Outflows	End. Cash
10/1/2022	197,890.08	2.55	(10,591.67)			176,558.95
11/1/2022	176,558.95	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	63,043.12	(22,396.62)	-	-	309,452.96
9/1/2023	309,452.96	3,177.44	(12,045.87)	-	-	300,584.53
10/1/2023	300,584.53	-	(1,794.27)	-	-	298,790.26 as of 10/13/2023
	Totals	390,418.72	(267,446.89)	-	-	