

Postras East Community Development District

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

<http://poitrasedcdd.com/>

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, December 12, 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 October 17, 2023, Board of Supervisors' Meeting**

Business Matters

2. **Notice of Construction Committee Member Resignation**
3. **Consideration of Pest Control Proposals (*provided under separate cover*)**
4. **Consideration of Bids for Lift Station G (*provided under separate cover*)**
5. **Request to Advertise Invitation to Bid for Centerline Drive Section H1 (*provided under separate cover*)**
6. **Ratification of Non-Ad Valorem Assessment Administration Agreement**
7. **Ratification of Special Warranty Deed for Luminary Blvd. Phase 1B and 1C and Selten Way**
8. **Ratification of Operation and Maintenance Expenditures Paid in October 2023 in an amount totaling \$39,002.77 (*provided under separate cover*)**
9. **Ratification of Operation and Maintenance Expenditures Paid in November 2023 in an amount totaling \$48,824.50 (*provided under separate cover*)**
10. **Ratification of Requisition Nos. 2020-274 – 2020-279 Paid in October 2023 in an amount totaling \$85,666.76 (*provided under separate cover*)**
11. **Ratification of Requisition Nos. 2020-280 – 2020-282 Paid in November 2023 in an amount totaling \$38,552.65 (*provided under separate cover*)**
12. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
13. **Review of District's Financial Position and Budget to Actual YTD (*provided under separate cover*)**

Other Business

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



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

Adjournment



Postras East Community Development District

**Minutes of the October 17, 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, October 17, 2023, at 4:00 p.m. at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

Present:

Richard Levey	Chairman
Rob Adams	Vice Chairman
Frank Paris	Assistant Secretary
Brent Schademan	Assistant Secretary
Julie Salvo	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Jorge Jimenez	PFM	(via phone)
Ryan Dugan	Kutak Rock	
Tucker Mackie	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	(via phone)
Samantha Sharenow	Berman	
Katie Harmer	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
September 19, 2023, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the September 19, 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 September 19, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Pest Control
Proposals**

Ms. Walden asked for this item to be tabled as the proposals have not yet been received.

FIFTH ORDER OF BUSINESS

Discussion of Holiday Decorations

Ms. Walden stated currently this is the only Board that does not have decorations purchased within the Lake Nona area. So, this item is being brought for discussion on how the Board would like to proceed.

Discussion ensued regarding the options for placement of Holiday Decorations.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District authorized District staff obtaining a proposal for Holiday Decorations at a not-to-exceed amount of \$5,000.00 and authorized the Chair to execute.

SIXTH ORDER OF BUSINESS

Request to Advertise Invitation to Bid for Lift Station G

Mr. Newton stated there is a lift station in Neighborhood N2 Phase 2 (Lift Station G) that is a timing critical improvement. It serves Neighborhood N2 Phase 2, part of the school site, the Fire Station site, and some other development parcels. It has been designed and has been through one round of review with Orange County Utilities and the City. The comments have been minor so far, so the District Engineer feels it's an appropriate time to bid the project. By moving forward at this time, the Board should be able to award a contract at the December 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 moving forward with the Request to Advertise Invitation to Bid for Lift Station G.

SEVENTH ORDER OF BUSINESS

Ratification of Egis Insurance Package for FY 2024

Ms. Walden stated for all of the insurance items, the District had a total budget of \$21,800.00, and coverage for general liability, public officials liability, and property came in at \$20,854.00. She noted the District is just under budget on these items, and to maintain coverage the Chair executed this item outside of a meeting.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Egis Insurance Package for FY 2024 in the amount of \$20,854.00.

EIGHTH ORDER OF BUSINESS**Ratification of Operation and Maintenance Expenditures Paid in September 2023 in an amount totaling \$10,454.06**

Ms. Walden stated these O&M 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 September 2023 in an amount totaling \$10,454.06.

NINTH ORDER OF BUSINESS**Ratification of Requisition Nos. 2020-268 – 2020-273 Paid in September 2023 in an amount totaling \$32,830.99**

Ms. Walden stated these Requisitions 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 Requisition Nos. 2020-268 – 2020-273 paid in September 2023 in an amount totaling \$32,830.99.

TENTH ORDER OF BUSINESS**Recommendation of Work Authorization/Proposed Services**

Ms. Walden stated the District has one Work Authorization from Berman. This is to do pressure washing at the roundabout and walls for a cost of \$650.00.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization with Berman for pressure washing the roundabout and walls for \$650.00.

ELEVENTH ORDER OF BUSINESS**Review of District's Financial Position and Budget to Actual YTD**

Ms. Walden stated through September, the District has expenses of just under \$284,000.00 versus an overall budget of \$412,000.00. So, the District has spent approximately 68% of the adopted budget. She noted while the District is showing expenses through the end of the September, the District does have 60 days after the Fiscal Year ends to book items to that Fiscal Year. District staff is monitoring the budget and will bring a revised budget to the next meeting if needed.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Walden noted she had two items. The first is a reminder that the next Board Meeting will be held on Tuesday, November 14, 2023, which is the second Tuesday of the month instead of the normal third Tuesday. The second is that District staff received a request from a resident concerning the vegetation in the median on Luminary Blvd. when using the back gate entrance for Isles of Lake Nona. The resident is stating that the plants and the palm trees are obstructing the view of traffic. Ms. Walden noted she did speak with Ms. Sharenow about this and the jasmine in there is maintained within the scope and that the grass typically grows this time of year, so it'll get cut back at the appropriate time, but this is all part of the initial design. Ms. Sharenow added that she has gone to the area and there are no safety items of concern. The Chair asked Ms. Walden to respond to the resident based on Ms. Sharenow's findings.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On motion by Ms. Schademan, seconded by Mr. Paris, with all in favor, the October 17, 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

Construction Committee Member Resignation

November 3, 2023

Lake Nona Family of Districts

C/O PFM Consulting LLC.

3501 Quadrangle Blvd, STE 270

Orlando, FL 32817

To Whom it May Concern:

Please accept this letter as formal notification of my resignation from my position on the Construction Committee for the Lake Nona Family of Districts. My last day of work will be November 3, 2023 and appreciate the opportunities provided during my time here.

Thank you,

Matthew McDermott

Postras East Community Development District

Pest Control Proposals
(provided under separate cover)

Postras East Community Development District

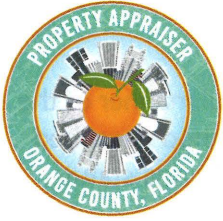
Bids for Lift Station G
(provided under separate cover)

Postras East Community Development District

Invitation to Bid for Centerline Drive Section H1
(provided under separate cover)

Postras East Community Development District

Non-Ad Valorem Assessment Administration Agreement



NON-AD VALOREM ASSESSMENT ADMINISTRATION AGREEMENT

An AGREEMENT made this 1st day of October 2023 between **AMY MERCADO** as Orange County Property Appraiser (Property Appraiser) and, **Poitras East CDD** (Taxing Authority), and is effective upon acceptance by both parties and through, September 30, 2024.

1. The Taxing Authority desires to use the services of the Property Appraiser to maintain non-ad valorem assessments on the tax roll and the Property Appraiser is prepared to do so, on behalf of the Taxing Authority. Each party represents that it has satisfied all conditions precedent to enter into this agreement.
2. The Property Appraiser agrees to perform the following service for the Taxing Authority:
 - A. Create a Non-Ad Valorem Assessment Roll for the Taxing Authority for the 2024 tax roll year using data provided annually to the Property Appraiser's Office by the Taxing Authority per attached Calendar for Implementation of Non- Ad Valorem Assessment Roll.
 - B. Provide the Taxing Authority with a data file in a compatible format on or before April 1, containing all parcels within the boundaries of the Taxing Authority to be used for the Taxing Authority's planning purposes in establishing its non-ad valorem assessments.
 - C. Receive from the Taxing Authority its proposed or adopted non-ad valorem assessment levy for each type of property and apply that amount to each parcel of real property as stipulated by Taxing Authority.
 - D. Include the Taxing Authority's non-ad valorem assessments on the Notice of Proposed Property Taxes and Proposed or Adopted Non-Ad Valorem Assessments mailed to all property owners in August of each year.
 - E. Receive from the Taxing Authority, corrections or changes to the roll and update the Non-Ad Valorem Assessment Roll for tax bills on or before September 15 of each year, the statutory deadline for certification of non-ad valorem assessments.
 - F. Deliver the Taxing Authority's Non-Ad Valorem Assessment Roll to the Orange County Tax Collector's Office so that tax bills mailed on or about November 1 will include the Taxing Authority's non-ad valorem assessment levies.

3. Taxing Authority agrees to perform the following acts in connection with this agreement:
 - A. Advise the property owners within the Taxing Authority in an appropriate and lawful manner of the Taxing Authority's intention to utilize the Uniform non- ad valorem assessment method described in Sections 197.3631 through 197.3635, Florida Statutes, and any other applicable Florida statute, and carry out its responsibilities under said sections.
 - B. Timely provide the Property Appraiser with information required to prepare the Uniform Non-Ad Valorem Assessment Roll per the Calendar for Implementation of Non-Ad Valorem Assessment Roll.
 - C. Advise the property owners within the Taxing Authority as appropriate that the Property Appraiser's office is acting in a ministerial capacity for the Taxing Authority in connection with the non-ad valorem assessments.
 - D. Preparation and delivery of certificate of corrections directly to Tax Collector, with copy to Property Appraiser, for any corrections to a certified final tax roll.
4. The Taxing Authority shall use its best efforts in furnishing the Property Appraiser with up-to-date and accurate data concerning its boundaries, proposed assessments, and other information as requested from time to time by the Property Appraiser and necessary to facilitate his making the assessment in question. The Property Appraiser shall, using the information provided by the Taxing Authority, place the district's non-ad valorem assessments, as made from time to time and certified to him, on properties within the district.
5. The Property Appraiser shall be compensated by the Taxing Authority for the administrative costs incurred in carrying out this Agreement. These costs include, but are not limited to labor, printing, forms, office supplies, computer equipment usage, postage, programming, or any other associated costs.
6. On 1st day of October of each applicable year, the administrative fee will be invoiced to the Taxing Authority equivalent to **\$0** per parcel assessed with a non-ad valorem tax. Parcel counts supporting the invoiced fee will be determined based upon the most current certified non-ad valorem assessment roll. Any new assessments added to the tax roll that were not previously certified and invoiced an administrative fee, will be separately invoiced on or around July 15 and prior to mailing of the Notice of Proposed Property Taxes in August.
7. The specific duties to be performed under this agreement and their respective timeframes are contained in the Calendar for Implementation of Non-Ad Valorem Assessment Roll, which is incorporated herein by reference.
8. This agreement constitutes the entire agreement between the parties and can only be modified in writing and signed by both parties.
9. All parts of this Agreement not held unenforceable for any reason shall be given full force and effect.
10. All communications required by this agreement shall be in writing and sent by first class mail, email, or facsimile to the other party.

Notices to the Taxing Authority shall be addressed to:

Poitras East CDD
Lynne Mullins
PFM Group Consulting LLC
3501 Quadrangle Blvd., Ste. 270
Orlando, FL 32817
mullinsl@pfm.com
(407)723-5900

Notices to the Property Appraiser shall be addressed to:

Carmen Crespo, Director, Accounting and Finance
Orange County Property Appraiser
200 S. Orange Ave., Suite 1700
Orlando, FL 32801
ccrespo@ocpafl.org
(407) 836-5353

11. TERMINATION. This Agreement may be terminated by either party upon written notice. Property Appraiser will perform no further work after the written termination notice is received.
12. TERM. This Agreement shall continue until such time as either party terminates the Agreement pursuant to Paragraph 11, above.
13. GOVERNING LAW; VENUE. This Agreement shall be governed by the laws of the State of Florida. Any action to interpret or enforce any provision of this Agreement shall be brought in the State and Federal courts for Orange County, Florida.

ORANGE COUNTY PROPERTY APPRAISER

Signed 
Amy Mercado (Nov 14, 2023 23:55 GMT)
AMY MERCADO, MBA

Date Nov 14, 2023

POITRAS EAST CDD

Name Richard Levey

Signed 

Date 11.2.23

CALENDAR FOR IMPLEMENTATION OF NON-AD VALOREM ASSESSMENTS

On or about April 1st, Property Appraiser to provide the Taxing Authority with an electronic file that includes parcel ID and any other information applicable or requested. Taxing Authority may request this file at any time after January 1st, but must understand that many splits/ combos, annexations, etc., may not be reflected early in the tax year and subsequent files may be necessary. If any additional information is required at any time by Taxing Authority, it should be requested of the Property Appraiser by Taxing Authority, allowing for a reasonable turnaround time. The file shall be in an ascii file, text or excel file, unless another format is requested and agreed upon between parties.

June 1

- Property Appraiser distributes Best Estimate of Taxable Value to all Taxing Authorities.

July 1

- Property Appraiser certifies Preliminary tax roll to all taxing authorities.
- Taxing Authority reviews all assessments and provides final approval for Notice of Proposed Property Taxes (TRIM)

July 15

- Property Appraiser to invoice Administrative Fee for new parcels, if any, assessed and in excess of prior year certified non-ad valorem assessment roll parcel count.

August 4

- The Taxing Authority adopts its proposed millage rate and submits to the Property Appraiser for TRIM.

August 24

- Last day Property Appraiser can mail TRIM notices to all property owners on the tax roll.

September 3 – October 3

- Taxing Authority holds initial and final public budget hearing.

September 15

- Taxing Authority certifies final non-ad valorem assessment roll to Property Appraiser on or before September 15 with any changes, additions, or deletions to the non-ad valorem assessment roll since the TRIM notices.

October

- Property Appraiser to mail Non-Ad Valorem Assessment Administration Agreement and invoice for non-ad valorem assessment processing for subsequent tax roll, based upon most recent certified non-ad valorem assessment roll parcel count.
- Property Appraiser delivers the Taxing Authority non-ad valorem assessment roll to the Tax Collector for collection of taxes on November 1 tax bills.

Postras East Community Development District

**Special Warranty Deed for Luminary Blvd.
Phase 1B and 1C and Selten Way**

This instrument was prepared by and
upon recording should be returned to:

Tucker F. Mackie, Esq.
Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301

Property Appraisers Parcel I.D. Nos.:
31-24-31-5161-18-000; 36-24-30-5100-18-000; and 31-24-31-8601-18-000

SPECIAL WARRANTY DEED

(Luminary Blvd. Phases 1B and 1C and Selten Way)

THIS SPECIAL WARRANTY DEED, is made effective as of the ____ day of _____ 2023, by **POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, whose address is 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “**Grantor**”), to and in favor of the **CITY OF ORLANDO, FLORIDA**, a municipal corporation, whose address is 400 South Orange Avenue, Orlando, Florida 32801 (the “**Grantee**”).

WITNESSETH:

That Grantor, for and in consideration of the sum of Ten and 00/100 Dollars (\$10.00) and other valuable consideration, the receipt whereof is hereby acknowledged, subject to the matters listed herein, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee, all that certain land situate in Orange County, Florida, more particularly described in **Exhibit “A”** attached hereto and incorporated herein by this reference (the “**Property**”).

TOGETHER, with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND, Grantor hereby covenants with Grantee, that Grantor is lawfully seized of the Property in fee simple; that Grantor has good right and lawful authority to sell and convey the Property and hereby warrants the title to the Property and will defend the same against the lawful claims of all persons claiming by, through, or under Grantor; subject to (i) covenants, easements, restrictions, reverters and other matters of record if any now exist but this reference shall not serve to reimpose same; (ii) all applicable zoning and other land use regulations or restrictions; and (iii) taxes and assessments for the year 2023 and subsequent years which are not yet due and payable.

IN WITNESS WHEREOF, the said Grantor has hereunto set its hand and seal the day and year first above written.

Signed, sealed and delivered in the presence of:

Amanda Lane
Print Name: Amanda Lane

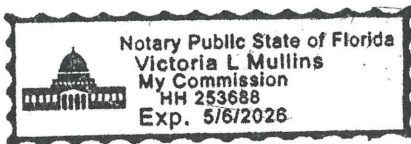
Alayne Mullins
Print Name: Alayne Mullins

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

Richard Levey
Richard Levey
Chairman, Board of Supervisors

STATE OF FLORIDA)
COUNTY OF ORANGE)

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 25 day of October 2023, by Richard Levey, as Chairman of the Poitras East Community Development District, who ☒ is personally known to me or ☐ produced _____ as identification.



Victoria L. Mullins
NOTARY PUBLIC, STATE OF FLORIDA

VICTORIA L. MULLINS
(Print, Type or Stamp Commissioned Name of Notary Public)

Note to Examiner: This instrument evidences a conveyance of an interest in unencumbered real estate as a gift and is exempt from Florida documentary stamp tax pursuant to Rule 12B-4.014(2)(a), Florida Administrative Code.

EXHIBIT "A"

PROPERTY

Tract R, LUMINARY BOULEVARD PHASE 1B, according to the plat thereof, as recorded in Plat Book 106, Pages 104 through 107, inclusive, in the Public Records of Orange County, Florida.

AND

Tract R, LUMINARY BOULEVARD PHASE 1C, according to the plat thereof, as recorded in Plat Book 109, Pages 14 through 19, inclusive, in the Public Records of Orange County, Florida.

AND

Tract R, SELTEN WAY POITRAS EAST, according to the plat thereof, as recorded in Plat Book 107, Pages 113 through 115, inclusive, in the Public Records of Orange County, Florida.

Postras East Community Development District

**Operation and Maintenance Expenditures Paid in
October 2023 in an amount totaling \$39,002.77**
(provided under separate cover)

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

Postras East Community Development District

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