

Postras East Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900
<http://poitraseastcdd.com/>

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, April 16, 2024, 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 February 20, 2024, Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2024-03, Underwriter Services Selection Policy** (*provided under separate cover*)
- 3. **Consideration of Resolution 2024-04, Designating Date, Time, and Location for Landowners' Meeting** [*suggested date of November 5, 2024*]
- 4. **Consideration of Resolution 2024-05, General Election**

Business Matters

- 5. **Review of Trail Maintenance Inspection Report** (*provided under separate cover*)
- 6. **Review of Fiscal Year 2025 Operations & Maintenance Budget** (*provided under separate cover*)
- 7. **Ratification of Landscape and Irrigation Easement Agreement (City of Orlando Community Park)**
- 8. **Ratification of Operation and Maintenance Expenditures Paid in February 2024 in an amount totaling \$444,515.84**
- 9. **Ratification of Operation and Maintenance Expenditures Paid in March 2024 in an amount totaling \$29,790.48** (*provided under separate cover*)
- 10. **Ratification of Requisition Nos. 2020-301 – 2020-307 Paid in February 2024 in an amount totaling \$408,482.57**
- 11. **Ratification of Requisition No. 2020-308 Paid in March 2024 in an amount totaling \$47.65** (*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**

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 February 20, 2024,
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, February 20, 2024, 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	
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	
Greg Platt	Donald W. McIntosh Associates	
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
December 12, 2023, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the December 12, 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 December 12, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01,
Designating Authorized Signatories
for the District's Bank Account(s)**

Ms. Walden noted that the District currently has this Resolution, but this is an updated one to include other officers to be able to handle District business.

On motion by Ms. Salvo, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2024-01, Designating Authorized Signatories for the District's Bank Account(s).

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Election of Officers

Ms. Walden explained that District staff is recommending keeping the officers in their current positions and adding additional Assistant Treasurers to handle items on the back end.

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 2024-02, Election of Officers with Dr. Richard Levey as Chair, Mr. Rob Adams as Vice Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Mr. Frank Paris, Ms. Julie Salvo and Mr. Brent Schademan as Assistant Secretaries, Ms. Jennifer Glasgow as Treasurer, and Ms. Amanda Lane, Ms. Amy Champagne, Mr. Rick Montejano and Ms. Verona Griffith as Assistant Treasurers.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Underwriter Services Selection Policy

Ms. Mackie explained that the Chairman requested that District staff develop an underwriter services policy with respect to procurement for underwriting services. While such services are not required to be competitively procured under Florida law, the policy would assist with the marketing and sale of future bond issuances. Included in the agenda is the draft policy for the Board's review. Several sister Districts are reviewing this item as well, but they decided to table this item at their meetings, so the Boards had time to review and then bring back questions and comments for discussion at the next meeting. This District does have a future issuance on the horizon as a BAN will be maturing in December. While action on this policy is not a prerequisite to issuance of bonds, the Board has the option to request District staff bring back three proposals at a future meeting in a manner consistent with the policy while the policy is still being considered.

The Board decided to table this item.

SEVENTH ORDER OF BUSINESS

Consideration of Pest Control Proposals

Ms. Walden noted that Berman reached out to four vendors asking for proposals. One vendor hasn't responded, two declined to bid and the last one, Fire Ant Control, provided a proposal. Fire Ant Control is the current vendor for the sister Districts, and they are quoting an amount of \$595.00 for their services. She added that currently there is no budgeted amount for these services, but the District does have enough funds in contingency to cover the cost.

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 proposal from Fire Ant Control for yearly service is the amount of \$595.00.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in December 2023 in an amount totaling \$27,725.03

Ms. Walden 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 December 2023 in an amount totaling \$27,725.03.

NINTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in January 2024 in an amount totaling \$42,374.85

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 January 2024 in an amount totaling \$42,374.85.

TENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2020-283 – 2020-288 Paid in December 2023 in an amount totaling \$49,755.24

Ms. Walden 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. 2020-283 – 2020-288 paid in December 2023 in an amount totaling \$49,755.24.

ELEVENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2020-289 – 2020-300 Paid in January 2024 in an amount totaling \$141,941.19

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

On motion by Ms. Salvo, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2020-289 – 2020-300 paid in January 2024 in an amount totaling \$141,941.19.

TWELFTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden stated there are two items. The first one is a Work Authorization with Kittelson & Associates in the amount of \$15,500.00. Mr. Young explained this item is an update to the traffic study and traffic counts for the Centerline Drive Segment H3 and Boggy Creek Road.

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 Kittelson & Associates in the amount of \$15,500.00 for the Centerline Drive Segment H3 and Boggy Creek Road analysis.

Ms. Walden noted the next item is with Cepra. There are two proposals for Luminary B. The first one is for a not-to-exceed amount of \$9,410.00 and the second one is for \$2,866.00. Mr. Batten explained that there have been main line blowouts and leaks which appear to be related to the install. Mr. Young asked about the warranty walk through. Mr. Batten responded that Mr. McDermott did that walkthrough. Dr. Levey added that valves and those types of issues wouldn't be seen on a walk through.

On motion by Mr. Adams, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Luminary B proposals with Cepra in a not-to-exceed amount of \$12,276.00.

THIRTEENTH ORDER OF BUSINESS

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

Ms. Walden stated through January, the District has expenses of just over \$149,000.00 versus an overall budget of \$797,000.00. So, the District has spent approximately 19% of the adopted budget.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – Ms. Mackie reminded the Board that the ethics training has gone into effect and the District Manager has sent out an email with details. The Form 1 will now be filed electronically.

District Manager – Ms. Walden stated the next Board meeting is March 12, 2024, which is the second Tuesday of the month. Additionally, the time has been moved up to earlier in the day and a calendar invite will be circulated after the meeting.

District Engineer – Mr. Newton stated construction will begin soon on Lift Station G as final permits are being wrapped up. Additionally, Centerline Drive Segment H1 will be ready to bid in a couple of weeks.

Construction Supervisor – No report.

Landscape Supervisor – Ms. Sharenow noted that the fire ant treatment will be handled in the next couple of weeks.

Irrigation Supervisor – No report.

FIFTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On motion by Ms. Schademan, seconded by Mr. Paris, with all in favor, the February 20, 2024, 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 2024-03,
Underwriter Services Selection Policy**
(provided under separate cover)

**Postras East
Community Development District**

**Resolution 2024-04,
Designating Date, Time, and Location for
Landowners' Meeting**

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, 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 entirely within the City of Orlando, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*],” and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Richard Levey	11/2026
2	Brent Schademan	11/2026
3	Julie Salvo	11/2024
4	Rob Adams	11/2024
5	Frank Paris	11/2024

This year, Seat 4, currently held by Rob Adams is subject to election by landowners in November 2024. The candidate receiving the highest number of votes shall be elected for a term of four (4) years. The term of office for each successful candidate shall commence upon election.

2. **LANDOWNER’S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 5th day of November, 2024, at _____.M, and located at 6900 Tavistock Lakes Blvd, Ste 200, Orlando, FL 32827.

3. **PUBLICATION.** The District’s Secretary is hereby directed to publish notice of the landowners’ meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners’ meeting and election have been announced by the Board at its **April 16, 2024**, meeting. A sample notice of

landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, PFM Group Consulting, LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817.

5. **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.

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

PASSED AND ADOPTED THIS 16th DAY OF APRIL 2024.

**POITRAS EAST COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Poitras East Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 1,060 acres, located west of Narcoossee Road, north and east of Boggy Creek Road, and south of the Central Florida Greenway and the Lake Nona property, in the City of Orlando, Florida, advising that a meeting of landowners will be held for the purpose of electing one (1) person to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 5, 2024
TIME: _____
PLACE: 6900 Tavistock Lakes, Ste 200,
Orlando, FL, 32828

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817, Ph: (407) 723-5900 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Jennifer Walden
District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Tuesday, November 5, 2024**

TIME: _____ .M.

LOCATION: **6900 Tavistock Lakes, Ste 200, Orlando, FL 32827**

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, one (1) seat on the Board will be up for election by landowners. The candidate receiving the highest number of votes shall be elected for a term of four (4) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 5, 2024**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ ("**Proxy Holder**") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Poitras East Community Development District to be held at _____, on _____, at _____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER 5, 2024

For Election (1 Supervisor): The one (1) candidate receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Poitras East Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
4		

Date: _____

Signed: _____

Printed Name: _____

**Postras East
Community Development District**

**Resolution 2024-05,
General Election**

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE ORANGE COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND 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 entirely within the City of Orlando, Florida; and

WHEREAS, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Orange County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

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

1. **GENERAL ELECTION SEATS.** Seat 3, currently held by Julie Salvo, and Seat 5, currently held by Frank Paris are scheduled for the General Election beginning in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Orange County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District’s General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District’s Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **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.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 16th day of April, 2024.

**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRPERSON/VICE CHAIRPERSON

ATTEST:

SECRETARY/ASSISTANT SECRETARY

EXHIBIT A

**NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Poitras East Community Development District (“District”) will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Orange County Supervisor of Elections located at 119 W. Kaley Street, Orlando, Florida 32806; Ph: (407) 836-2070. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Orange County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Poitras East Community Development District has two (2) seats up for election, specifically seats 3 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the Orange County Supervisor of Elections.

Publish on or before May 26, 2024.

Postras East Community Development District

Trail Maintenance Inspection Report
(provided under separate cover)

**Postras East
Community Development District**

**Fiscal Year 2025
Operations & Maintenance Budget**
(provided under separate cover)

**Postras East
Community Development District**

**Landscape and Irrigation Easement Agreement
(City of Orlando Community Park)**

Prepared By and Return To:
Tucker F. Mackie, Esq.
Kutak Rock LLP
107 West College Avenue
Tallahassee, FL 32301

LANDSCAPE AND IRRIGATION EASEMENT AGREEMENT
[City of Orlando Community Park]

THIS LANDSCAPE AND IRRIGATION EASEMENT AGREEMENT (the “**Agreement**”) is made effective as of this 19th day of March, 2024 (the “**Effective Date**”) by the **CITY OF ORLANDO, FLORIDA**, a municipality organized and existing under the laws of the State of Florida, whose address is 400 South Orange Avenue, Orlando, Florida 32801 (the “**Grantor**”), to and in favor of and **POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, whose mailing address is c/o PFM Group Consulting, 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817 (the “**Grantee**”) (Grantor and Grantee are sometimes together referred to herein as the “**Parties**”, and separately as the “**Party**”).

WITNESSETH:

WHEREAS, Grantor and TDCP, LLC, (“**TDCP**”) are parties to that certain unrecorded Agreement Regarding Community Park with an effective date of December 6, 2021 as was amended by that certain First Amendment with an effective date of February 19, 2024 collectively, the “**Purchase Agreement**”);

WHEREAS, in accordance with and pursuant to the Purchase Agreement, TDCP has by special warranty deed of even date herewith, conveyed fee simple title to Grantor of that certain real property being more particularly described on Exhibit “A” attached hereto and incorporated herein by this reference (the “**City Park Property**”);

WHEREAS, Grantor desires to give, grant and convey in favor of Grantee a perpetual, non-exclusive easement on, upon, over, under, across and through that certain portion of the City Park Property being more particularly described on Exhibit “B” attached hereto and incorporated herein by this reference (the “**Easement Area**”) for the purpose of construction, installation, repair, maintenance, use and replacement of the Improvements (as defined herein), subject to the provisions set forth herein.

NOW, THEREFORE, for and in consideration of Ten and No/100 Dollars (\$10.00) in hand paid by the Grantee to the Grantor, the mutual covenants and agreements herein set forth and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby expressly acknowledged by the Parties, the Parties do hereby agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference.

2. **Grant of Landscape and Irrigation Easement.** Grantor does hereby grant, bargain, sell and convey to Grantee, its successors and/or assigns, a perpetual, non-exclusive easement (the

“Easement”) on, upon, over, under, across and through the Easement Area for the purpose of the construction, installation, operation, repair, maintenance, use and replacement of landscaping and irrigation(including, without limitation, grass, sodding, shrubbery, plants, flowers, bushes, trees and mulch), all as may be constructed and/or installed by Grantee from time to time (with all of the foregoing being hereinafter referred to collectively as the “Improvements”), subject to the restrictions set forth herein. Prior to constructing any Improvements, Grantee shall deliver to Grantor copies of Grantee’s conceptual plans for same, and Grantor shall have a period of thirty (30) days to review (in Grantor’s capacity as fee simple owner) and deliver written approval or objection of same to Grantee. In the event Grantor does not respond within the thirty (30) day period, Grantee’s conceptual plans shall be automatically deemed approved. In the event Grantor delivers objections to Grantee’s conceptual plans, the parties shall work together in good faith to resolve same to their mutual satisfaction.

3. Repair and Maintenance.

(a) Grantee, at Grantee's sole cost and expense, shall maintain, repair and replace all Improvements within the Easement Area in good condition and state of repair. Prior to Grantee exercising its rights granted hereunder, Grantee shall obtain and maintain all necessary or required approvals, permits and / or licenses for the installation, construction, operation and maintenance of the Improvements, including but not limited to any governmental approval or approval required under agreements and easements of record.

(b) Grantee shall be responsible for all work performed in the Easement Area by Grantee and its employees, contractors, subcontractors, laborers, consultants and agents, and such work shall be undertaken in a safe and prudent manner and in accordance with all applicable laws, rules and regulations.

(c) In the event any required repair and/or maintenance hereunder is not performed by Grantee in accordance with the foregoing standards, Grantor may deliver a notice to Grantee setting forth the maintenance deficiencies, whereupon Grantee shall have a period of thirty (30) days to remedy the deficiencies. In the event the deficiencies are not remedied in a commercially reasonable fashion within such thirty (30) day period, Grantor shall have the right to undertake all reasonably necessary maintenance and repair itself and recover from Grantee the reasonable and actual out-of-pocket fees, costs and expenses incurred in connection therewith.

4. Damage.

(a) In the event that Grantee, its respective employees, agents, assignees, or contractors cause damage to the Easement Area or any of Grantor’s improvements located within the Easement Area, or causes damage to Grantor's other City Park Property or any improvements located thereon, Grantee, at Grantee's sole cost and expense, agrees to commence (within thirty (30) days after receiving written notice of the occurrence of such damage) and diligently pursue the restoration of the same to the original condition and grade, including, without limitation, repair and replacement of any landscaping, hardscaping, plantings, ground cover, roadways, driveways, sidewalks, parking areas, fences, walks, utility lines and other structures or improvements. In the event Grantee fails to repair such damage as required herein, Grantor shall be entitled to repair such damage in a manner Grantor reasonably deems appropriate at Grantee's expense, and recover Grantor’s reasonable and actual out-of-pocket

fees, costs and expenses incurred in connection therewith, which shall be due and payable by Grantee within thirty (30) days after Grantee's receipt of Grantor's demand therefor.

(b) In the event that Grantor, its respective employees, agents or contractors, cause damage to the Improvements located within the Easement Area, Grantor, at Grantor's sole cost and expense, agrees to commence (within thirty (30) days after receiving written notice of the occurrence of any such damage) and diligently pursue the restoration such damage to as nearly as practical to the original condition. In the event Grantor fails to repair such damage as required herein, Grantee shall be entitled to repair such damage in a manner Grantee reasonably deems appropriate at Grantor's expense, and recover Grantee's reasonable and actual out-of-pocket fees, costs and expenses incurred in connection therewith, which shall be due and payable by Grantor within thirty (30) days after Grantor's receipt of Grantee's demand therefor.

5. Insurance. Grantee shall exercise its rights and privileges hereunder at its own risk and expense. Throughout the term of this Agreement, Grantee, its agents, employees, consultants, representatives, contractors (and their subcontractors, employees, and materialmen) performing work on the Easement Area shall at all times maintain commercial general liability insurance to afford protection against any and all claims for bodily injury, death or property damage arising directly or indirectly out of such work. Said insurance shall be issued by solvent, reputable insurance companies authorized to do business in the State of Florida, naming Grantor as an additional insured, in an occurrence limit of not less than \$1,000,000.00 and in the aggregate of not less than \$2,000,000.00. Said insurance shall also be primary, and not contributory, as to any insurance coverage maintained or self-insured by Grantor. Upon receipt of written request from Grantor, Grantee shall furnish evidence of such insurance to Grantor. The name of the project and the type and amount of coverage provided shall be clearly stated on the face of each certificate of liability insurance. The insurance coverage shall contain a provision which forbids any cancellation, changes or material alterations, or renewal of coverage without providing thirty (30) days prior written notice to Grantee and Grantor.

6. Indemnity.

(a) To the extent allowed by law, and without waiving sovereign immunity and any of the protections afforded by Section 768.28, *Florida Statutes*, Grantee hereby agrees to indemnify, defend, and hold harmless Grantor from and against any and all actions, causes of action, claims, demands, liabilities, judgments, costs, expenses whatsoever (including, attorneys' fees at trial and appellate levels) arising out of the exercise by Grantee or its agents, employees, consultants, representatives, and contractors (and their subcontractors, employees, and materialmen) of the rights and obligations of Grantee set forth herein. Nothing herein shall inure to the benefit of any third party to allow a claim otherwise barred by sovereign immunity or other operation of law. Grantee's indemnity obligations are limited to the financial limitations provided in FS 768.28, whether said loss, cost, damage, claim or expense arises from tort, contract, or any other theory of law, and shall not extend to any loss, cost, damage, claim or expense resulting from the acts of negligence of Grantor or its agents or employees, but shall survive termination of, this Agreement.

(b) To the extent allowed by law, and without waiving sovereign immunity and any of the protections afforded by Section 768.28, *Florida Statutes*, Grantor hereby agrees to indemnify, defend, and hold harmless Grantee from and against any and all actions, causes of action, claims, demands, liabilities, judgments, costs, expenses whatsoever (including, attorneys'

fees at trial and appellate levels) arising out of the exercise by Grantor or its agents, employees, consultants, representatives, and contractors (and their subcontractors, employees, and materialmen) of the rights and obligations of Grantor set forth herein. Nothing herein shall inure to the benefit of any third party to allow a claim otherwise barred by sovereign immunity or other operation of law. Grantor's indemnity obligations are limited to the financial limitations provided in FS 768.28, whether said loss, cost, damage, claim or expense arises from tort, contract, or any other theory of law, and shall not extend to any loss, cost, damage, claim or expense resulting from the acts of negligence of Grantee or its agents or employees, but shall survive termination of, this Agreement.

7. Compliance with Laws. Any rights granted hereunder shall be exercised only in accordance and compliance with any and all applicable laws, ordinances, rules, regulations, permits and approvals.

8. Obligations. The Parties covenant and agree that neither Party shall discharge into or within the Easement Area, any hazardous or toxic materials or substances, any pollutants, or any other substances or materials prohibited or regulated under any federal, state or local law, ordinance, rule, regulations or permit, except in accordance with such laws, ordinances, rules, regulations and permits.

9. Beneficiaries of Easement Rights/Binding Effect. The Easement set forth in this Agreement shall be for the benefit and use of Grantee and its successors and assigns, and their agents, employees, consultants, representatives, contractors (and their subcontractors, employees and materialmen), and shall be binding upon the Easement Area and shall be a covenant running with the title to the Easement Area. The Easement hereby created and granted includes the creation of all incidental rights reasonably necessary for the use and enjoyment of the Easement Area for its intended purpose, including, specifically, the right of entry to the Easement Area for purposes of maintenance, operation, repair and construction within the Easement Area of any Improvements now or hereafter located therein, subject to the limitations set forth herein.

10. Assignment and Termination. Subject to the written consent of the Grantor, with said consent not being unreasonably withheld, Grantee may assign any or all of its rights and obligations under this Agreement at any time to any affiliated entity, association or community development district that agrees to construct and/or maintain the Improvements in accordance with the terms of this Agreement, whereupon Grantee shall be released from all obligations and liabilities except for any obligation or liabilities arising prior to the effective date of such assignment.

11. Amendments and Waivers. This Agreement may not be terminated or amended, modified, altered, or changed in any respect whatsoever, except by a further agreement in writing duly executed by the Parties and recorded in the Public Records of Orange County, Florida. No delay or omission of any Party in the exercise of any right accruing upon any default of any Party shall impair such right or be construed to be a waiver thereof, and every such right may be exercised at any time during the continuance of such default. A waiver by any Party of a breach of, or a default in, any of the terms and conditions of this Agreement by any other Party shall not be construed to be a waiver of any subsequent breach of or default in the same or any other provision of this Agreement. No breach of the provisions of this Agreement shall entitle any Party to cancel, rescind or otherwise terminate this Agreement, but such limitation shall not affect, in any manner, any other rights or remedies which any Party may have by reason of any breach of the provisions of this Agreement.

12. Notices. Any notices which may be permitted or required hereunder shall be in writing and shall be deemed to have been duly given (i) one day after depositing with a nationally recognized overnight courier service, or (ii) on the day of hand delivery (provided such delivery occurs prior to 5:00 pm, local Orlando, Florida time), to the address listed below or to such other address as either Party may from time to time designate by written notice in accordance with this paragraph:

If to Grantee: Poitras East Community Development District
3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817
Attn: District Manager

With a copy to: Kutak Rock LLP
107 W. College Avenue
Tallahassee, Florida 32301
Attn: District Counsel

If to Grantor: City of Orlando
400 South Orange Avenue
P.O. Box 4990
Orlando, Florida 32802-3370
Attn: Laurie Botts, Real Estate Manager
Email: realestate@orlando.gov

13. Use of Easement Area. It is acknowledged and agreed that the easement granted under this Agreement is not an exclusive easement. Grantor reserves until itself, its successors, assigns, grantees and invitees, the right, in its sole discretion, to use the Easement Area for any purpose not inconsistent with the rights granted herein to Grantee. By way of example but not of limitation, Grantor and its successors and assigns reserve the right from time to time to grant additional easements and licenses for access, utilities or any other purpose as it may reasonably deem necessary, under, over, across and upon the Easement Area, provided such easements and licenses do not unreasonably interfere with Grantee's use of the Easement Area pursuant to the terms hereof.

14. No Warranty. The easement granted herein is granted subject to all matters of record and without representation or warranty as to the suitability or use of the Easement Area for the easement granted herein

15. Liens. Grantee shall not permit (and shall promptly satisfy or transfer the lien to other security in accordance with applicable law) any construction, mechanic's lien or encumbrance against the Easement Area or any other property not owned by Grantee in connection with the exercise of Grantee's rights hereunder.

16. Attorneys' Fees. Should any action be brought arising out of this Agreement, including, without limitation, any action for declaratory or injunctive relief, or any action for the enforcement hereof, the predominantly prevailing party shall be entitled to reasonable attorneys' fees and costs and expenses of investigation, all as actually incurred, including, attorneys' fees, costs, and expenses of investigation and collection incurred before, during or after trial or in any appellate proceedings or in any action or participation in, or in connection with, any case or proceeding under the United States Bankruptcy Code, or any successor statutes. Any judgment or decree rendered in

any such actions or proceedings shall include the award of attorneys' fees, costs, and expenses, as just described. The terms of this section shall survive the termination of this Agreement.

17. Miscellaneous. This Agreement contains the entire understanding of the Parties with respect to the matters set forth herein and no other agreement, oral or written, not set forth herein, nor any course of dealings of the Parties, shall be deemed to alter or affect the terms and conditions set forth herein. If any provision of this Agreement, or portion thereof, or the application thereof to any person or circumstances, shall, to the extent be held invalid, inoperative or unenforceable, the remainder of this Agreement, or the application of such provision or portion thereof to any other persons or circumstances, shall not be affected thereby; it shall not be deemed that any such invalid provision affects the consideration for this Agreement; and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. This Agreement shall be construed in accordance with the laws of the United States of America and the State of Florida. The section headings in this Agreement are for convenience only, shall in no way define or limit the scope or content of this Agreement, and shall not be considered in any construction or interpretation of this Agreement or any part hereof. Where the sense of this Agreement requires, any reference to a term in the singular shall be deemed to include the plural of said term, and any reference to a term in the plural shall be deemed to include the singular of said term. Nothing in this Agreement shall be construed to make the Parties hereto partners or joint venturers or render either of said Parties liable for the debts or obligations of the other. This Agreement may be executed in counterparts, each of which shall constitute an original, but all taken together shall constitute one and the same Agreement. Time is of the essence of this Agreement. This Agreement shall be binding upon and inure to the benefit of the Grantee, Grantor, and their respective successors and assigns. The rights, privileges and easements granted and conveyed hereunder shall be a burden upon the Easement Area and exist for the benefit of and shall run with title to the applicable property.

[SIGNATURES APPEAR ON THE FOLLOWING PAGES]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be effective as of the day and year first set forth above.

“GRANTOR”

CITY OF ORLANDO, FLORIDA

Witnesses:

[Signature]
Printed Name: Stephanie Herdedia
[Signature]
Printed Name: Tanyia Paul

By: [Signature]
Name: Buddy Dyer
Title: Mayor

STATE OF FLORIDA)
):
COUNTY OF ORANGE)

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this 19 day of February 2024, by Buddy Dyer, as Mayor of the City of Orlando, Florida, a municipality organized and existing under the laws of the State of Florida, on behalf of the Grantor. He is personally known to me or has produced _____ (type of identification) as identification.

(Notary Seal)

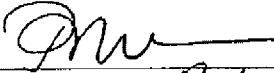
[Signature]
Notary Public
Print Name: Cheryl Anderson
Serial Number: _____
My Commission Expires: 06-28-2024




CHERYL L. ANDERSON
Commission # HH 015272
Expires June 28, 2024
Bonded thru Budget Notary Services

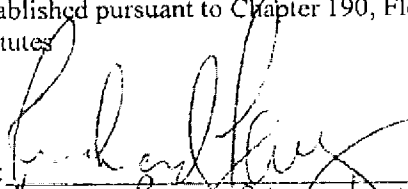
Signed, sealed and delivered
in the presence of:

“GRANTEE”


Print Name: Robyn Noren


Print Name: Shamira M. Bartley

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

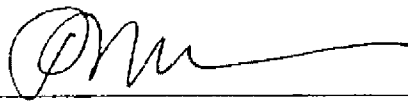
By: 
Print Name: RICHARD LEVEY
Title: Chairman

STATE OF FLORIDA)
COUNTY OF ORANGE)

The foregoing instrument was acknowledged before me by means of physical presence or
 online notarization, this 14 day of March, 2024 by
Richard Levey as Chairman of **POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**, on behalf of the District. He is personally known to me or has
produced _____ as identification.



ROBYN NOREN
Notary Public
State of Florida
Comm# HH357488
Expires 4/5/2027



(Signature of Notary Public)

(Typed name of Notary Public)
Notary Public, State of Florida
Commission No.: _____
My Commission Expires: _____

EXHIBIT "A"

CITY PARK PROPERTY

Tract P-1, CITY OF ORLANDO COMMUNITY PARK, according to the Plat thereof, as recorded in Plat Book 112, Pages 90-91, inclusive, Public Records of Orange County, Florida.

EXHIBIT "B"

EASEMENT AREA

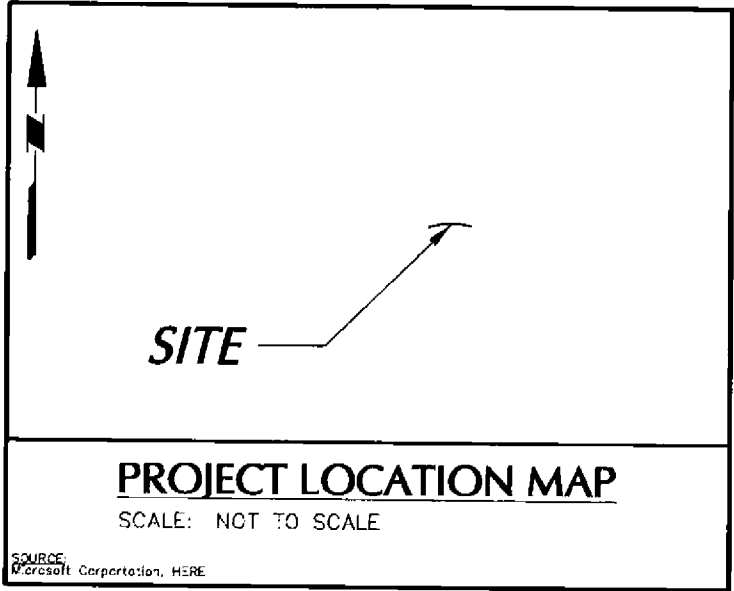
See attached Drawing No. VB001 – LHI Easement – prepared by Langan Engineering and Environmental Sciences, Inc. – 6 pages

LANGAN

Project No. 100654911

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LHI EASEMENT



LEGEND AND ABBREVIATIONS (NOT SHOWN TO SCALE)

B.V.D. -- BOULEVARD	L -- ARC LENGTH	P.O.B. -- POINT OF BEGINNING
CL -- CENTER LINE	R -- RADIUS	P.O.C. -- POINT OF COMMENCEMENT
* -- SECTION CORNER	A -- DELTA	O.R.B. -- OFFICIAL RECORD BOOK
QC -- QUARTER CORNER	CB -- CHORD BEARING	LHI -- LANDSCAPE HARDSCAPE IRRIGATION
R/W -- RIGHT-OF-WAY	CL -- CHORD LENGTH	PC -- POINT OF CURVATURE
S.F. -- SQUARE FEET	SEC -- SECTION	PT -- POINT OF TANGENCY
# -- NUMBER	P.B. -- PLAT BOOK	PCC -- POINT OF COMPOUND CURVATURE
DOC -- DOCUMENT	PG -- PAGE	

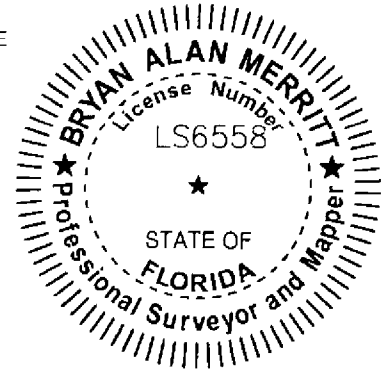
SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT THE SURVEY MAP SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. ALSO, THIS SURVEY MAP COMPLIES WITH THE STANDARDS OF PRACTICE, AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN RULE 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO CHAPTER 472.027 FLORIDA STATUTES.

Digitally signed by Bryan A Merritt
Reason: I am approving this document
Date: 2023.02.22 12:46:18-0500

Bryan A Merritt

BRYAN A. MERRITT
PROFESSIONAL SURVEYOR AND MAPPER
LICENSE NUMBER LS6558
LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES, INC.
LICENSED BUSINESS NUMBER LB8172, STATE OF FLORIDA.



THIS DOCUMENT HAS BEEN DIGITALLY SIGNED AND SEALED BY THE ABOVE NAMED PROFESSIONAL SURVEYOR AND MAPPER USING A CRYPTOAPI PRIVATE KEY IGC DIGITAL CERTIFICATE.

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE AUTHENTICATION CODE MUST BE VERIFIED ON ALL ELECTRONIC COPIES.

THIS IS NOT A SURVEY.

<p>LANGAN Langan Engineering and Environmental Services, Inc. 13485 Veterans Way, Suite 120 Orlando, FL 32827</p> <p>Tel: 407.974.2800 F: 407.974.2801 www.langan.com FL Certificate of Authorization No. 002066611-381721-53198</p>	Project: POITRAS EAST - COMMUNITY PARK PLAT ORANGE COUNTY FLORIDA	Drawing Title: COVER	Project No.: 100654911 Drawing No.: VB001
	Date: 1/30/2023 Drawn By: RIW Checked By: BAM	Sheet: 1 of 6	

LHI EASEMENT

LEGAL DESCRIPTION

ALL THAT PIECE AND PARCEL OF LAND LYING IN SECTION 31, TOWNSHIP 24 SOUTH, RANGE 31 EAST AND SECTION 36, TOWNSHIP 24 SOUTH, RANGE 30 EAST, ORANGE COUNTY, FLORIDA, AND FURTHER DESCRIBED AS FOLLOWS:

AN EASEMENT FOR LANDSCAPE, HARDSCAPE, IRRIGATION PURPOSES COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 31;

THENCE NORTH 00°05'27" EAST ALONG THE WEST LINE OF SAID SOUTHWEST ¼ OF SECTION 31 A DISTANCE OF 2,920.75 FEET TO THE NORTHWEST CORNER OF SAID SOUTHWEST ¼ OF SECTION 31;

THENCE DEPARTING SAID WEST LINE NORTH 79°59'36" EAST A DISTANCE OF 115.48 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF LUMINARY BOULEVARD, BEING TRACT R OF THE PLAT LUMINARY BOULEVARD PHASE 1C AS DESCRIBED IN PLAT BOOK 109 PAGES 14 THROUGH 19 OF THE PUBLIC RECORDS OF ORANGE COUNTY FLORIDA, AND THE POINT OF BEGINNING;

THENCE ALONG A NON-TANGENT CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 39.27 FEET, A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 90°00'00", AND BEING SUBTENDED BY A CHORD WHICH BEARS SOUTH 32°12'15" EAST A DISTANCE OF 35.36 FEET TO A POINT;

THENCE NORTH 77°12'15" WEST A DISTANCE OF 10.00 FEET TO A POINT;

THENCE ALONG A NON-TANGENT CURVE TO THE LEFT HAVING AN ARC LENGTH OF 23.56 FEET, A RADIUS OF 15.00 FEET, AND A CENTRAL ANGLE OF 90°00'00" AND BEING SUBTENDED BY A CHORD WHICH BEARS NORTH 32°12'15" WEST A DISTANCE OF 21.21 FEET TO A POINT OF TANGENCY;

THENCE NORTH 77°12'15" WEST A DISTANCE OF 24.81 FEET TO A POINT OF CURVATURE;

THENCE ALONG A CURVE TO THE LEFT HAVING AN ARC LENGTH OF 1,123.05 FEET, A RADIUS OF 2,180.00 FEET, A CENTRAL ANGLE OF 29°30'59", AND BEING SUBTENDED BY A CHORD WHICH BEARS SOUTH 88°02'16" WEST A DISTANCE OF 1,110.67 FEET TO A POINT OF COMPOUND CURVATURE;


THENCE ALONG A CURVE TO THE LEFT HAVING AN ARC LENGTH OF 24.37 FEET, A RADIUS OF 15.00 FEET, AND A CENTRAL ANGLE OF 93°05'12" AND BEING SUBTENDED BY A CHORD WHICH BEARS SOUTH 26°44'11" WEST A DISTANCE OF 21.78 FEET TO A POINT;

THENCE SOUTH 70°11'35" WEST A DISTANCE OF 10.00 FEET TO A POINT;

THENCE ALONG A NON-TANGENT CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 40.62 FEET, A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 93°05'12", AND BEING SUBTENDED BY A CHORD WHICH BEARS NORTH 26°44'11" EAST A DISTANCE OF 36.29 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF SAID LUMINARY BOULEVARD AND ALSO BEING A POINT OF COMPOUND CURVATURE;

THENCE ALONG SAID SOUTHERLY RIGHT OF WAY LINE ALONG A CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 1,128.20 FEET, A RADIUS OF 2,190.00 FEET, A CENTRAL ANGLE OF 29°30'59", AND BEING SUBTENDED BY A CHORD WHICH BEARS NORTH 88°02'16" EAST A DISTANCE OF 1,115.76 FEET TO A POINT OF TANGENCY;

THIS IS NOT A SURVEY.

 <p>LANGAN Langan Engineering and Environmental Services, Inc. 3456 Veterans Way, Suite 120 Orlando, FL 32827</p> <p>T: 407.974.2900 F: 407.974.2500 www.langan.com FL Certificate of Authorization No. 00226694LEB-721-38198</p>	Project	Drawing Title	Project No.	Drawing No.
	POITRAS EAST - COMMUNITY PARK PLAT	DESCRIPTION	100654911	VB003
	ORLANDO FLORIDA		Date 1/30/2023	
			Drawn By RW	
			Checked By BAM	Sheet: 2 of 6

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Project No. 100654911

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LHI EASEMENT

LEGAL DESCRIPTION


THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY LINE SOUTH 77°12'15" EAST A DISTANCE OF 24.81 FEET TO THE POINT OF BEGINNING;

SAID PARCEL CONTAINING 12,143 SQUARE FEET OR 0.279 ACRES, MORE OR LESS.

SURVEYOR'S NOTES

1. THIS SKETCH AND DESCRIPTION IS NOT A SURVEY.
2. THIS MAP IS INTENDED TO BE DISPLAYED AT A SCALE OF 1"=60' OR SMALLER, UNLESS OTHERWISE NOTED. LINEAR UNITS SHOWN ARE U.S. SURVEY FEET.
3. ALL ADJOINING RIGHTS-OF-WAY, SUBDIVISIONS AND INFORMATION ON ADJOINING PROPERTIES SHOWN HEREON ARE FROM INFORMATION SHOWN ON COUNTY PROPERTY APPRAISER'S WEBSITE. USERS OF THIS SURVEY ARE PLACED ON NOTICE THAT RELIANCE ON SUCH INFORMATION IS AT THEIR OWN PERIL, IN THIS REGARD.
4. THE WORD "CERTIFY" OR "CERTIFICATION" AS SHOWN AND USED HEREON, MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
5. THIS SKETCH OF SURVEY AND DESCRIPTION IS NEITHER FULL NOR COMPLETE WITHOUT ALL SHEETS OF THIS SET.
6. THE BEARINGS SHOWN HEREON ARE REFERENCED TO GRID NORTH BASED UPON THE STATE PLANE COORDINATE SYSTEM, FLORIDA EAST ZONE, NORTH AMERICAN DATUM OF 1983 (2011 ADJUSTMENT) REFERENCED TO THE FLORIDA PERMANENT REFERENCE NETWORK.
7. THIS SKETCH OF SURVEY MAP AND DESCRIPTION OR COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER OR A CRYPTOAPI PRIVATE KEY IGC DIGITAL CERTIFICATE.

THIS IS NOT A SURVEY.

 Langan Engineering and Environmental Services, Inc. 13485 Veterans Way, Suite 120 Orlando, FL 32827 T: 407.974.2900 F: 407.974.2901 www.langan.com FL Certificate of Authorization No. 020056014-38172-35192	Project	Drawing Title	Project No.	Drawing No.
	POITRAS EAST - COMMUNITY PARK PLAT	DESCRIPTION & NOTES	100654911	VB003
	ORLANDO FLORIDA		Date	
			1/30/2023	
		Drawn By		
		RJW		
		Checked By		
		BAM		
				Sheet 3 of 6

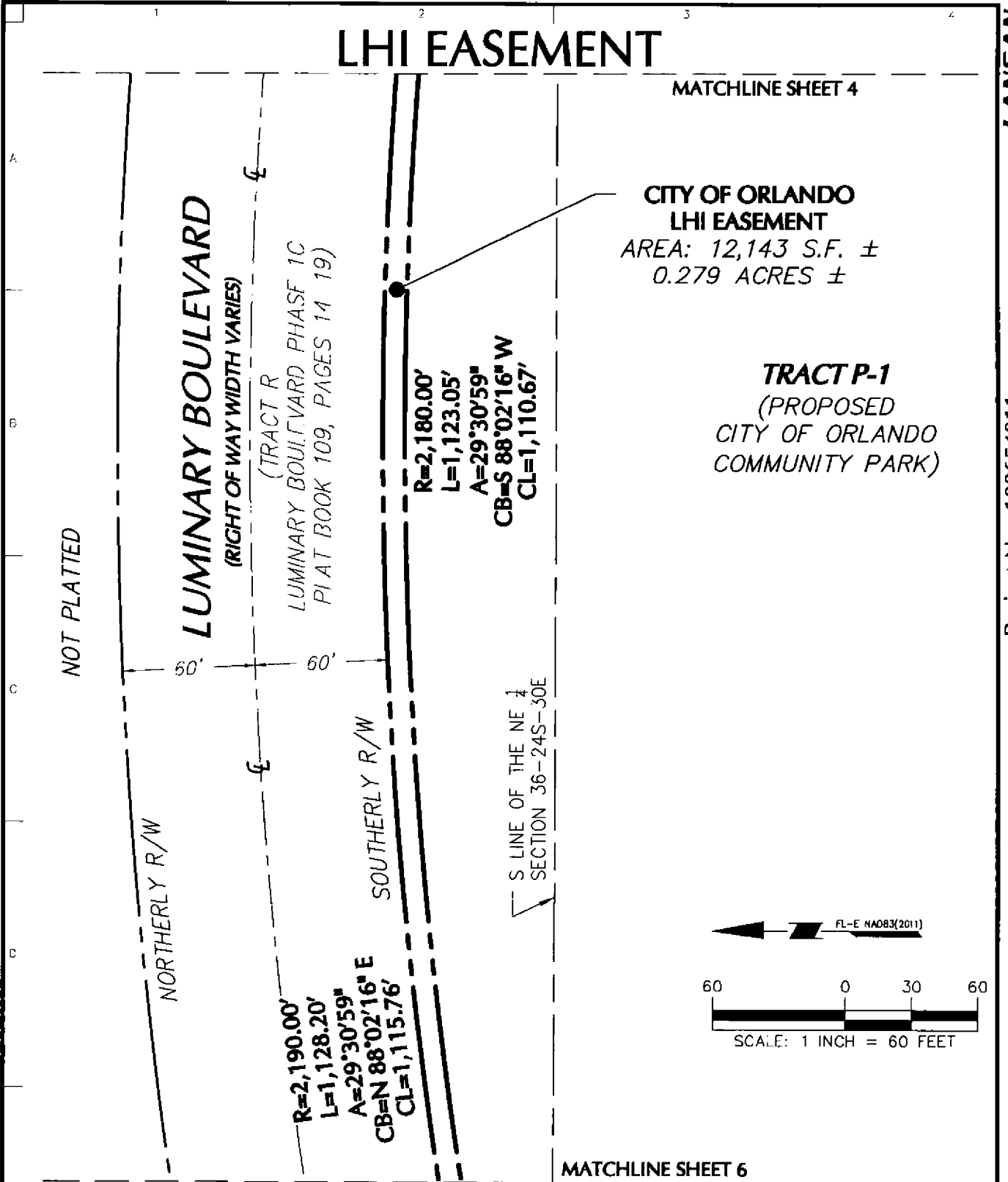
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Project No. 100654911

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Project No. 100654911



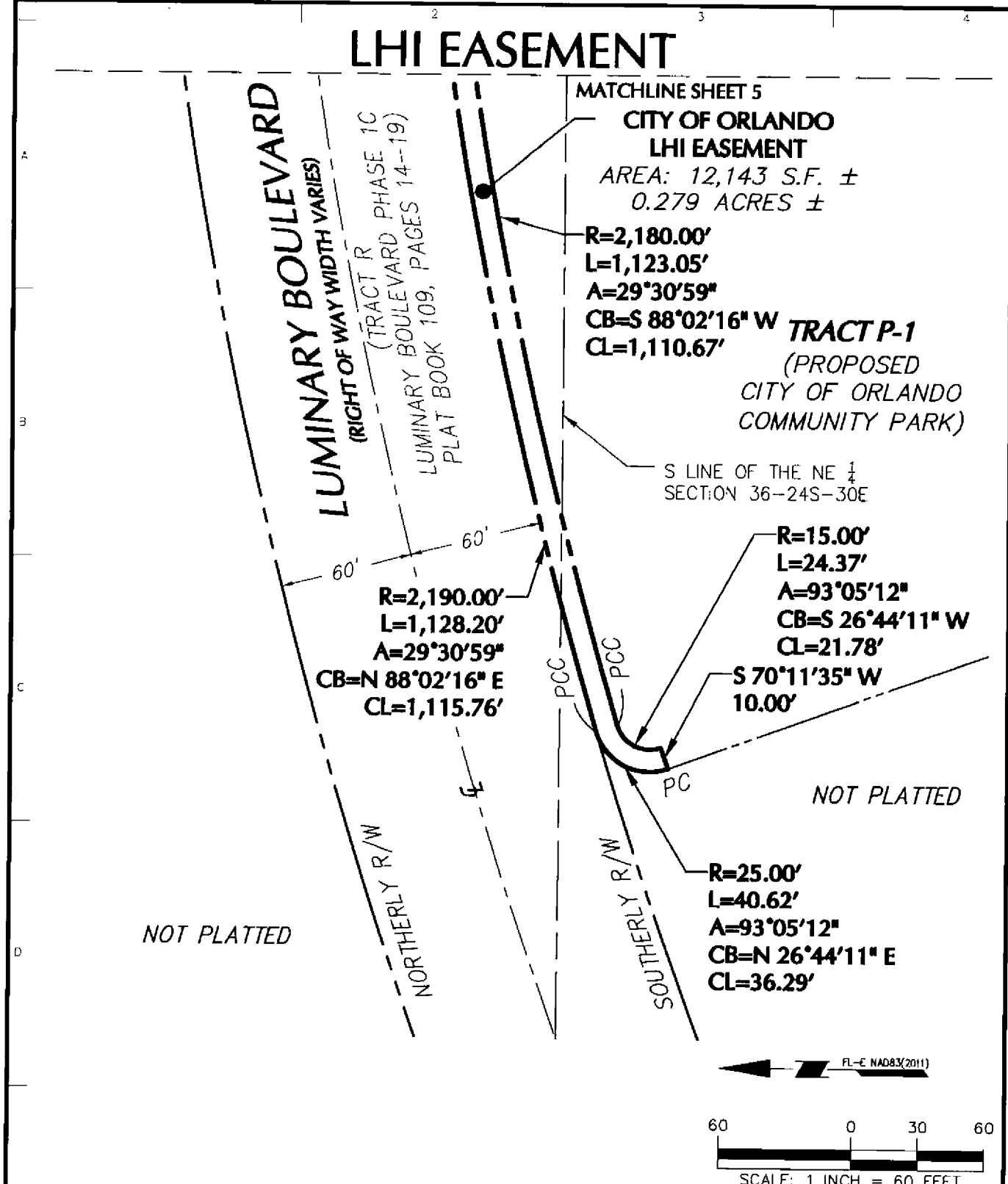
THIS IS NOT A SURVEY.

<p>LANGAN Langan Engineering and Environmental Services, Inc. 13405 Veterans Way, Suite 200 Orlando, FL 32827 T: 407.374.2600 F: 407.374.2600 www.langan.com FL Certificate of Authorization No. 02003601-LS21731-34198</p>	<p>Project: POITRAS EAST - COMMUNITY PARK PLAT</p>	<p>Drawing Title: SKETCH</p>	<p>Project No.: 100654911</p>	<p>Drawing No.: VB101</p>
	<p>ORANGE COUNTY ORLANDO FLORIDA</p>	<p>Date: 1/30/2023</p>	<p>Drawn By: RJW</p>	<p>Checked By: BAM</p>

© 2023 Langan

LANGAN

Project No. 100654911



THIS IS NOT A SURVEY.

<p>LANGAN Langan Engineering and Environmental Services, Inc. 13465 Veterans Way, Suite 120 Orlando, FL 32827 T: 407.974.2900 F: 407.974.2901 www.langan.com E: Certificate of Authorization No. 500156901, R6372, B6156</p>	<p>Project: POITRAS EAST - COMMUNITY PARK PLAT</p>	<p>Drawing Title: SKETCH</p>	<p>Project No. 100654911</p>	<p>Drawing No. VB101</p>
	<p>ORANGE COUNTY FLORIDA</p>	<p>Date: 1/30/2023</p>	<p>Drawn By: RW</p>	<p>Checked By: BAM</p>

© 2023 Langan

**Postras East
Community Development District**

**Operation and Maintenance Expenditures Paid in
February 2024 in an amount totaling \$444,515.84**

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 February 1, 2024 through February 29, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$444,515.84**

Approval of Expenditures:

____ Chairman

____ Vice Chairman

____ Assistant Secretary

Poitras East CDD
 AP Check Register (Current by Bank)
 Check Dates: 2/1/2024 to 2/29/2024

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: OM1705 - CITY NATIONAL BANK					001-101-0000-00-01
1514	02/01/24	M	KUTAK	Kutak Rock	\$1,800.96
1515	02/12/24	M	CEPRA	Cepra Landscape	\$5,595.00
1516	02/12/24	M	GRAUAS	Grau and Associates	\$1,000.00
1517	02/12/24	M	USIC	USIC Locating Services	\$289.18
1518	02/12/24	M	WRE	Wind River Environmental	\$150.00
1519	02/23/24	P	BERMAN	Berman Construction	\$1,200.00
1520	02/23/24	P	CEPRA	Cepra Landscape	\$17,667.91
1521	02/26/24	P	DONMC	Donald W McIntosh Associates	\$125.00
1522	02/26/24	P	PFMGC	PFM Group Consulting	\$3,208.33
1523	02/27/24	M	RLEVEY	Richard Levey	\$200.00
1524	02/27/24	M	TDCP	TDCP, LLC	\$412,253.59
BANK OM1705 REGISTER TOTAL:					\$443,489.97
BANK ID: OM-ACH - CITY NATIONAL BANK - ACH & WIRES					001-101-0000-00-01
70000	02/14/24	M	OUC	Orlando Utilities Commission	\$1,025.87
BANK OM-ACH REGISTER TOTAL:					\$1,025.87
GRAND TOTAL :					\$444,515.84

443,489.97	Checks 1514-1524
1,025.87	PA 226 - OUC paid online
444,515.84	O&M cash spent

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

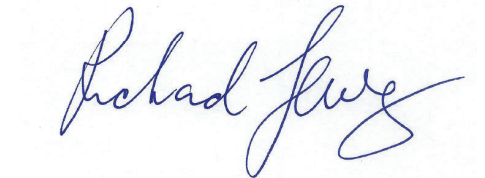
Postras East Community Development District

Payment Authorization #224

1/26/2024

Item No.	Payee	Invoice Number	General Fund
1	Kutak Rock General Counsel Through 12/31/2023	3340806	\$ 1,800.96
TOTAL			\$ 1,800.96


District Manager / Assistant DM


Chairperson

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

RECEIVED
By Amanda Lane at 9:28 am, Jan 31, 2024

Daniel J. Young

Digitally signed by Daniel J. Young
DN: C=US
E=dan.young@tavislock.com,
O=Tavislock Development
Co. CN=Daniel J. Young
Date: 2024.01.28
18:43:39-05'00'

Postras East Community Development District

Payment Authorization #225

2/2/2024

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction		
	February Lift Station Landscaping	42828	\$ 200.00
	February Irrigation and Admin Staffing Management	42829	\$ 1,000.00
2	Cepra Landscape		
	February Landscape Maintenance	O-S5505	\$ 17,667.91
TOTAL			\$ 18,867.91


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 1:36 pm, Feb 05, 2024

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: 2024.02.02 11:55:40-0500

Postras East Community Development District

Payment Authorization #226

2/9/2024

Item No.	Payee	Invoice Number	General Fund
1	Cepra Landscape 3" Mainline Repair	O-S5546	\$ 5,595.00
2	Grau and Associates FY 2023 Audit	25152	\$ 1,000.00
3	OUC Utility Service 01/02/2024 - 02/01/2024	Acct: 2989510986	\$ 1,025.87
4	USIC Locating Services Ticket and Service Fees Through 01/31/2024	639980	\$ 289.18
5	Wind River Environmental February Lift Station Inspection	6221567	\$ 150.00
TOTAL			\$ 8,060.05


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 2:21 pm, Feb 12, 2024

Digitally signed by Daniel J. Young
DN: cn=US, email=daniel.young@stavisock.com,
o=Postras Development Co., ou=Daniel J. Young
Date: 2024.02.12 07:33:12-05

Postras East Community Development District

Payment Authorization #227

2/16/2024

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates Engineering Services Through 01/26/2024	45362	\$ 125.00
2	PFM Group Consulting February DM Fee	DM-02-2024-44	\$ 3,208.33
TOTAL			\$ 3,333.33


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 6:57 pm, Feb 25, 2024


Digitally signed by Daniel J. Young
DN: cn=Daniel J. Young, email=Daniel.J.Young@postras.com, o=Postras East Community Development Co.
Date: 2024.02.25 17:56:50 -0500

Postras East Community Development District

Payment Authorization #228

2/23/2024

Item No.	Payee	Invoice Number	General Fund
1	Supervisor Fee - 02/20/2024 Meeting Richard Levey	--	\$ 200.00
TOTAL			\$ 200.00


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 1:52 pm, Feb 26, 2024

Digitally signed by Daniel J. Young
DN: cn=Daniel J. Young, email=Daniel.J.Young@tawistock.com, o=Postras East Community Development Co., ou=Postras East Community Development Co., c=US
Date: 2024.02.24 13:43:09-0500

Postras East Community Development District

**Operation and Maintenance Expenditures Paid in
March 2024 in an amount totaling \$29,790.48**
(provided under separate cover)

**Postras East
Community Development District**

**Requisition Nos. 2020-301 – 2020-307 Paid in
February 2024 in an amount totaling \$408,482.57**

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 February 1, 2024 through February 29, 2024. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
S2020-301	Jr. Davis Construction Co.	\$346,636.94
S2020-302	FL Department of Environmental Protection (voided)	\$0.00
S2020-303	Boggy Creek Improvement District	\$95.28
S2020-304	Donald W McIntosh Associates	\$30,852.03
S2020-305	Orange County Utilities	\$18,847.32
S2020-306	City of Orlando	\$10,000.00
S2020-307	Kittelson & Associates	\$2,051.00
		\$408,482.57

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

DATE:	February 2, 2024	REQUISITION NO:	301
PAYEE:	Jr. Davis Construction Co., Inc.	AMOUNT DUE:	\$346,636.94
ADDRESS:	210 Hangar Road Kissimmee, FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 129649 for Project 2089 (Poitras East Master Infrs PH1C) Through 12/31/2023		

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.

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:  2/2/24
DISTRICT ENGINEER Jeffrey J. Newton, PE

RECEIVED

By Amanda Lane at 11:34 am, Feb 09, 2024

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

DATE:	February 16, 2024	REQUISITION NO:	303
PAYEE:	Boggy Creek Improvement District	AMOUNT DUE:	\$95.28
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 OSC87032206 ; Ads: 7551696, 7571419), Req. 2013-440		

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:  2/20/24
DISTRICT ENGINEER Jeffrey J. Newton, PE



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

DATE:	February 16, 2024	REQUISITION NO:	304
PAYEE:	Donald W McIntosh Associates Inc	AMOUNT DUE:	\$30,852.03
ADDRESS:	1950 Summit Park Drive, 6 th Floor Orlando, FL 32810	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"> • Invoice 45363 for Project 18124 (Poitras East CDD) Engineering Services Through 01/26/2024 – \$1,689.67 • Invoice 45365 for Project 23524 (Poitras East – Lift Station G Evaluation) Engineering Services Through 01/26/2024 – \$7,271.20 • Invoice 45366 for Project 23541 (Luminary Boulevard Extension & Jim Branch Creek Crossing) Through 01/26/2024 – \$8,188.00 • Invoice 45367 for Project 23584 (Centerline Drive Segment H1) Through 01/26/2024 – \$5,759.66 • Invoice 45368 for Project 23585 (Centerline Drive Segment H2) Through 01/26/2024 – \$2,749.50 • Invoice 45369 for Project 23586 (Centerline Drive Segment H3) Through 01/26/2024 – \$5,194.00 		

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

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

POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT



BY: _____
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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



BY: _____
DISTRICT ENGINEER Jeffrey J. Newton, PE

RECEIVED
By Amanda Lane at 2:20 pm, Feb 20, 2024

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

DATE:	February 16, 2024	REQUISITION NO:	305
PAYEE:	Orange County Utilities	AMOUNT DUE:	\$18,847.32
ADDRESS:	c/o Donald W McIntosh Associates 1950 Summit Park Drive, 6 th Floor Orlando, FL 32810	FUND:	<u>Acquisition/Construction</u>
ITEM:	Plan Review and Inspection Fees for the Parcel N-2 Lift Station G Project (23-U-093)		

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

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

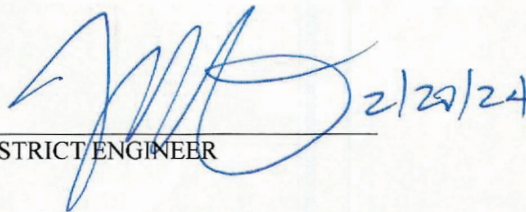
POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT



BY: _____
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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



BY: _____
DISTRICT ENGINEER

RECEIVED
By Amanda Lane at 2:20 pm, Feb 20, 2024

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

DATE:	February 23, 2024	REQUISITION NO:	306
PAYEE:	City of Orlando	AMOUNT DUE:	\$10,000.00
ADDRESS:	c/o Donald W McIntosh Associates 1950 Summit Park Drive, 6 th Floor Orlando, FL 32810	FUND:	<u>Acquisition/Construction</u>
ITEM:	Centerline Drive Segment H1 Hold Harmless Agreement 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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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:  2/26/24
DISTRICT ENGINEER
Jeffrey J. Newton, PE

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

DATE:	February 23, 2024	REQUISITION NO:	307
PAYEE:	Kittelson & Associates	AMOUNT DUE:	\$2,051.00
ADDRESS:	PO Box 40847 Portland, OR 97240	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 143494 for Project 262690 (Narcossee & Luminary Post Design) Through 01/31/2024		

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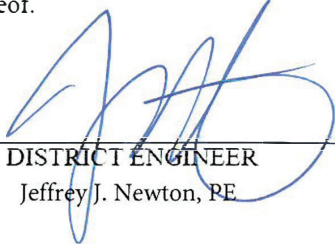
All invoice(s) are on file with the District from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

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:  2/26/24
DISTRICT ENGINEER
Jeffrey J. Newton, PE

**Postras East
Community Development District**

**Requisition No. 2020-308 Paid in
March 2024 in an amount totaling \$47.65**
(provided under separate cover)

**Postras East
Community Development District**

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

**Postras East
Community Development District**

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

Poitras East CDD
Statement of Financial Position
As of 2/29/2024

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Assets</u>					
Current Assets					
General Checking Account	\$1,509,275.91				\$1,509,275.91
Alleyway & Infrastructure Capital Res.	105,141.43				105,141.43
Assessments Receivable	178,109.55				178,109.55
Assessments Receivable		\$647,869.17			647,869.17
Due From Other Funds		652,640.20			652,640.20
Series 2020 Debt Service Reserve		152,539.92			152,539.92
Series 2023 Debt Service Reserve		814,368.75			814,368.75
Series 2023 Revenue		375,767.25			375,767.25
Series 2020 Interest		19.26			19.26
Series 2023 Acquisition/Construction			\$22,833.80		22,833.80
Total Current Assets	\$1,792,526.89	\$2,643,204.55	\$22,833.80	\$0.00	\$4,458,565.24
Investments					
Amount Available in Debt Service Funds				\$1,342,695.18	\$1,342,695.18
Amount To Be Provided				23,312,304.82	23,312,304.82
Total Investments	\$0.00	\$0.00	\$0.00	\$24,655,000.00	\$24,655,000.00
Total Assets	\$1,792,526.89	\$2,643,204.55	\$22,833.80	\$24,655,000.00	\$29,113,565.24

Poitras East CDD
Statement of Financial Position
As of 2/29/2024

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$148,893.51				\$148,893.51
Notes and Loans Payable - Current	211,069.79				211,069.79
Due To Other Funds	503,746.69				503,746.69
Deferred Revenue	178,109.55				178,109.55
Deferred Revenue		\$647,869.17			647,869.17
Retainage Payable			\$21,948.41		21,948.41
Total Current Liabilities	<u>\$1,041,819.54</u>	<u>\$647,869.17</u>	<u>\$21,948.41</u>	<u>\$0.00</u>	<u>\$1,711,637.12</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>\$1,041,819.54</u>	<u>\$647,869.17</u>	<u>\$21,948.41</u>	<u>\$24,655,000.00</u>	<u>\$26,366,637.12</u>
<u>Net Assets</u>					
Net Assets, Unrestricted	(\$44,297.35)				(\$44,297.35)
Net Assets - General Government	429,537.14				429,537.14
Current Year Net Assets - General Government	365,467.56				365,467.56
Net Assets, Unrestricted		\$1,390,032.67			1,390,032.67
Current Year Net Assets, Unrestricted		605,302.71			605,302.71
Net Assets, Unrestricted			(\$588,504.47)		(\$588,504.47)
Current Year Net Assets, Unrestricted			589,389.86		589,389.86
Total Net Assets	<u>\$750,707.35</u>	<u>\$1,995,335.38</u>	<u>\$885.39</u>	<u>\$0.00</u>	<u>\$2,746,928.12</u>
Total Liabilities and Net Assets	<u>\$1,792,526.89</u>	<u>\$2,643,204.55</u>	<u>\$22,833.80</u>	<u>\$24,655,000.00</u>	<u>\$29,113,565.24</u>

Poitras East CDD
Statement of Activities
As of 2/29/2024

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Revenues</u>					
On-Roll Assessments	\$399,714.99				\$399,714.99
Off-Roll Assessments	144,625.46				144,625.46
Other Income & Other Financing Sources	311.23				311.23
On-Roll Assessments		\$830,630.21			830,630.21
Off-Roll Assessments		148,893.51			148,893.51
Other Assessments		412,253.09			412,253.09
Debt Proceeds		84,025.53			84,025.53
Other Income & Other Financing Sources			\$61,774.24		61,774.24
Debt Proceeds			704,600.74		704,600.74
Total Revenues	\$544,651.68	\$1,475,802.34	\$766,374.98	\$0.00	\$2,786,829.00
<u>Expenses</u>					
Supervisor Fees	\$600.00				\$600.00
D&O Insurance	2,788.00				2,788.00
Trustee Services	5,648.38				5,648.38
Management	16,041.65				16,041.65
Engineering	1,131.26				1,131.26
Disclosure	1,250.00				1,250.00
Property Appraiser	1,016.29				1,016.29
District Counsel	4,694.71				4,694.71
Assessment Administration	7,500.00				7,500.00
Audit	1,000.00				1,000.00
Travel and Per Diem	11.67				11.67
Postage & Shipping	1.98				1.98
Legal Advertising	911.68				911.68
Office Supplies	137.50				137.50
Web Site Maintenance	840.00				840.00
Holiday Decorations	1,250.00				1,250.00
Dues, Licenses, and Fees	175.00				175.00
Electric	904.46				904.46
Water Reclaimed	3,265.51				3,265.51
General Insurance	3,409.00				3,409.00
Property & Casualty	14,657.00				14,657.00
Irrigation Parts	24,647.80				24,647.80
Landscaping Maintenance & Material	76,339.55				76,339.55

Postras East CDD
Statement of Activities
As of 2/29/2024

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
Flower & Plant Replacement	2,101.96				2,101.96
Contingency	172.24				172.24
Entry and Wall Maintenance	650.00				650.00
Streetlights	1,771.89				1,771.89
Liftstation Maintenance	3,024.39				3,024.39
Personnel Leasing Agreement	5,000.00				5,000.00
Interest Payments (Series 2020)		\$20,935.43			20,935.43
Interest Payments (Series 2023)		868,900.94			868,900.94
Engineering			\$175,928.45		175,928.45
District Counsel			903.50		903.50
Legal Advertising			608.82		608.82
Total Expenses	<u>\$180,941.92</u>	<u>\$889,836.37</u>	<u>\$177,440.77</u>	<u>\$0.00</u>	<u>\$1,248,219.06</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$1,757.80				\$1,757.80
Dividend Income		\$19,336.74			19,336.74
Dividend Income			\$455.65		455.65
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$1,757.80</u>	<u>\$19,336.74</u>	<u>\$455.65</u>	<u>\$0.00</u>	<u>\$21,550.19</u>
Change In Net Assets	\$365,467.56	\$605,302.71	\$589,389.86	\$0.00	\$1,560,160.13
Net Assets At Beginning Of Year	<u>\$385,239.79</u>	<u>\$1,390,032.67</u>	<u>(\$588,504.47)</u>	<u>\$0.00</u>	<u>\$1,186,767.99</u>
Net Assets At End Of Year	<u><u>\$750,707.35</u></u>	<u><u>\$1,995,335.38</u></u>	<u><u>\$885.39</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,746,928.12</u></u>

Poitras East CDD
Budget to Actual
For the Month Ending 2/29/2024

	Year To Date			FY 2024 Adopted Budget	Percentage Spent
	Actual	Budget	Variance		
Revenues					
On-Roll Assessments	\$ 399,714.99	\$ 301,020.83	\$ 98,694.16	\$ 722,450.00	79.72%
Off-Roll Assessments	144,625.46	-	144,625.46	-	
Other Income & Other Financing Sources	311.23	-	311.23	-	
Carryforward Revenue	31,250.00	31,250.00	-	75,000.00	41.67%
Net Revenues	\$ 575,901.68	\$ 332,270.83	\$ 243,630.85	\$ 797,450.00	72.22%
General & Administrative Expenses					
Supervisor Fees	\$ 600.00	\$ 2,000.00	\$ (1,400.00)	\$ 4,800.00	12.50%
D&O Insurance	2,788.00	1,291.67	1,496.33	3,100.00	89.94%
Trustee Services	5,648.38	5,604.85	43.53	13,451.64	41.99%
Management	16,041.65	16,041.67	(0.02)	38,500.00	41.67%
Engineering	1,131.26	8,125.00	(6,993.74)	19,500.00	5.80%
Disclosure	1,250.00	2,083.33	(833.33)	5,000.00	25.00%
Property Appraiser	1,016.29	83.33	932.96	200.00	508.15%
District Counsel	4,694.71	12,500.00	(7,805.29)	30,000.00	15.65%
Assessment Administration	7,500.00	3,125.00	4,375.00	7,500.00	100.00%
Reamortization Schedules	-	104.17	(104.17)	250.00	0.00%
Audit	1,000.00	4,375.00	(3,375.00)	10,500.00	9.52%
Arbitrage Calculation	-	416.67	(416.67)	1,000.00	0.00%
Travel and Per Diem	11.67	125.00	(113.33)	300.00	3.89%
Telephone	-	10.42	(10.42)	25.00	0.00%
Postage & Shipping	1.98	208.33	(206.35)	500.00	0.40%
Copies	-	416.67	(416.67)	1,000.00	0.00%
Legal Advertising	911.68	5,000.00	(4,088.32)	12,000.00	7.60%
Bank Fees	-	75.00	(75.00)	180.00	0.00%
Miscellaneous	-	2,916.64	(2,916.64)	7,000.00	0.00%
Meeting Room	-	333.33	(333.33)	800.00	0.00%
Office Supplies	137.50	104.17	33.33	250.00	55.00%
Web Site Maintenance	840.00	1,175.00	(335.00)	2,820.00	29.79%
Holiday Decorations	1,250.00	2,083.33	(833.33)	5,000.00	25.00%
Dues, Licenses, and Fees	175.00	72.92	102.08	175.00	100.00%
Total General & Administrative Expenses	\$ 44,998.12	\$ 68,271.50	\$ (23,273.38)	\$ 163,851.64	27.46%
Field Operations					
Electric Utility Services					
Electric	\$ 904.46	\$ 2,083.33	\$ (1,178.87)	\$ 5,000.00	18.09%
Water-Sewer Combination Services					
Water Reclaimed	3,265.51	12,500.00	(9,234.49)	30,000.00	10.89%
Other Physical Environment					
General Insurance	3,409.00	1,541.67	1,867.33	3,700.00	92.14%
Property & Casualty Insurance	14,657.00	6,250.00	8,407.00	15,000.00	97.71%
Other Insurance	-	41.67	(41.67)	100.00	0.00%
Irrigation Repairs	24,647.80	10,416.67	14,231.13	25,000.00	98.59%
Landscaping Maintenance & Material	76,339.55	120,833.33	(44,493.78)	290,000.00	26.32%
Tree Trimming	-	8,333.33	(8,333.33)	20,000.00	0.00%
Flower & Plant Replacement	2,101.96	10,416.67	(8,314.71)	25,000.00	8.41%
Contingency	172.24	12,832.65	(12,660.41)	30,798.36	0.56%
Road & Street Facilities					
Entry and Wall Maintenance	650.00	2,500.00	(1,850.00)	6,000.00	10.83%
Hardscape Maintenance	-	4,166.67	(4,166.67)	10,000.00	0.00%
Alleyway Maintenance	-	4,166.67	(4,166.67)	10,000.00	0.00%
Streetlights	1,771.89	17,291.67	(15,519.78)	41,500.00	4.27%
Accent Lighting	-	208.33	(208.33)	500.00	0.00%
Liftstation Maintenance	3,024.39	12,500.00	(9,475.61)	30,000.00	10.08%
Parks & Recreation					
Personnel Leasing Agreement	5,000.00	15,000.00	(10,000.00)	36,000.00	13.89%
Reserves					
Infrastructure Capital Reserve	-	16,666.67	(16,666.67)	40,000.00	0.00%
Alleyway Reserve	-	6,250.00	(6,250.00)	15,000.00	0.00%
Total Field Operations Expenses	\$ 135,943.80	\$ 263,999.33	\$ (128,055.53)	\$ 633,598.36	21.46%
Total Expenses	\$ 180,941.92	\$ 332,270.83	\$ (151,328.91)	\$ 797,450.00	22.69%
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	\$ 1,757.80	\$ -	\$ 1,757.80	\$ -	
Total Other Revenues (Expenses) & Gains (Losses)	\$ 1,757.80	\$ -	\$ 1,757.80	\$ -	
Net Income (Loss)	\$ 396,717.56	\$ -	\$ 396,717.56	\$ -	

Poitras East CDD
Cash Flow

	Beg. Cash	FY23 Inflows	FY23 Outflows	FY24 Inflows	FY24 Outflows	End. Cash
10/1/2023	300,584.53	10,514.53	(27,801.73)	3.94	(22,716.50)	260,584.77
11/1/2023	260,584.77	-	(3,188.28)	72,374.27	(54,504.60)	275,266.16
12/1/2023	275,266.16	-	-	569,265.18	(27,725.03)	816,806.31
1/1/2024	816,806.31	-	-	571,494.54	(992,581.75)	395,719.10
2/1/2024	395,719.10	-	-	1,558,072.65	(444,515.84)	1,509,275.91
3/1/2024	1,509,275.91	-	-	76,405.78	(388,273.78)	1,197,407.91 as of 03/25/2024
	Totals	10,514.53	(30,990.01)	2,847,616.36	(1,930,317.50)	