

# Postras East Community Development District

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

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, February 18, 2025, 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 January 21, 2025, Board of Supervisors' Meeting**

### Business Matters

2. **Consideration of Appointment to Construction Committee**
3. **Ratification of Operation and Maintenance Expenditures Paid in January 2025 in an amount totaling \$50,435.79**
4. **Ratification of Requisition Nos. 2020-373 – 2020-382 Paid in January 2025 in an amount totaling \$891,443.63**
5. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
6. **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 January 21, 2025,  
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, January 21, 2025, at 4:00 p.m. at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827.

Present:

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

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Gazmin Kerr	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	(via phone)
Chris Wilson	Tavistock	
Carlos Negron	Berman	(via phone)
DJ Batten	Berman	
Samantha Sharenow	Berman	

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey called for public comments. He noted there were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
November 19, 2024, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the November 19, 2024, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the November 19, 2024, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Reclaim Watermain  
Pressure Proposals**

Mr. Newton explained the proposals received and the recommendation is to move forward with the District purchasing two devices from Additel Corporation at \$1,628.00 and have Berman monitor at \$70.00 a week.

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 Additel Corporation proposal at \$1,628.00 for the two devices and the Berman proposal at \$70.00 per week to monitor the devices.

**FIFTH ORDER OF BUSINESS**

**Ratification of Promissory Note for  
Tract LS-1 Laureate Park Parcel N-2  
PH 2A**

Ms. Walden noted that this item was executed with the closing and now the Board needs to ratify the Chair's actions.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Promissory Note for Tract LS-1 Laureate Park Parcel N-2 PH 2A.

**SIXTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures Paid in  
November 2024 in an amount totaling  
\$24,518.49**

The Board reviewed O&M Expenditures paid in November 2024. Ms. Walden noted these have been approved and need to be ratified by the Board.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in November 2024 in an amount totaling \$24,518.49.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures Paid in  
December 2024 in an amount totaling  
\$47,049.53**

The Board reviewed O&M Expenditures paid in December 2024. Ms. Walden noted these have been approved and need to be ratified by the Board.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in December 2024 in an amount totaling \$47,049.53.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Requisition Nos. 2020-362 – 2020-367 Paid in November 2024 in an amount totaling \$233,401.50**

The Board reviewed Requisition Nos. 2020-362 – 2020-367.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2020-362 – 2020-367 paid in November 2024 in an amount totaling \$233,401.50.

**NINTH ORDER OF BUSINESS**

**Ratification of Requisition Nos. 2020-368 – 2020-372 Paid in December 2024 in an amount totaling \$296,371.85**

The Board reviewed Requisition Nos. 2020-368 – 2020-372.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2020-368 – 2020-372 paid in December 2024 in an amount totaling \$296,371.85.

**TENTH ORDER OF BUSINESS**

**Recommendation of Work Authorization/Proposed Services**

Ms. Walden noted there were no Work Authorizations at this time.

**ELEVENTH ORDER OF BUSINESS**

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

Ms. Walden stated the financials have been updated through December. The District has expenses of just under \$134,000.00 versus an overall budget of almost \$809,500.00. So, the District has spent approximately 17% of the adopted budget.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

District Counsel – No report.

District Manager – Ms. Walden stated the next Board Meeting is scheduled for Tuesday, February 18, 2025.

District Engineer – Mr. Newton stated there is a Construction Contract Status Memo (Minutes Exhibit A) for the Board to review.

For Lift Station G, the water main and the force main are ready to be pressure tested and the lift station internal components are scheduled to be installed next month.

For Centerline Drive Segment H1, the drainage system is nearing completion and progressing as scheduled. There is a Change Order No. 2 in the additive amount of \$369,461.00 for landscaping and irrigation. He noted the landscape and irrigation was not in the original bid.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District authorized the Chairman to facilitate action items of the January 21, 2025, Construction Contract Status Memorandum at a not-to-exceed amount of \$370,000.00 after confirmation from the Construction Committee Chair, related to Change Order No. 2 for landscaping and irrigation that was not in the original bid.

Construction Supervisor – No report.

Landscape Supervisor – Mr. Batten noted there is a mainline break that is being addressed and updates will be provided once available.

Irrigation Supervisor – No report.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the January 21, 2025, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

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

\_\_\_\_\_  
Chair / Vice Chair



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## MEMORANDUM

DATE: January 21, 2025

TO: Poitras East Community Development District  
Board of Supervisors

FROM: McIntosh Associates, an LJA company  
District Engineer

RE: Construction Contract Status

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Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity.

### **Lift Station G – Jr. Davis Construction Company**

**Construction Status:** Water main pressure testing is scheduled for week of 1/20/25 pending revised as-built drawings. New force main along with the existing force main on Luminary Boulevard is ready for pressure testing pending OCU receipt and approval of as-built drawings. Lift station access road (ultimately Sirleaf Drive) is stabilized and drivable. Lift station wet well has been installed, and internal components are scheduled for installation by the beginning of February.

**Change Order (C.O.) Status:** None.

**Recommended Motion:** None.

### **Centerline Drive Segment H1 – Jr. Davis Construction Company**

**Construction Status:** Drainage system is 75% complete, ODP material is onsite. Work is progressing as scheduled.

**Change Order (C.O.) Status:** Change Order No. 2 in the amount of \$369,461.00 for landscaping and irrigation.

**Recommended Motion:** Approve Change Order No. 2 in the additive amount of \$369,461.00 for landscaping and irrigation.

Should there be any questions, please do not hesitate to call.

Thank you.

c: Dan Young  
David Beyer  
Drew Dawson  
Chris Wilson  
Hudson Larson  
Tarek Fahmy

**Postras East Community Development District  
Centerline Drive Sement H-1  
Change Order Log  
Jr. Davis Construction Company**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
			<b>180</b>			<b>\$ 3,277,952.23</b>			
<a href="#">1</a>	10/22/2024	Revised Plans Not Included in Original Contract and Comparison	30	\$ 80,714.03		\$ 3,358,666.26	11/19/2024	11/19/2024	
<a href="#">2</a>	1/15/2025	Landscape & Irrigation	0	\$ 369,461.00		\$ 3,728,127.26	1/21/2025		
<b>Days to Substantial Completion</b>			<b>210</b>	<b>Revised Contract Amount</b>		<b>\$ 3,728,127.26</b>			
<b>Days to Contract Completion</b>			<b>240</b>						
<b>NOC Date</b>			<b>7/16/2024</b>						
<b>Substantial Completion Date</b>			<b>2/11/2025</b>						
<b>Contract Completion Date</b>			<b>3/13/2025</b>						



**Postras East Community Development District**  
**CONTRACT CHANGE ORDER**

Change Order No. 2

Project: Centerline Drive Segment H-1

Date 1/15/2025

Engineer: McIntosh Associates, an LJA Company

Contractor: Jr. Davis Construction Company, Inc.

ITEM NO.	WORK PERFORMED	DESCRIPTION OF CHANGE	AMOUNT + / (-)
1	Landscape and Irrigation	ADD	\$369,461.00

*YK 1/15/25*

Net Change Order Amount \$ 369,461.00

Contract Amount Prior to Change Order \$ 3,358,666.26

Revised Contract Amount \$ 3,728,127.26

**COMMENTS:**

See attached backup.

Acceptable To: \_\_\_\_\_ Date: \_\_\_\_\_  
Jr. Davis Construction Company, Inc.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Postras East Community Development District

# Centerline Segment H Landscape & Irrigation



Jr. Davis Construction Company, Inc.

## JR. DAVIS CONSTRUCTION

210 Hangar Road

Kissimmee, FL, 34741

Contact: Alex Borgmeier

Phone: 321-697-8258

Email: Alex.Borgmeier@jr-davis.com

Quote To: Tarek Fahmy  
 Company: LJA  
 Phone: 407-644-4068  
 Email: tfahmy@lja.com

Proposal Date: January 3, 2025  
 Date of Plans: 8/08/2024  
 Revision Date:  
 Addendums:  
 HCSS#: 2206RCO-07

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>GENERAL CONDITIONS</b>					
1020	Add Payment & Performance Bond (110%)	1.00	LS	4,675.00	4,675.00
1040	Add Construction Stakeout	1.00	LS	7,900.00	7,900.00
1050	Survey and City ESM Compliant As-Builts	1.00	LS	2,380.00	2,380.00
1060	Add 2-Year City & CDD Maintenance Bond (15%)	1.00	LS	1,246.00	1,246.00
<b>GENERAL CONDITIONS TOTAL</b>					<b>16,201.00</b>
<b>IRRIGATION SLEEVES</b>					
7020	6" Sleeve (w/Fittings)	16.00	EA	1,325.00	21,200.00
7040	4" Sleeves (w/Fittings)	16.00	EA	905.00	14,480.00
<b>IRRIGATION SLEEVES TOTAL</b>					<b>35,680.00</b>
<b>LANDSCAPE &amp; IRRIGATION</b>					
8020	Retaining Wall	185.00	LF	795.00	147,075.00
8030	Trees	1.00	LS	85,404.00	85,404.00
8050	Ground Cover (Mulch)	1.00	LS	3,200.00	3,200.00
8060	Irrigation	1.00	LS	81,901.00	81,901.00
<b>LANDSCAPE &amp; IRRIGATION TOTAL</b>					<b>317,580.00</b>

**GRAND TOTAL** **\$369,461.00**

**NOTES:**

- 1.) Proposal is based on any dewatering being discharged offsite.
- 2.) Any other Bonds, Permits or Fees are not included.
- 3.) Irrigation sleeves are based on the size of the mainline and lateral line and is assumed. Should it be any different than what we quoted the price will be adjusted accordingly.
- 4.) Topsoils, soil testing & soil ammendments is not included.
- 5.) Tree staking is included.
- 6.) No grassing of any kind is included in this proposal.
- 7.) Root barriers of any kind are not included.

GIVEN THE CURRENT PRICING AND SUPPLY CHAIN CHALLENGES ALL MATERIAL WILL BE PRICED AT TIME OF SHIPMENT AND THE BID ITEM PRICING IS MEANT ONLY AS AN ESTIMATE FOR BID PURPOSES ONLY

**Postras East  
Community Development District**

**Appointment to Construction Committee**

**Postras East  
Community Development District**

**Operation and Maintenance Expenditures  
Paid in January 2025 in an amount totaling \$50,435.79**

**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 January 1, 2025 through January 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$50,435.79**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_ Chairman

\_\_\_\_ Vice Chairman

\_\_\_\_ Assistant Secretary

**Poitras East CDD**  
 AP Check Register (Current by Bank)  
 Check Dates: 1/1/2025 to 1/31/2025

check No.	date	status*	Vendor ID	Payee Name	Amount
<b>BANK ID: OM1705 - CITY NATIONAL BANK</b>					<b>001-101-0000-00-01</b>
1776	1/08/25	P	BERMAN	Berman Construction	\$1,200.00
1777	1/08/25	P	CEPRA	Cepra Landscape	\$17,667.91
1778	1/14/25	P	CEPRA	Cepra Landscape	\$1,579.06
1779	1/14/25	P	CPC	Custom Pump & Controls	\$250.00
1780	1/14/25	P	DONMC	Donald W McIntosh Associates	\$383.71
1781	1/14/25	P	KUTAK	Kutak Rock	\$2,333.00
1782	1/14/25	P	PFMGC	PFM Group Consulting	\$1,250.00
1783	1/14/25	P	VGLOBA	VGlobalTech	\$435.00
1784	1/14/25	P	WRE	Wind River Environmental	\$175.00
1785	1/16/25	P	TRUSTE	US Bank as Trustee for Poitras	\$103,227.51
1786	1/21/25	P	BERMAN	Berman Construction	\$750.00
1787	1/21/25	P	GRAUAS	Grau and Associates	\$2,000.00
1788	1/21/25	P	VGLOBA	VGlobalTech	\$135.00
1789	1/21/25	P	WRE	Wind River Environmental	\$175.00
1790	1/30/25	P	BERMAN	Berman Construction	\$1,200.00
1791	1/30/25	P	CEPRA	Cepra Landscape	\$17,667.91
<b>BANK OM1705 REGISTER TOTAL:</b>					<b>\$150,429.10</b>
<b>BANK ID: OM-ACH - CITY NATIONAL BANK - ACH &amp; WIRES</b>					<b>001-101-0000-00-01</b>
70014	1/24/25	M	OUC	Orlando Utilities Commission	\$3,234.20
<b>BANK OM-ACH REGISTER TOTAL:</b>					<b>\$3,234.20</b>
<b>GRAND TOTAL :</b>					<b>\$153,663.30</b>

47,201.59	Checks 1776-1784, 1786-1791
103,227.51	Debt Service Check 1785
3,234.20	PA 270 - OUC paid online
153,663.30	Total cash spent
50,435.79	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 #266

12/6/2024

<b>Item No.</b>	<b>Payee</b>	<b>Invoice Number</b>	<b>General Fund</b>
1	Berman Construction	50002	\$ 200.00
	Berman Construction	50003	\$ 1,000.00
2	Ceptra Landscape	O-S7141	\$ 3,053.50
	Ceptra Landscape	O-S7184	\$ 17,667.91
3	USIC	701322	\$ 396.68
<b>TOTAL</b>			<b>\$ 22,318.09</b>

# Postras East Community Development District

## Payment Authorization #268

12/20/2024

<b>Item No.</b>	<b>Payee</b>	<b>Invoice Number</b>	<b>General Fund</b>
1	Donald W McIntosh Associates	46653	\$ 383.71
2	PFM Group Consulting	134336	\$ 1,250.00
		<b>TOTAL</b>	<b>\$ 1,633.71</b>



## Postras East Community Development District

### Payment Authorization #269

1/3/2025

<b>Item No.</b>	<b>Payee</b>	<b>Invoice Number</b>	<b>General Fund</b>
1	Berman Construction	50660	\$ 1,000.00
	Berman Construction	50795	\$ 200.00
2	Cepira Landscape	O-S7304	\$ 1,579.06
3	Custom Pump & Controls	S37125-25	\$ 250.00
4	Kutak Rock	3501404	\$ 2,333.00
5	VGlobalTech	6806	\$ 135.00
	VGlobalTech	6833	\$ 300.00
6	Wind River Environmental	6714651	\$ 175.00
<b>TOTAL</b>			<b>\$ 5,972.06</b>

## Postras East Community Development District

### Payment Authorization #270

1/10/2025

<b>Item No.</b>	<b>Payee</b>	<b>Invoice Number</b>	<b>General Fund</b>
1	Berman Construction	50096	\$ 750.00
2	Cepra Landscape	O-S7362	\$ 17,667.91
3	Grau and Associates	26660	\$ 2,000.00
4	OUC	Acct: 2989510986	\$ 3,234.20
5	VGlobalTech	6918	\$ 135.00
6	Wind River Environmental	6721156	\$ 175.00
<b>TOTAL</b>			<b>\$ 23,962.11</b>

**Postras East  
Community Development District**

**Requisition Nos. 2020-373 – 2020-382  
Paid in January 2025 in an amount totaling \$891,443.63**

**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 January 1, 2025 through January 31, 2025. This does not include requisitions previously approved by the Board.

<b>REQUISITION NO.</b>	<b>PAYEE</b>	<b>AMOUNT</b>
S2020-373	Donald W McIntosh Associates	\$35,008.43
S2020-374	Mack Concrete	\$109,660.00
S2020-375	Oldcastle	\$13,044.52
S2020-376	Rinker Materials	\$201,434.00
S2020-377	Kutak Rock	\$2,336.00
S2020-378	Jr. Davis Construction Co.	\$124,568.30
S2020-379	Boggy Creek Improvement District	\$47.65
S2020-380	Rinker Materials	\$174,680.00
S2020-381	Donald W McIntosh Associates	\$17,897.43
S2020-382	Ferguson Waterworks	\$212,767.30
	<b>TOTAL</b>	<b>\$891,443.63</b>

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

DATE: e	December d, e024 e	REQUISITION NO: e	373 e
PAYEE: e	Donald W McIntosh Associates Inc e	AMOUNT DUE: e	\$35,008.43 e
ADDRESS: e	1950 Summit Park Drive, 6 <sup>th</sup> Floor Orlando, FL 32810 e	FUND: e	<u>Acquisition/Construction e</u>
ITEM: e	<ul style="list-style-type: none"> <li>•e Invoice 46654 foe Project 18124 (Poitras East CDD) Engineering Services Through 11/29/2024 –e \$831.25e</li> <li>•e Invoice 46659 foe Project 23524 (Poitras East –Lift Station G Evaluation) Engineering Services Through 11/29/2024 e \$1,873.56e</li> <li>•e Invoice 46660 foe Project 23584 (Centerline Drive Segment H1) Through 11/29/2024 –e \$5,133.65e</li> <li>•e Invoice 46661 foe Project 23585 (Centerline Drive Segment H2) Through 11/29/2024 –e \$12,717.00</li> <li>•e Invoice 46662 foe Project 24613 (Poitras East –Lift Station D) Through 11/29/2024 –e \$14,652.97e</li> </ul>		

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

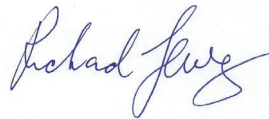
The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to the Payee set forth e above, which has not been released or will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

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

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

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

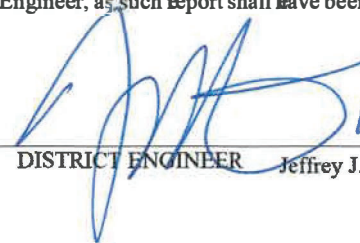
POITRAS EAST COMMUNITY e  
DEVELOPMENT DISTRICT e



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

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES e

The undersigned District Engineer hereby certifies that this disbursement is for a cost of the Project and is consistent with: (i) the applicable 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 e as of the date hereof. e

BY:  12/29/24  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**  
By Amanda Lane at 12:12 pm, Dec 24, 2024

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

DATE:	December 20, 2024	REQUISITION NO:	374
PAYEE:	Mack Concrete Industries	AMOUNT DUE:	\$109,660.00
ADDRESS:	PO Box 157 Astatula, FL 34705	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"> <li>• Invoice MCI000147522 for Construction Materials Through 11/05/2024 – \$42,308.00</li> <li>• Invoice MCI000147552 for Construction Materials Through 11/06/2024 – \$46,952.00</li> <li>• Invoice MCI000147804 for Construction Materials Through 11/18/2024 – \$20,400.00</li> </ul>		

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

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

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

It is hereby represented by the undersigned that the Board of the District has approved this requisition and 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.

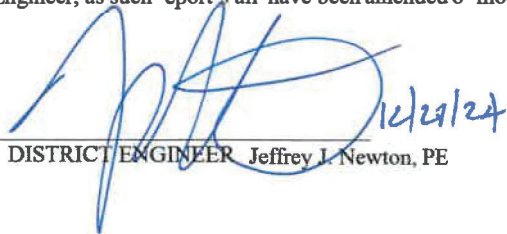
POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



BY: \_\_\_\_\_  
CHAIRMAN of the Board

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 reports all have been amended or modified as of the date hereof.

  
12/21/24

BY: \_\_\_\_\_  
DISTRICT ENGINEER Jeffrey I. Newton, PE

**RECEIVED**  
By Amanda Lane at 12:12 pm, Dec 24, 2024

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

DATE:	December 20, 2024	REQUISITION NO:	375
PAYEE:	Oldcastle	AMOUNT DUE:	\$13,044.52
ADDRESS:	690 W Taft Vineland Rd Orlando, FL 32824	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 374187203 for Construction Materials Through 11/07/2024 – <b>\$12,333.20</b></li><li>• Invoice 374187203 for Construction Materials Through 11/07/2024 – <b>\$450.00</b></li><li>• Invoice 374187509 for Construction Materials Through 11/25/2024 – <b>\$261.32</b></li></ul>		

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

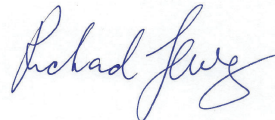
The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to the Payee set forth above, which has not been released or will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

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

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

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

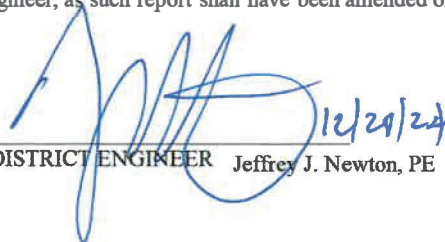
POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



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

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY: \_\_\_\_\_  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**  
By Amanda Lane at 12:12 pm, Dec 24, 2024

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

DATE: e	December 20, 2024 e	REQUISITION NO: e	376 e
PAYEE: e	Rinker Materials e	AMOUNT DUE: e	\$201,434.00 e
ADDRESS: e	313 Vulcan Rd. e Apopka, FL 32703 e	FUND: e	<u>Acquisition/Construction</u> e
ITEM: e	<ul style="list-style-type: none"> <li>•e Invoice 30281849 for Construction Materials Through 11/13/2024 – \$17,708.00e</li> <li>•e Invoice 30289733 for Construction Materials Through 11/14/2024 – \$17,708.00e</li> <li>•e Invoice 30297122 for Construction Materials Through 11/15/2024 – \$17,708.00e</li> <li>•e Invoice 30304114 for Construction Materials Through 11/18/2024 – \$35,416.00e</li> <li>•e Invoice 30311565 for Construction Materials Through 11/19/2024 – \$17,708.00e</li> <li>•e Invoice 30318707 for Construction Materials Through 11/20/2024 – \$17,708.00e</li> <li>•e Invoice 30326170 for Construction Materials Through 11/21/2024 – \$8,854.00e</li> <li>•e Invoice 30333624 for Construction Materials Through 11/22/2024 – \$8,854.00e</li> <li>•e Invoice 30341150 for Construction Materials Through 11/25/2024 – \$17,708.00e</li> <li>•e Invoice 30348960 for Construction Materials Through 11/26/2024 – \$26,562.00e</li> <li>•e Invoice 30356344 for Construction Materials Through 11/27/2024 – \$15,500.00e</li> </ul>		

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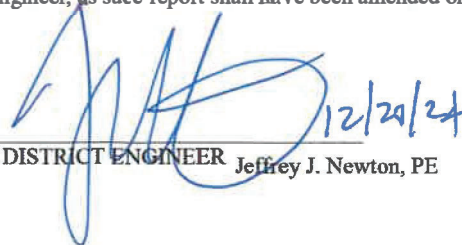
POITRAS EAST COMMUNITY e  
 DEVELOPMENT DISTRICT e



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

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES e

The undersigned District Engineer hereby certifies that this disbursement is for a cost of the Project and is consistent e 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 e as of the date thereof. e



BY: \_\_\_\_\_  
 DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**  
 By Amanda Lane at 12:12 pm, Dec 24, 2024



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

DATE:	January , 2025	REQUISITION NO:	377
PAYEE:	Kutak Rock	AMOUNT DUE:	\$2,3 6.00
ADDRESS:	PO Box 30057 Omaha, NE 68103-1157	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 3501405 for Project 15623-2 (Project Construction) Through 11/30/2024		

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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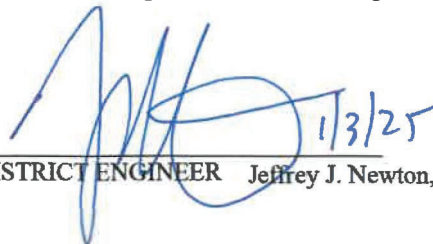
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT

BY:   
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  1/3/25  
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	January 10, 2025	REQUISITION NO:	378
PAYEE:	Jr. Davis Construction Co., Inc.	AMOUNT DUE:	\$124,568.30
ADDRESS:	210 Hangar Road Kissimmee, FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 130518 (Pay Application #3) for Project 2206 (Centerline Dr Seg H-1) Through 12/25/2024		

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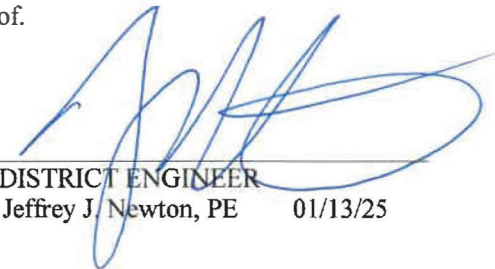
POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



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

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:   
DISTRICT ENGINEER  
Jeffrey J. Newton, PE 01/13/25

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

DATE:	January 17, 2025	REQUISITION NO:	379
PAYEE:	Boggy Creek Improvement District	AMOUNT DUE:	\$47.65
ADDRESS:	c/o PFM Group Consulting 3501 Quadrangle Boulevard, Ste. 270 Orlando, FL 32817	FUND:	<u>Acquisition/Construction</u>
ITEM:	Reimbursement for Construction-Related Legal Advertising, Split Between Boggy Creek, Greenway, Myrtle Creek, Poitras East, and Midtown, Paid to Orlando Sentinel Out of Boggy Creek Series 2013 Construction Funds Requisition 471 (Reference OSC107301835 ; Ad: 7727206)		

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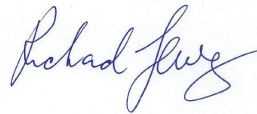
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POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



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

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BY:   
DISTRICT ENGINEER  
Jeffrey J. Newton 1/20/25

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

DATE:	January 17, 2025	REQUISITION NO:	380
PAYEE:	Rinker Materials	AMOUNT DUE:	<del>\$201,434.00</del> <b>\$174,680.00</b>
ADDRESS:	PO Box 936217 Atlanta, GA 31193-6217	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"> <li>• Invoice 30391820 for Construction Materials Through 12/06/2024 – <b>\$17,644.00</b></li> <li>• Invoice 30405137 for Construction Materials Through 12/10/2024 – <b>\$70,576.00</b></li> <li>• Invoice 30412006 for Construction Materials Through 1 /11/2024 – <b>\$35,288.00</b></li> <li>• Invoice 30419248 for Construction Materials Through 12/12/2024 – <b>\$35,288.00</b></li> <li>• Invoice 30425277 for Construction Materials Through 12/13/2024 – <b>\$15,884.00</b></li> </ul>		

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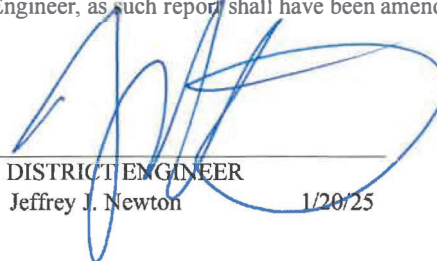
POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



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

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY: \_\_\_\_\_  
DISTRICT ENGINEER  
Jeffrey J. Newton 1/20/25

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

DATE:	January 4, 5	REQUISITION NO:	381
PAYEE:	Donald McIntosh Associates In	AMOUNT DUE:	\$17,897.43
ADDRESS:	1950 Summit Park Drive, 6 <sup>th</sup> Floor Orlando, FL 32810	FUND:	<u>Acquisition/Construction</u>
ITEM:	<ul style="list-style-type: none"><li>• Invoice 46778 for Project 18124 (Poitras East CDD) Engineering Services Through 12/31/2024 – <b>\$862.50</b></li><li>• Invoice 46781 for Project 23524 (Poitras East – Lift Station G Evaluation) Engineering Services Through 12/31/2024 – <b>\$4,390.03</b></li><li>• Invoice 46782 for Project 23541 (Luminary Boulevard Extension &amp; Jim Branch Creek Crossing) Through 12/31/2024 – <b>\$2,584.55</b></li><li>• Invoice 46783 for Project 23584 (Centerline Drive Segment H1) Through 12/31/2024 – <b>\$1,556.95</b></li><li>• Invoice 46784 for Project 24613 (Poitras East – Lift Station D) Through 12/31/2024 – <b>\$8,503.40</b></li></ul>		

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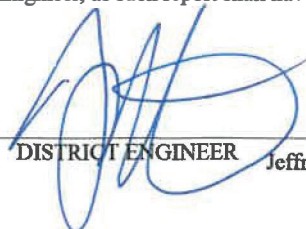
POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



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

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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BY:  1/29/25  
DISTRICT ENGINEER Jeffrey J. Newton, PE



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

DATE:	January 24, 2025	REQUISITION NO:	382
PAYEE:	Ferguson Waterworks	AMOUNT DUE:	\$212,767.30
ADDRESS:	PO Box 100286 Atlanta, GA 30384-0286	FUND:	Acquisition/Construction
ITEM:	<ul style="list-style-type: none"> <li>• Invoice 2128471 for Construction Materials Through 12/11/2024 — \$102,615.34</li> <li>• Invoice 2128477 for Construction Materials Through 12/12/2024 — \$56,740.76</li> <li>• Invoice 2128471-1 for Construction Materials Through 01/06/2025 — \$1,355.00</li> <li>• Invoice 2128482 for Construction Materials Through 01/06/2025 — \$52,056.20</li> </ul>		

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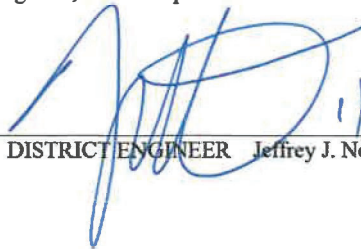
POITRAS EAST COMMUNITY  
DEVELOPMENT DISTRICT



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

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BY:  1/29/25  
DISTRICT ENGINEER Jeffrey J. Newton, PE

**RECEIVED**  
By Amanda Lane at 11:09 am, Jan 29, 2025

# **Postras East Community Development District**

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

**Postras East  
Community Development District**

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





# Postras East Community Development District

## January 2025 Financial Package

January 31, 2025

**PFM Group Consulting LLC**  
3501 Quadrangle Boulevard  
Suite 270  
Orlando, FL 32817-8329  
(407) 723-5900



**Poitras East CDD**  
Statement of Financial Position  
As of 1/31/2025

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$ 649,877.41				\$ 649,877.41
Alleyway & Infrastructure Capital Res.	160,255.31				160,255.31
Assessments Receivable	439,797.33				439,797.33
Assessments Receivable		\$ 1,234,321.89			1,234,321.89
Due From Other Funds		103,227.51			103,227.51
Series 2020 Debt Service Reserve		456,417.29			456,417.29
Series 2023 Debt Service Reserve		814,046.25			814,046.25
Series 2023 Revenue		397,556.41			397,556.41
Series 2023 Prepayment		322.50			322.50
Series 2023 Acquisition/Construction			\$ 23,910.03		23,910.03
<b>Total Current Assets</b>	<b>\$ 1,249,930.05</b>	<b>\$ 3,005,891.85</b>	<b>\$ 23,910.03</b>	<b>\$ -</b>	<b>\$ 4,279,731.93</b>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$ 1,668,342.45	\$ 1,668,342.45
Amount To Be Provided				22,566,657.55	22,566,657.55
<b>Total Investments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,235,000.00</b>	<b>\$ 24,235,000.00</b>
<b>Total Assets</b>	<b>\$ 1,249,930.05</b>	<b>\$ 3,005,891.85</b>	<b>\$ 23,910.03</b>	<b>\$ 24,235,000.00</b>	<b>\$ 28,514,731.93</b>



**Poitras East CDD**  
Statement of Financial Position  
As of 1/31/2025

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$ 3,027.96				\$ 3,027.96
Notes and Loans Payable - Current	2,020.70				2,020.70
Deferred Revenue	439,797.33				439,797.33
Deferred Revenue		\$ 1,234,321.89			1,234,321.89
Accounts Payable			\$ 21,059.80		21,059.80
Retainage Payable			131,607.36		131,607.36
<b>Total Current Liabilities</b>	<b>\$ 444,845.99</b>	<b>\$ 1,234,321.89</b>	<b>\$ 152,667.16</b>	<b>\$ -</b>	<b>\$ 1,831,835.04</b>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$ 24,235,000.00	\$ 24,235,000.00
<b>Total Long Term Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,235,000.00</b>	<b>\$ 24,235,000.00</b>
<b>Total Liabilities</b>	<b>\$ 444,845.99</b>	<b>\$ 1,234,321.89</b>	<b>\$ 152,667.16</b>	<b>\$ 24,235,000.00</b>	<b>\$ 26,066,835.04</b>
<b><u>Net Assets</u></b>					
Net Assets, Unrestricted	\$ (63,275.11)				\$ (63,275.11)
Net Assets - General Government	751,124.39				751,124.39
Current Year Net Assets - General Government	117,234.78				117,234.78
Net Assets, Unrestricted		\$ 1,862,813.83			1,862,813.83
Current Year Net Assets, Unrestricted		(91,243.87)			(91,243.87)
Net Assets, Unrestricted			\$ (75,916.55)		(75,916.55)
Current Year Net Assets, Unrestricted			(52,840.58)		(52,840.58)
<b>Total Net Assets</b>	<b>\$ 805,084.06</b>	<b>\$ 1,771,569.96</b>	<b>\$ (128,757.13)</b>	<b>\$ -</b>	<b>\$ 2,447,896.89</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 1,249,930.05</b>	<b>\$ 3,005,891.85</b>	<b>\$ 23,910.03</b>	<b>\$ 24,235,000.00</b>	<b>\$ 28,514,731.93</b>



**Poitras East CDD**  
Statement of Activities  
As of 1/31/2025

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 138,039.19				\$ 138,039.19
Off-Roll Assessments	144,620.05				144,620.05
On-Roll Assessments		\$ 387,416.67			387,416.67
Debt Proceeds		170,602.76			170,602.76
Other Income & Other Financing Sources			\$ 150,392.80		150,392.80
Debt Proceeds			1,179,646.62		1,179,646.62
Total Revenues	<u>\$ 282,659.24</u>	<u>\$ 558,019.43</u>	<u>\$ 1,330,039.42</u>	<u>\$ -</u>	<u>\$ 2,170,718.09</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$ 400.00				\$ 400.00
D&O Insurance	2,983.00				2,983.00
Trustee Services	8,921.15				8,921.15
Management	9,624.99				9,624.99
Engineering	1,142.42				1,142.42
Disclosure	1,250.00				1,250.00
District Counsel	5,613.35				5,613.35
Assessment Administration	7,500.00				7,500.00
Audit	2,000.00				2,000.00
Travel and Per Diem	17.96				17.96
Postage & Shipping	1.38				1.38
Legal Advertising	1,492.95				1,492.95
Web Site Maintenance	840.00				840.00
Holiday Decorations	750.00				750.00
Dues, Licenses, and Fees	175.00				175.00
Electric	4,246.19				4,246.19
Water Reclaimed	3,220.70				3,220.70
General Insurance	3,648.00				3,648.00
Property & Casualty	15,099.00				15,099.00
Irrigation Parts	16,849.56				16,849.56
Landscaping Maintenance & Material	61,071.64				61,071.64
Contingency	10,848.95				10,848.95
Pest Control	595.00				595.00



**Poitras East CDD**  
**Statement of Activities**  
 As of 1/31/2025

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
Entry and Wall Maintenance	750.00				750.00
Streetlights	1,330.83				1,330.83
Liftstation Maintenance	2,341.58				2,341.58
Personnel Leasing Agreement	4,000.00				4,000.00
Interest Payments (Series 2020)		\$ 62,582.89			62,582.89
Interest Payments (Series 2023)		600,168.75			600,168.75
Engineering			\$ 90,009.57		90,009.57
District Counsel			2,976.00		2,976.00
Legal Advertising			201.09		201.09
Property & Casualty			10,360.00		10,360.00
Contingency			1,279,691.00		1,279,691.00
<b>Total Expenses</b>	<u>\$ 166,713.65</u>	<u>\$ 662,751.64</u>	<u>\$ 1,383,237.66</u>	<u>\$ -</u>	<u>\$ 2,212,702.95</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$ 1,289.19				\$ 1,289.19
Dividend Income		\$ 13,488.34			13,488.34
Dividend Income			\$ 357.66		357.66
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<u>\$ 1,289.19</u>	<u>\$ 13,488.34</u>	<u>\$ 357.66</u>	<u>\$ -</u>	<u>\$ 15,135.19</u>
<b>Change In Net Assets</b>	<b>\$ 117,234.78</b>	<b>\$ (91,243.87)</b>	<b>\$ (52,840.58)</b>	<b>\$ -</b>	<b>\$ (26,849.67)</b>
<b>Net Assets At Beginning Of Year</b>	<u>\$ 687,849.28</u>	<u>\$ 1,862,813.83</u>	<u>\$ (75,916.55)</u>	<u>\$ -</u>	<u>\$ 2,474,746.56</u>
<b>Net Assets At End Of Year</b>	<u><u>\$ 805,084.06</u></u>	<u><u>\$ 1,771,569.96</u></u>	<u><u>\$ (128,757.13)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,447,896.89</u></u>



**Poitras East CDD**  
Budget to Actual  
For the Month Ending 01/31/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<b><u>Revenues</u></b>					
Assessments	\$ 282,659.24	\$ 240,816.67	\$ 41,842.57	\$ 722,450.00	42.95%
Carryforward Revenue	27,655.70	27,655.70	-	82,967.10	33.33%
<b>Net Revenues</b>	<b>\$ 310,314.94</b>	<b>\$ 268,472.37</b>	<b>\$ 41,842.57</b>	<b>\$ 805,417.10</b>	<b>38.53%</b>
<b><u>General &amp; Administrative Expenses</u></b>					
Supervisor Fees	\$ 400.00	\$ 2,400.00	\$ (2,000.00)	\$ 7,200.00	5.56%
D&O Insurance	2,983.00	1,068.73	1,914.27	3,206.20	93.04%
Trustee Services	8,921.15	4,483.88	4,437.27	13,451.64	66.32%
Management	9,624.99	12,833.33	(3,208.34)	38,500.00	25.00%
Engineering	1,142.42	6,500.00	(5,357.58)	19,500.00	5.86%
Disclosure	1,250.00	1,666.67	(416.67)	5,000.00	25.00%
Property Appraiser	-	666.67	(666.67)	2,000.00	0.00%
District Counsel	5,613.35	10,000.00	(4,386.65)	30,000.00	18.71%
Assessment Administration	7,500.00	2,500.00	5,000.00	7,500.00	100.00%
Reamortization Schedules	-	83.33	(83.33)	250.00	0.00%
Audit	2,000.00	2,400.00	(400.00)	7,200.00	27.78%
Arbitrage Calculation	-	333.33	(333.33)	1,000.00	0.00%
Travel and Per Diem	17.96	100.00	(82.04)	300.00	5.99%
Telephone	-	8.33	(8.33)	25.00	0.00%
Postage & Shipping	1.38	166.67	(165.29)	500.00	0.28%
Copies	-	333.36	(333.36)	1,000.00	0.00%
Legal Advertising	1,492.95	2,500.00	(1,007.05)	7,500.00	19.91%
Bank Fees	-	60.00	(60.00)	180.00	0.00%
Miscellaneous	-	2,333.33	(2,333.33)	7,000.00	0.00%
Meeting Room	-	83.33	(83.33)	250.00	0.00%
Office Supplies	-	83.33	(83.33)	250.00	0.00%
Web Site Maintenance	840.00	1,000.00	(160.00)	3,000.00	28.00%
Holiday Decorations	750.00	1,000.00	(250.00)	3,000.00	25.00%
Dues, Licenses, and Fees	175.00	58.33	116.67	175.00	100.00%
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 42,712.20</b>	<b>\$ 52,662.62</b>	<b>\$ (9,950.42)</b>	<b>\$ 157,987.84</b>	<b>27.04%</b>



**Poitras East CDD**  
 Budget to Actual  
 For the Month Ending 01/31/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<b>Field Operations</b>					
<b>Electric Utility Services</b>					
Electric	\$ 4,246.19	\$ 1,666.67	\$ 2,579.52	\$ 5,000.00	84.92%
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	3,220.70	10,000.00	(6,779.30)	30,000.00	10.74%
<b>Other Physical Environment</b>					
General Insurance	3,648.00	1,306.78	2,341.22	3,920.35	93.05%
Property & Casualty Insurance	15,099.00	5,618.52	9,480.48	16,855.55	89.58%
Other Insurance	-	33.33	(33.33)	100.00	0.00%
Irrigation Repairs	16,849.56	15,000.00	1,849.56	45,000.00	37.44%
Landscaping Maintenance & Material	61,071.64	96,666.67	(35,595.03)	290,000.00	21.06%
Tree Trimming	-	6,666.67	(6,666.67)	20,000.00	0.00%
Flower & Plant Replacement	-	8,333.33	(8,333.33)	25,000.00	0.00%
Contingency	10,848.95	11,986.12	(1,137.17)	35,958.36	30.17%
Pest Control	595.00	198.33	396.67	595.00	
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	750.00	2,000.00	(1,250.00)	6,000.00	12.50%
Hardscape Maintenance	-	3,333.33	(3,333.33)	10,000.00	0.00%
Alleyway Maintenance	-	3,333.33	(3,333.33)	10,000.00	0.00%
Streetlights	1,330.83	13,833.33	(12,502.50)	41,500.00	3.21%
Accent Lighting	-	166.67	(166.67)	500.00	0.00%
Liftstation Maintenance	2,341.58	6,666.67	(4,325.09)	20,000.00	11.71%
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement - Administrator	2,000.00	6,000.00	(4,000.00)	18,000.00	11.11%
Personnel Leasing Agreement - Irrigation Specialist	2,000.00	6,000.00	(4,000.00)	18,000.00	11.11%
<b>Reserves</b>					
Infrastructure Capital Reserve	-	13,333.33	(13,333.33)	40,000.00	0.00%
Alleyway Reserve	-	5,000.00	(5,000.00)	15,000.00	0.00%
<b>Total Field Operations Expenses</b>	<b>\$ 124,001.45</b>	<b>\$ 217,143.08</b>	<b>\$ (93,141.63)</b>	<b>\$ 651,429.26</b>	<b>19.04%</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 269,805.70</b>	<b>\$ (103,092.05)</b>	<b>\$ 809,417.10</b>	<b>20.60%</b>
<b>Other Revenues (Expenses) &amp; Gains (Losses)</b>					
Interest Income	\$ 1,289.19	\$ 1,333.33	\$ (44.14)	\$ 4,000.00	
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$ 1,289.19</b>	<b>\$ 1,333.33</b>	<b>\$ (44.14)</b>	<b>\$ 4,000.00</b>	
<b>Net Income (Loss)</b>	<b>\$ 144,890.48</b>	<b>\$ -</b>	<b>\$ 144,890.48</b>	<b>\$ -</b>	



Poitras East CDD  
Cash Flow

	Beg. Cash	FY24 Inflows	FY24 Outflows	FY25 Inflows	FY25 Outflows	End. Cash
9/1/2024	678,798.78	22,432.45	(144,707.41)	-	(21,730.00)	534,793.82
10/1/2024	534,793.82	-	(20,847.34)	6.73	(30,760.67)	483,192.54
11/1/2024	483,192.54	-	-	91,433.20	(91,927.51)	482,698.23
12/1/2024	482,698.23	-	-	444,655.41	(263,829.67)	663,523.97
1/1/2025	663,523.97	-	-	140,016.74	(153,663.30)	649,877.41
2/1/2025	649,877.41	-	-	-	(3,010.00)	646,867.41 as of 02/13/2025
	Totals	22,432.45	(165,554.75)	676,112.08	(564,921.15)	