

Poitras East Community Development District

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

<http://poitraseastcdd.com/>

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Poitras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, May 20, 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: pfmcd.webex.com

Participant Code: 2531 126 0013#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Swearing in Newly Elected Board Member**
- 2. **Consideration of the Minutes of the April 15, 2025, Board of Supervisors' Meeting**
- 3. **Letter from Supervisor of Elections – Orange County**
- 4. **Consideration of Resolution 2025-06, Election of Officers**

Business Matters

- 5. **Consideration of Responses to Requests for Proposals for Underwriting Services for Special Assessment Revenue and Refunding Bonds, Series 2025** (*provided under separate cover*)
- 6. **Consideration of Resolution 2025-07, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Public Hearing Date** [*suggested date of August 19, 2025*]
- 7. **Ratification of Operation and Maintenance Expenditures Paid in April 2025 in an amount totaling \$37,193.30**
- 8. **Ratification of Requisition Nos. 2020-396 – 2020-401 Paid in April 2025 in an amount totaling \$249,850.91**
- 9. **Recommendation of Work Authorization/Proposed Services** (*if applicable*)
- 10. **Review of District's Financial Position and Budget to Actual YTD**

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer
 - 4. Construction Supervisor
 - 5. Landscape Supervisor
 - 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



Postras East Community Development District

Oath of Office

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2025, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Poitras East Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Postras East Community Development District

**Minutes of the April 15, 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, April 15, 2025, at 4:00 p.m. at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827.

Present:

Richard Levey	Chairman	
Rob Adams	Vice Chairman	(via phone)
Brent Schademan	Assistant Secretary	
Frank Paris	Assistant Secretary	

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Blake Firth	PFM	(via phone)
Michael Dennis	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Bob Schanck	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	
Dan Young	Tavistock	
Carlos Negron	Berman	(via phone)
DJ Batten	Berman	
Katie Harmer	Berman	
Samantha Sharenow	Berman	
Rudy Bautista	Tavistock	

SECOND ORDER OF BUSINESS

Public Comment Period

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

Ms. Walden noted for the record that Mr. Rob Adams has joined the meeting via phone.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
February 18, 2025, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the February 18, 2025, 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 February 18, 2025, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Julie Salvo's Resignation and Nominations for Seat 3 Vacancy

Dr. Levey requested a motion to accept Julie Salvo's resignation.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the resignation of Julie Salvo.

Dr. Levey asked if the Board had a nomination for Seat 3. Ms. Walden noted the recommendation is Ron Domingue for Seat 3.

On motion by Mr. Paris, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District appointed Mr. Ron Domingue to Seat 3.

FIFTH ORDER OF BUSINESS

Consideration of Second Amendment to Website Services Agreement

Ms. Walden reviewed the proposal, noting the vendor is asking to increase the monthly fee by \$10, which would take effect on October 1, 2025. She noted the vendor has not taken a fee increase in almost four years and that increase was due to adding the firewall and https security. Ms. Walden noted District staff's recommendation is to approve this Amendment with the new pricing.

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 Second Amendment to Website Services Agreement with VGlobalTech in the amount of \$145.00.

SIXTH ORDER OF BUSINESS

Consideration of RFP for Underwriting Services

Mr. Dennis reviewed the RFP, noting this would be for prospective bidders to bid on the investment banking opportunity for the District's upcoming Series 2025 Bonds. He stated the schedule currently contemplates receiving proposals on Friday, May 9, 2025, and then PFM would provide a proposal summary and recommendation for the Board's consideration at the next meeting.

Ms. Mackie noted these Series 2025 Bonds are expected to refinance the Series 2020 Bond Anticipation Note, which will mature in December. She stated the District is beginning this process now to ensure they can issue those bonds prior to maturity.

Dr. Levey noted there is criteria in the RFP for evaluation and asked if PFM will be doing the evaluation of the respondents on behalf of the Board.

Mr. Dennis confirmed PFM will be doing the evaluation of the respondents on behalf of the Board. He noted the proposed RFP format is included in the agenda book, and that once the proposals are received, PFM

will provide all the proposals to the Board and make a recommendation based on the responses to the criteria.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the RFP for Underwriting Services.

SEVENTH ORDER OF BUSINESS

Review and Acceptance of the Fiscal Year 2024 Audit

Ms. Walden noted this is a standard and clean audit. She stated there were no deficiencies in internal controls that would be considered material weaknesses.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the Fiscal Year 2024 Audit.

EIGHTH ORDER OF BUSINESS

Review of Fiscal Year 2026 Operations & Maintenance Budget

Ms. Walden noted this item was included so the Board has a chance to review for any items of concern before the start of the full process of the Fiscal Year 2026 budget, where the Board will be approving the preliminary budget.

Dr. Levey asked if there were any issues to note or any prospective assessment increase. Ms. Walden noted at this time the District is moving towards no prospective increase. No action required at this time.

NINTH ORDER OF BUSINESS

Request to Advertise for RFQ to Prequalified Contractors for District Infrastructure Projects

Mr. Newton explained the list of prequalified Contractors was last determined in August 2021 and is valid for a maximum of four years. He requested the Board's authorization to advertise the RFQ to update the list of prequalified contractors. Mr. Newton stated he would give a courtesy notification to any Contractor that is currently prequalified or has expressed interest in prequalifying in the past.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District authorized District staff to advertise the RFQ to Prequalified Contractors for District Infrastructure Projects.

TENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in February 2025 in an amount totaling \$15,329.13

The Board reviewed O&M Expenditures paid in February 2025.

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 February 2025 in an amount totaling \$15,329.13

ELEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in March 2025 in amount totaling \$55,912.94

The Board reviewed O&M Expenditures paid in March 2025.

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 March 2025 in amount totaling \$55,912.94

TWELFTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2020-383 – 2020-389 Paid in February 2025 in an amount totaling \$467,776.37

The Board reviewed Requisition Nos. 2020-383 – 2020-389.

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. 2020-383 – 2020-389 Paid in February 2025 in an amount totaling \$467,776.37.

THIRTEENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2020-390 – 2020-395 Paid in March 2025 in an amount totaling \$631,326.28

The Board reviewed Requisition Nos. 2020-390 – 2020-395.

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. 2020-390 – 2020-395 Paid in March 2025 in an amount totaling \$631,326.28.

FOURTEENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Dr. Levey stated there are no Work Authorizations.

FIFTEENTH ORDER OF BUSINESS

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

Ms. Walden stated the financials have been updated through March 2025. The District has spent approximately 30% of the adopted budget.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie noted the 2025 Florida Legislative Session is likely to not end on time this year. She stated there is not much to expect that will pass this session that may affect Special Districts. Ms. Mackie stated District Counsel will continue to monitor and will likely provide a final report at the June meeting.

District Manager –

Ms. Walden stated the next Board Meeting is scheduled for Tuesday, May 20, 2025.

District Engineer –

Mr. Newton noted the District has two active construction projects. He reviewed the Construction Contract Status Memo (Minutes Exhibit A), noting one as Lift Station G, which is set to start up by the end of April and the second one as being Centerline Drive Segment H1, which he anticipates having that road paved by the end of April.

Mr. Newton introduced Mr. Schanck with his firm.

Mr. Newton reviewed the discoveries made from monitoring the reclaimed water. Mr. Newton stated there were gaps in the monitoring data, but they were able to monitor it for an extra month, and explained there were some strange anomalies in the findings.

Discussion ensued. Dr. Levey recommended the District Engineer present these findings to the City of Orlando and include the tracking of the District's expenditures for repairs.

Construction Supervisor –

No report.

Landscape Supervisor –

No report.

Irrigation Supervisor –

No report.

SEVENTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

Dr. Levey requested a motion to adjourn.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the April 15, 2025, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

Secretary / Assistant Secretary

Chair / Vice Chair

MEMORANDUM

DATE: April 15, 2025

TO: Poitras East Community Development District
Board of Supervisors

FROM: McIntosh Associates, an LJA company
District Engineer

RE: Construction Contract Status

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: Potable water main FDEP clearance was received 4/11/25. Wastewater force mains were pre-pressure tested on 3/31/25. Lift station lining and internal components are installed. Lift station startup currently targeted for the end of April.

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

Recommended Motion: None.

Centerline Drive Segment H1 – Jr. Davis Construction Company

Construction Status: Drainage system is 100% complete. Potable water main FDEP clearance was received 4/11/25. Reclaimed water main and wastewater force main are installed and successfully passed pressure testing. Roadway base and curb and gutter installation is ongoing, and asphalt paving is anticipated by end of April.

Change Order (C.O.) Status: None

Recommended Motion: None

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

Thank you.

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

**Poitras East Community Development District
Poitras East - Parcel N-2 - Lift Station G
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
						\$ 2,275,140.00			
1	8/19/2024	Gravity Sewer Improvements and Landscape/Irrigation for Luminary Boulevard to serve adjacent Toll Brothers residential community.		\$ 143,802.80	Approved	\$ 2,418,942.80	8/20/2024	8/20/2024	
2	8/19/2024	Two Fire Hydrant Assemblies that were added to the plans in response to City comments.		\$ 21,850.00	Approved	\$ 2,440,792.80	8/20/2024	8/20/2024	
Days to Substantial Completion			330	Revised Contract Amount		\$ 2,440,792.80			
Days to Contract Completion			360						
NOC Date			5/30/2024						
Substantial Completion Date			4/25/2025						
Contract Completion Date			5/25/2025						

**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
			180			\$ 3,277,952.23			
<u>1</u>	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	
<u>2</u>	1/15/2025	Landscape & Irrigation	0	\$ 369,461.00		\$ 3,728,127.26	1/21/2025	3/10/2025	
Days to Substantial Completion			210	Revised Contract Amount		\$ 3,728,127.26			
Days to Contract Completion			240						
NOC Date			7/16/2024						
Substantial Completion Date			2/11/2025						
Contract Completion Date			3/13/2025						

Postras East Community Development District

**Letter from Supervisor of Elections
– Orange County**



April 18, 2025

Jennifer Walden, District Manager
Poitras East CDD
PFM Group Consulting LLC
3501 Quadrangle Boulevard, Suite 270
Orlando, FL 32817

To whom it may concern,

Per the requirements of Chapter 190.006, Florida Statutes, the Orange County Supervisor of Elections Office Mapping Department has determined the number of registered voters in the district as of April 15, 2025. Our research is based on the most recent legal description provided to us by the District Office.

As of **April 15, 2025**, there are **1,331 registered voter(s)** in the
Poitras East CDD.

A map and list of addresses can be provided upon request. Please contact the Mapping Department at 407-254-6554 with any questions.

Sincerely,

Mapping Department
Orange County Supervisor of Elections
Phone: 407-254-6554
119 W. Kaley Street
Orlando, FL 32806
soemapping@ocfelections.gov

Postras East Community Development District

**Resolution 2025-06,
Election of Officers**

RESOLUTION 2025-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING
FOR AN EFFECTIVE DATE**

WHEREAS, the **POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT** (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

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

Section 1. _____ is elected Chair.

Section 2. _____ is elected Vice Chair.

Section 3. _____ is elected Secretary.

Section 4. _____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

Section 5. _____ is elected Treasurer.

Section 6. _____ is elected Assistant Treasurer.

_____ is elected Assistant Treasurer.

_____ is elected Assistant Treasurer.

_____ is elected Assistant Treasurer.

Section 7. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 20th DAY of May 2025.

ATTEST:

**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

Postras East Community Development District

**Responses to Requests for Proposals
for Underwriting Services for Special Assessment
Revenue and Refunding Bonds, Series 2025**
(provided under separate cover)

Postras East Community Development District

**Resolution 2025-07,
Approving a Preliminary Budget for Fiscal Year 2026
and Setting a Public Hearing Date**

RESOLUTION 2025-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2026; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**FY 2026**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Poitras East Community Development District (“**District**”) prior to June 15, 2025, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: August 19, 2025
TIME: 4:00 p.m.
LOCATION: Tavistock Development Company
6900 Tavistock Lakes Blvd., Suite 200
Orlando, Florida 32827

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENTS; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, *Florida Statutes*.

4. **SEVERABILITY; EFFECTIVE DATE.** 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. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 20TH DAY OF MAY 2025.

ATTEST:

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A
Proposed Budget



Postras East Community Development District

April 2025 Budget Package

April 30, 2025

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



Poitras East CDD
FY 2026 Proposed O&M Budget

	Actual Through 4/30/2025	Anticipated 5/2025 - 9/2025	Anticipated FY 2025 Total	FY 2025 Adopted Budget	FY 2026 Proposed Budget
<u>Revenues</u>					
On-Roll Assessments	\$ 608,323.12	\$ 114,126.88	\$ 722,450.00	\$ 722,450.00	\$ 722,450.00
Carryforward Revenue	48,397.48	34,569.62	82,967.10	82,967.10	64,763.90
Net Revenues	\$ 656,720.60	\$ 148,696.50	\$ 805,417.10	\$ 805,417.10	\$ 787,213.90
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 800.00	\$ 1,000.00	\$ 1,800.00	\$ 7,200.00	\$ 12,000.00
Directors' & Officers' (D&O) Insurance	2,983.00	-	2,983.00	3,206.20	3,430.45
Trustee Services	13,514.21	-	13,514.21	13,451.64	13,451.64
Management	19,249.98	19,250.02	38,500.00	38,500.00	38,500.00
Engineering	6,183.82	6,183.84	12,367.66	19,500.00	19,500.00
Disclosure	2,500.00	2,500.00	5,000.00	5,000.00	7,500.00
Property Appraiser	-	-	-	2,000.00	2,000.00
District Counsel	9,699.85	13,579.79	23,279.64	30,000.00	30,000.00
Assessment Administration	7,500.00	-	7,500.00	7,500.00	15,000.00
Reamortization Schedules	-	250.00	250.00	250.00	250.00
Audit	7,200.00	-	7,200.00	7,200.00	10,300.00
Arbitrage Calculation	-	1,000.00	1,000.00	1,000.00	1,000.00
Tax Preparation	-	-	-	-	26.40
Travel and Per Diem	17.96	12.85	30.81	300.00	300.00
Telephone	-	10.40	10.40	25.00	25.00
Postage & Shipping	72.36	51.70	124.06	500.00	500.00
Copies	-	416.65	416.65	1,000.00	1,000.00
Legal Advertising	2,151.45	1,536.75	3,688.20	7,500.00	7,500.00
Bank Fees	-	-	-	180.00	48.00
Miscellaneous	-	2,916.65	2,916.65	7,000.00	5,000.00
Meeting Room	-	104.15	104.15	250.00	250.00
Office Supplies	-	-	-	250.00	250.00
Web Site Maintenance	1,545.00	1,275.00	2,820.00	3,000.00	2,940.00
Holiday Decorations	750.00	-	750.00	3,000.00	1,250.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	\$ 74,342.63	\$ 50,087.80	\$ 124,430.43	\$ 157,987.84	\$ 172,196.49



Poitras East CDD
FY 2026 Proposed O&M Budget

	Actual Through 4/30/2025	Anticipated 5/2025 - 9/2025	Anticipated FY 2025 Total	FY 2025 Adopted Budget	FY 2026 Proposed Budget
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 1,439.99	\$ 1,028.55	\$ 2,468.54	\$ 5,000.00	\$ 5,000.00
Water-Sewer Combination Services					
Water Reclaimed	5,605.60	4,004.00	9,609.60	30,000.00	15,000.00
Other Physical Environment					
General Insurance	3,648.00	-	3,648.00	3,920.35	4,195.20
Property & Casualty Insurance	15,099.00	-	15,099.00	16,855.55	17,363.85
Other Insurance	-	-	-	100.00	1,500.00
Irrigation Repairs	26,469.50	18,906.80	45,376.30	45,000.00	51,000.00
Landscaping Maintenance & Material	106,875.37	76,339.55	183,214.92	290,000.00	290,000.00
Tree Trimming	-	8,333.35	8,333.35	20,000.00	20,000.00
Flower & Plant Replacement	-	10,416.65	10,416.65	25,000.00	25,000.00
Contingency	11,954.80	8,539.15	20,493.95	35,958.36	35,958.36
Pest Control	1,190.00	-	1,190.00	595.00	1,500.00
Road & Street Facilities					
Entry and Wall Maintenance	750.00	535.70	1,285.70	6,000.00	6,000.00
Hardscape Maintenance	-	4,166.65	4,166.65	10,000.00	10,000.00
Alleyway Maintenance	-	4,166.65	4,166.65	10,000.00	10,000.00
Streetlights	9,748.60	6,963.30	16,711.90	41,500.00	20,000.00
Accent Lighting	-	208.35	208.35	500.00	500.00
Liftstation Maintenance	5,504.80	3,932.00	9,436.80	20,000.00	15,000.00
Parks & Recreation					
Personnel Leasing Agreement - Administrator	3,500.00	2,500.00	6,000.00	18,000.00	18,000.00
Personnel Leasing Agreement - Irrigation Specialist	3,500.00	2,500.00	6,000.00	18,000.00	18,000.00
Reserves					
Infrastructure Capital Reserve	-	40,000.00	40,000.00	40,000.00	40,000.00
Alleyway Reserve	-	15,000.00	15,000.00	15,000.00	15,000.00
Total Field Operations Expenses	\$ 195,285.66	\$ 207,540.70	\$ 402,826.36	\$ 651,429.26	\$ 619,017.41
Total Expenses	\$ 269,628.29	\$ 257,628.50	\$ 527,256.79	\$ 809,417.10	\$ 791,213.90
Income (Loss) from Operations	\$ 387,092.31	\$ (108,932.00)	\$ 278,160.31	\$ (4,000.00)	\$ (4,000.00)
<u>Other Income (Expense)</u>					
Interest Income	\$ 1,359.49	\$ 971.05	\$ 2,330.54	\$ 4,000.00	\$ 4,000.00
Total Other Income (Expense)	\$ 1,359.49	\$ 971.05	\$ 2,330.54	\$ 4,000.00	\$ 4,000.00
Net Income (Loss)	\$ 388,451.80	\$ (107,960.95)	\$ 280,490.85	\$ -	\$ -



Poitras East CDD
FY 2026 Proposed Debt Service Budget

	FY 2026 Proposed DS Budget
REVENUES:	
Series 2023	\$ 2,215,706.25
TOTAL REVENUES	<u>\$ 2,215,706.25</u>
EXPENDITURES:	
Series 2023 - Interest 11/1/2025	\$ 591,568.75
Series 2023 - Interest 5/1/2026	591,568.75
Series 2023 - Principal 5/1/2026	450,000.00
TOTAL EXPENDITURES	<u>\$ 1,633,137.50</u>
EXCESS REVENUES (Series 2023 - Interest 11/1/2026)	<u>\$ 582,568.75</u>



Poitras East CDD Budget Item Descriptions FY 2025 – 2026

Revenues

On-Roll Assessments

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

Carryforward Revenue

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

General & Administrative Expenses

Supervisor Fees

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

Directors’ & Officers’ (D&O) Insurance

Supervisors’ and Officers’ liability insurance.

Trustee Services

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

Management

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

Engineering

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



Poitras East CDD Budget Item Descriptions FY 2025 – 2026

Disclosure

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

Property Appraiser

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

District Counsel

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

Assessment Administration

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

Reamortization Schedules

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

Audit

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

Arbitrage Calculation

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

Tax Preparation

Annual fee to file Forms 1099 and 1096 with the Internal Revenue Service.

Travel and Per Diem

Travel to and from meetings as related to the District.

Telephone

Telephone and fax machine services.

Postage & Shipping

Mail, overnight deliveries, correspondence, etc.



Poitras East CDD Budget Item Descriptions FY 2025 – 2026

Copies

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

Legal Advertising

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

Bank Fees

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

Miscellaneous

Other general & administrative expenses incurred throughout the year.

Meeting Room

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

Office Supplies

General office supplies associated with the District.

Web Site Maintenance

Website maintenance fee.

Holiday Decorations

District decorations for the holidays.

Dues, Licenses & Fees

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

Field Operations

Electric Utility Services

Electric

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



Poitras East CDD Budget Item Descriptions FY 2025 – 2026

Water-Sewer Combination Services

Water Reclaimed

Water used for irrigation.

Other Physical Environment

General Insurance

General liability insurance.

Property & Casualty Insurance

Insurance to protect property and cover casualty.

Other Insurance

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

Irrigation Repairs

Inspection and repair of irrigation system.

Landscaping Maintenance & Material

Contracted landscaping within the boundaries of the District.

Tree Trimming

Trimming of trees on District property.

Flower & Plant Replacement

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

Contingency

Other Field Operations expenses incurred throughout the year.

Pest Control

Pest control services.

Road & Street Facilities

Entry and Wall Maintenance

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

Hardscape Maintenance



Poitras East CDD Budget Item Descriptions FY 2025 – 2026

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

Alleyway Maintenance

Maintenance for alleyways within the District.

Streetlights

Streetlighting expenses within the District.

Accent Lighting

Accent lighting expenses within the District.

Liftstation Maintenance

Lift station expenses within the District.

Parks & Recreation

Personnel Leasing Agreement – Administrator

The lease of outside personnel for administrative duties per signed agreement.

Personnel Leasing Agreement – Irrigation Specialist

The lease of outside personnel for irrigation duties per signed agreement.

Reserves

Infrastructure Capital Reserve

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

Alleyway Reserve

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

Other Income (Expense)

Interest Income

Income from interest earnings.

Postras East Community Development District

**Operation and Maintenance Expenditures
Paid in April 2025 in an amount totaling \$37,193.30**

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 April 1, 2025 through April 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$37,193.30**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Poitras East CDD
AP Check Register (Current by Bank)
Check Dates: 4/1/2025 to 4/30/2025

check No.	ate	tatus*	Vendor ID	Payee Name	Amount
BANK ID: OM1705 - CITY NATIONAL BANK					001-101-0000-00-01
1820	4/02/25	P	PFMGC	PFM Group Consulting	\$1,086.50
1821	4/02/25	P	USBANK	US Bank	\$7,833.96
1822	4/14/25	P	VGLOBA	VGlobalTech	\$435.00
1823	4/17/25	P	CEPRA	Cepra Landscape	\$1,580.44
1824	4/17/25	P	KUTAK	Kutak Rock	\$1,908.00
1825	4/17/25	P	TRUSTE	US Bank as Trustee for Poitras	\$99,657.13
1826	4/17/25	P	USIC	USIC Locating Services	\$697.68
1827	4/28/25	P	BERMAN	Berman Construction	\$1,200.00
1828	4/28/25	P	CEPRA	Cepra Landscape	\$17,667.91
1829	4/28/25	P	DONMC	Donald W McIntosh Associates	\$937.50
1830	4/28/25	P	FAC	Fire Ant Control	\$595.00
1831	4/28/25	P	PFMGC	PFM Group Consulting	\$29.95
1832	4/28/25	P	RLEVEY	Richard Levey	\$200.00
BANK OM1705 REGISTER TOTAL:					\$133,829.07
BANK ID: OM-ACH - CITY NATIONAL BANK - ACH & WIRES					001-101-0000-00-01
18	4/23/25	M	OUC	Orlando Utilities Commission	\$2,846.36
19	4/28/25	M	WRE	Wind River Environmental	\$175.00
BANK OM-ACH REGISTER TOTAL:					\$3,021.36
GRAND TOTAL :					\$136,850.43

34,171.94	Checks 1820-1824, 1826-1832
99,657.13	Debt Service Check 1825
2,846.36	PA 282 - OUC paid online
175.00	PA 283 - Wind River Environmental paid online
136,850.43	Total cash spent
37,193.30	O&M cash spent

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

Poitras East CDD
April 2025 AP Remittance Report

BANK:	OM1705	CHECK:	1820	AMOUNT:	\$1,086.50	DATE:	04/02/25	VEND ID:	PFMGC	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
03/24/25	135685	PA 280 - Jan. monthly rental o					\$0.00		\$628.50	
03/24/25	135685	PA 280 - Feb. monthly rental o					\$0.00		\$458.00	
TOTALS:							\$0.00		\$1,086.50	
BANK:	OM1705	CHECK:	1821	AMOUNT:	\$7,833.96	DATE:	04/02/25	VEND ID:	USBANK	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
03/25/25	7691115	PA 280 - FY 2025 - Series 2023					\$0.00		\$4,593.06	
03/25/25	7691115	PA 280 - FY 2026 - Series 2023					\$0.00		\$3,240.90	
TOTALS:							\$0.00		\$7,833.96	
BANK:	OM1705	CHECK:	1822	AMOUNT:	\$435.00	DATE:	04/14/25	VEND ID:	VGLOBA	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
03/31/25	7142	PA 281 - Jan. - Mar. ADA audit					\$0.00		\$300.00	
04/01/25	7198	PA 281 - Apr. website maint.					\$0.00		\$135.00	
TOTALS:							\$0.00		\$435.00	
BANK:	OM1705	CHECK:	1823	AMOUNT:	\$1,580.44	DATE:	04/17/25	VEND ID:	CEPRA	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
12/31/24	O-S7328	PA 282 - IVM decoder replaceme					\$0.00		\$449.44	
03/31/25	O-S7800	PA 282 - Mar. Luminary A M.I.					\$0.00		\$381.00	
03/31/25	O-S7801	PA 282 - Mar. mainline break o					\$0.00		\$750.00	
TOTALS:							\$0.00		\$1,580.44	
BANK:	OM1705	CHECK:	1824	AMOUNT:	\$1,908.00	DATE:	04/17/25	VEND ID:	KUTAK	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
04/07/25	3550752	PA 282 - Gen. legal thru 02/28					\$0.00		\$1,908.00	
TOTALS:							\$0.00		\$1,908.00	
BANK:	OM1705	CHECK:	1825	AMOUNT:	\$99,657.13	DATE:	04/17/25	VEND ID:	TRUSTE	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
04/16/25	2025.04.15	S2023 FY25 DS (239115000) Dist					\$0.00		\$99,657.13	
TOTALS:							\$0.00		\$99,657.13	
BANK:	OM1705	CHECK:	1826	AMOUNT:	\$697.68	DATE:	04/17/25	VEND ID:	USIC	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
03/31/25	725323	PA 282 - Ticket and service fe					\$0.00		\$697.68	
TOTALS:							\$0.00		\$697.68	
BANK:	OM-ACH	CHECK:	70018	AMOUNT:	\$2,846.36	DATE:	04/23/25	VEND ID:	OUC	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
04/04/25	10986-040425	PA 282 - OUC 2025.04.04 Electr					\$0.00		\$236.41	
04/04/25	10986-040425	PA 282 - OUC 2025.04.04 Water					\$0.00		\$975.50	
04/04/25	10986-040425	PA 282 - OUC 2025.04.04 Street					\$0.00		\$1,628.15	
04/04/25	10986-040425	PA 282 - OUC 2025.04.04 Taxes					\$0.00		\$6.30	
TOTALS:							\$0.00		\$2,846.36	
BANK:	OM-ACH	CHECK:	70019	AMOUNT:	\$175.00	DATE:	04/28/25	VEND ID:	WRE	
Date	Invoice Number	Invoice Description					Discount Taken		Amount Paid	
04/11/25	6825040	PA 283 - Lift station maint. o					\$0.00		\$175.00	
TOTALS:							\$0.00		\$175.00	

Poitras East CDD
April 2025 AP Remittance Report

BANK:	OM1705	CHECK:	1827	AMOUNT:	\$1,200.00	DATE:	04/28/25	VEND ID:	BERMAN
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/01/25	53031	PA 281 - Apr. irrigation speci				\$0.00		\$500.00	
04/01/25	53031	PA 281 - Apr. administrator ag				\$0.00		\$500.00	
04/01/25	53166	PA 281 - Apr. lift station mai				\$0.00		\$200.00	
TOTALS:						\$0.00		\$1,200.00	
BANK:	OM1705	CHECK:	1828	AMOUNT:	\$17,667.91	DATE:	04/28/25	VEND ID:	CEPRA
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/01/25	O-S7858	PA 281 - Apr. irrigation				\$0.00		\$2,400.00	
04/01/25	O-S7858	PA 281 - Apr. landscape maint,				\$0.00		\$15,267.91	
TOTALS:						\$0.00		\$17,667.91	
BANK:	OM1705	CHECK:	1829	AMOUNT:	\$937.50	DATE:	04/28/25	VEND ID:	DONMC
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/18/25	47158	PA 283 - Eng. srvs. thru 03/28				\$0.00		\$937.50	
TOTALS:						\$0.00		\$937.50	
BANK:	OM1705	CHECK:	1830	AMOUNT:	\$595.00	DATE:	04/28/25	VEND ID:	FAC
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/10/25	27645	PA 282 - Fire ant control				\$0.00		\$595.00	
TOTALS:						\$0.00		\$595.00	
BANK:	OM1705	CHECK:	1831	AMOUNT:	\$29.95	DATE:	04/28/25	VEND ID:	PFMGC
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/10/25	OE-EXP-04-2025-23	PA 283 - Mar. FedEx				\$0.00		\$28.57	
04/10/25	OE-EXP-04-2025-23	PA 283 - Mar. postage				\$0.00		\$1.38	
TOTALS:						\$0.00		\$29.95	
BANK:	OM1705	CHECK:	1832	AMOUNT:	\$200.00	DATE:	04/28/25	VEND ID:	RLEVEY
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/15/25	2025.04.15	PA 283 - Supervisor fee 2025.0				\$0.00		\$200.00	
TOTALS:						\$0.00		\$200.00	

Postras East Community Development District

Requisition Nos. 2020-396 – 2020-401

Paid in April 2025 in an amount totaling \$249,850.91

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 April 1, 2025 through April 30, 2025. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
S2020-396	Florida Department of Environmental Protection	\$650.00
S2020-397	Florida Department of Environmental Protection	\$500.00
S2020-398	Jr. Davis Construction Co.	\$108,088.62
S2020-399	Kittelson & Associates	\$301.03
S2020-400	Jr. Davis Construction Co.	\$139,875.76
S2020-401	Kutak Rock	\$435.50
	TOTAL	\$249,850.91

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

DATE:	April 4 2025	REQUISITION NO:	396
PAYEE:	Florida Dept. of Environmental Protection	AMOUNT DUE:	\$650.00
ADDRESS:	c/o Donald W McIntosh Associates 1950 Summit Park Drive, Suite 600 Orlando, FL 32810	FUND:	<u>Acquisition/Construction</u>
ITEM:	Laureate Park N-1 Phase 1 Lift Station D Water Application Fee		

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


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

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

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

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

POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT


BY: _____
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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


BY: _____
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	April 4, 2025	REQUISITION NO:	397
PAYEE:	Florida Dept. of Environmental Protection	AMOUNT DUE:	\$500.00
ADDRESS:	c/o Donald McIntosh Associates 1950 Summit Park Drive, Suite 600 Orlando, FL 32810	FUND:	<u>Acquisition/Construction</u>
ITEM:	Laureate Park -1 Phase 1 Lift Station D Wastewater Application Fee		

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

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

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

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

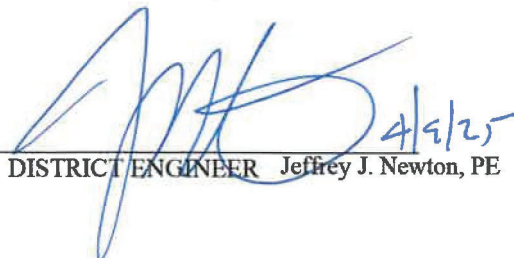
All invoice(s) are on file with the District from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT


BY: _____
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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


BY: _____
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	April 4, 2025	REQUISITION NO:	398
PAYEE:	Jr. Davis Construction Co., Inc.	AMOUNT DUE:	\$108,088.62
ADDRESS:	210 Hangar Road Kissimmee, FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 130727 (Pay Application #8) for Project 2196 (Poitras East N-2 Lift Station G) Through 03/31/2025		

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.

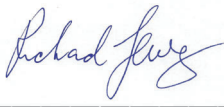
The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to the Payee set forth above, which has not been released or will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

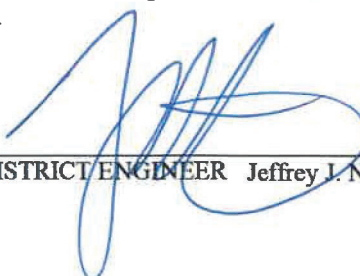
All invoice(s) are on file with the District from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

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:  4/4/25
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	April 4, 2025	REQUISITION NO:	399
PAYEE:	Kittelson & Associates	AMOUNT DUE:	\$301.03
ADDRESS:	PO Box 735277 Chicago, IL 60673-5277	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 153936 for Project 262690 (Na ossee & Luminary Post Design) Through 02/28/2025		

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.

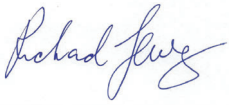
The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to the Payee set forth above, which has not been released or will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

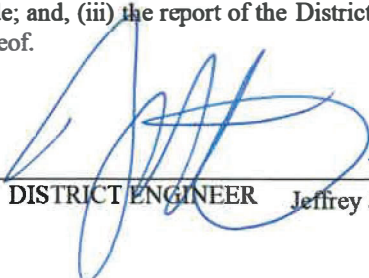
All invoice(s) are on file with the District from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

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:  4/9/25
DISTRICT ENGINEER Jeffrey J. Newton, PE

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

DATE:	April 11, 2025	REQUISITION NO:	400
PAYEE:	Jr. Davis Construction Co. Inc.	AMOUNT DUE:	\$139,875.76
ADDRESS:	210 Hangar Road Kissimmee FL 34741	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 130749 (Pay Application #6) for Project 2206 (Centerline Dr Seg H-1) Through 03/25/2025		

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.

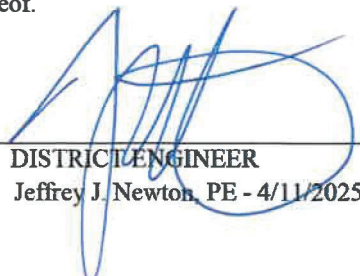
All invoice(s) are on file with the District from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

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 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 - 4/11/2025

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

DATE:	April 11, 2025	REQUISITION NO:	401
PAYEE:	Kutak Rock	AMOUNT DUE:	\$435.50
ADDRESS:	PO Box 30057 Omaha, NE 68103-1157	FUND:	<u>Acquisition/Construction</u>
ITEM:	Invoice 3550756 for Project 15623-2 (Project Construction) Through 02/28/2025		

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


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

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

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

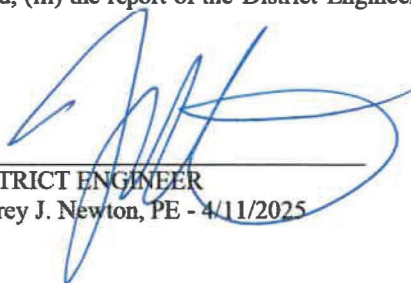
All invoice(s) are on file with the District from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT


BY: _____
CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

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


BY: _____
DISTRICT ENGINEER
Jeffrey J. Newton, PE - 4/11/2025

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

April 2025 Financial Package

April 30, 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 4/30/2025

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$ 865,429.26				\$ 865,429.26
Alleyway & Infrastructure Capital Res.	160,292.44				160,292.44
Assessments Receivable	114,133.45				114,133.45
Prepaid Expenses	3,240.90				3,240.90
Assessments Receivable		\$ 320,323.49			320,323.49
Series 2020 Debt Service Reserve		573,458.51			573,458.51
Series 2023 Debt Service Reserve		814,046.25			814,046.25
Series 2023 Revenue		1,430,634.69			1,430,634.69
Series 2023 Prepayment		322.50			322.50
Series 2023 Acquisition/Construction			\$ 24,161.18		24,161.18
Total Current Assets	<u>\$ 1,143,096.05</u>	<u>\$ 3,138,785.44</u>	<u>\$ 24,161.18</u>	<u>\$ -</u>	<u>\$ 4,306,042.67</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$ 2,818,461.95	\$ 2,818,461.95
Amount To Be Provided				21,416,538.05	21,416,538.05
Total Investments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,235,000.00</u>	<u>\$ 24,235,000.00</u>
Total Assets	<u><u>\$ 1,143,096.05</u></u>	<u><u>\$ 3,138,785.44</u></u>	<u><u>\$ 24,161.18</u></u>	<u><u>\$ 24,235,000.00</u></u>	<u><u>\$ 28,541,042.67</u></u>



Poitras East CDD
Statement of Financial Position
As of 4/30/2025

	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	\$ 1,059.00				\$ 1,059.00
Deferred Revenue	114,133.45				114,133.45
Deferred Revenue		\$ 320,323.49			320,323.49
Accounts Payable			\$ 49,932.70		49,932.70
Retainage Payable			202,780.57		202,780.57
Total Current Liabilities	<u>\$ 115,192.45</u>	<u>\$ 320,323.49</u>	<u>\$ 252,713.27</u>	<u>\$ -</u>	<u>\$ 688,229.21</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$ 24,235,000.00	\$ 24,235,000.00
Total Long Term Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,235,000.00</u>	<u>\$ 24,235,000.00</u>
Total Liabilities	<u><u>\$ 115,192.45</u></u>	<u><u>\$ 320,323.49</u></u>	<u><u>\$ 252,713.27</u></u>	<u><u>\$ 24,235,000.00</u></u>	<u><u>\$ 24,923,229.21</u></u>
<u>Net Assets</u>					
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	340,054.32				340,054.32
Net Assets, Unrestricted		\$ 1,827,599.59			1,827,599.59
Current Year Net Assets, Unrestricted		990,862.36			990,862.36
Net Assets, Unrestricted			\$ (330,737.53)		(330,737.53)
Current Year Net Assets, Unrestricted			102,185.44		102,185.44
Total Net Assets	<u><u>\$ 1,027,903.60</u></u>	<u><u>\$ 2,818,461.95</u></u>	<u><u>\$ (228,552.09)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,617,813.46</u></u>
Total Liabilities and Net Assets	<u><u>\$ 1,143,096.05</u></u>	<u><u>\$ 3,138,785.44</u></u>	<u><u>\$ 24,161.18</u></u>	<u><u>\$ 24,235,000.00</u></u>	<u><u>\$ 28,541,042.67</u></u>



Poitras East CDD
Statement of Activities
As of 4/30/2025

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Revenues</u>					
On-Roll Assessments	\$ 463,703.07				\$ 463,703.07
Off-Roll Assessments	144,620.05				144,620.05
On-Roll Assessments		\$ 1,301,415.07			1,301,415.07
Debt Proceeds		322,213.80			322,213.80
Other Income & Other Financing Sources			\$ 10,250.00		10,250.00
Debt Proceeds			2,923,173.58		2,923,173.58
Total Revenues	<u>\$ 608,323.12</u>	<u>\$ 1,623,628.87</u>	<u>\$ 2,933,423.58</u>	<u>\$ -</u>	<u>\$ 5,165,375.57</u>
<u>Expenses</u>					
Supervisor Fees	\$ 800.00				\$ 800.00
D&O Insurance	2,983.00				2,983.00
Trustee Services	13,514.21				13,514.21
Management	19,249.98				19,249.98
Engineering	6,183.82				6,183.82
Disclosure	2,500.00				2,500.00
District Counsel	9,699.85				9,699.85
Assessment Administration	7,500.00				7,500.00
Audit	7,200.00				7,200.00
Travel and Per Diem	17.96				17.96
Postage & Shipping	72.36				72.36
Legal Advertising	2,151.45				2,151.45
Web Site Maintenance	1,545.00				1,545.00
Holiday Decorations	750.00				750.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,439.99				1,439.99
Water Reclaimed	5,605.60				5,605.60
General Insurance	3,648.00				3,648.00
Property & Casualty	15,099.00				15,099.00
Irrigation Parts	26,469.50				26,469.50
Landscaping Maintenance & Material	106,875.37				106,875.37
Contingency	11,954.80				11,954.80
Pest Control	1,190.00				1,190.00



Poitras East CDD
Statement of Activities
As of 4/30/2025

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
Entry and Wall Maintenance	\$ 750.00				\$ 750.00
Streetlights	9,748.60				9,748.60
Liftstation Maintenance	5,504.80				5,504.80
Personnel Leasing Agreement	7,000.00				7,000.00
Interest Payments (Series 2020)		\$ 62,582.89			62,582.89
Interest Payments (Series 2023)		600,168.75			600,168.75
Engineering			\$ 156,303.37		156,303.37
District Counsel			5,596.50		5,596.50
Legal Advertising			296.39		296.39
Property & Casualty			10,360.00		10,360.00
Contingency			2,659,681.07		2,659,681.07
Total Expenses	<u>\$ 269,628.29</u>	<u>\$ 662,751.64</u>	<u>\$ 2,832,237.33</u>	<u>\$ -</u>	<u>\$ 3,764,617.26</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 1,359.49				\$ 1,359.49
Dividend Income		\$ 29,985.13			29,985.13
Dividend Income			\$ 999.19		999.19
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$ 1,359.49</u>	<u>\$ 29,985.13</u>	<u>\$ 999.19</u>	<u>\$ -</u>	<u>\$ 32,343.81</u>
Change In Net Assets	<u>\$ 340,054.32</u>	<u>\$ 990,862.36</u>	<u>\$ 102,185.44</u>	<u>\$ -</u>	<u>\$ 1,433,102.12</u>
Net Assets At Beginning Of Year	<u>\$ 687,849.28</u>	<u>\$ 1,827,599.59</u>	<u>\$ (330,737.53)</u>	<u>\$ -</u>	<u>\$ 2,184,711.34</u>
Net Assets At End Of Year	<u><u>\$ 1,027,903.60</u></u>	<u><u>\$ 2,818,461.95</u></u>	<u><u>\$ (228,552.09)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,617,813.46</u></u>



Poitras East CDD
Budget to Actual
For the Month Ending 4/30/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Revenues</u>					
Assessments	\$ 608,323.12	\$ 421,429.17	\$ 186,893.95	\$ 722,450.00	90.90%
Carryforward Revenue	48,397.48	48,397.48	-	82,967.10	58.33%
Net Revenues	\$ 656,720.60	\$ 469,826.65	\$ 186,893.95	\$ 805,417.10	81.54%
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 800.00	\$ 4,200.00	\$ (3,400.00)	\$ 7,200.00	11.11%
D&O Insurance	2,983.00	1,870.28	1,112.72	3,206.20	93.04%
Trustee Services	13,514.21	7,846.79	5,667.42	13,451.64	100.47%
Management	19,249.98	22,458.33	(3,208.35)	38,500.00	50.00%
Engineering	6,183.82	11,375.00	(5,191.18)	19,500.00	31.71%
Disclosure	2,500.00	2,916.67	(416.67)	5,000.00	50.00%
Property Appraiser	-	1,166.67	(1,166.67)	2,000.00	0.00%
District Counsel	9,699.85	17,500.00	(7,800.15)	30,000.00	32.33%
Assessment Administration	7,500.00	4,375.00	3,125.00	7,500.00	100.00%
Reamortization Schedules	-	145.83	(145.83)	250.00	0.00%
Audit	7,200.00	4,200.00	3,000.00	7,200.00	100.00%
Arbitrage Calculation	-	583.33	(583.33)	1,000.00	0.00%
Travel and Per Diem	17.96	175.00	(157.04)	300.00	5.99%
Telephone	-	14.58	(14.58)	25.00	0.00%
Postage & Shipping	72.36	291.67	(219.31)	500.00	14.47%
Copies	-	583.37	(583.37)	1,000.00	0.00%
Legal Advertising	2,151.45	4,375.00	(2,223.55)	7,500.00	28.69%
Bank Fees	-	105.00	(105.00)	180.00	0.00%
Miscellaneous	-	4,083.33	(4,083.33)	7,000.00	0.00%
Meeting Room	-	145.83	(145.83)	250.00	0.00%
Office Supplies	-	145.83	(145.83)	250.00	0.00%
Web Site Maintenance	1,545.00	1,750.00	(205.00)	3,000.00	51.50%
Holiday Decorations	750.00	1,750.00	(1,000.00)	3,000.00	25.00%
Dues, Licenses, and Fees	175.00	102.08	72.92	175.00	100.00%
Total General & Administrative Expenses	\$ 74,342.63	\$ 92,159.59	\$ (17,816.96)	\$ 157,987.84	47.06%



Poitras East CDD
Budget to Actual
For the Month Ending 4/30/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 1,439.99	\$ 2,916.67	\$ (1,476.68)	\$ 5,000.00	28.80%
Water-Sewer Combination Services					
Water Reclaimed	5,605.60	17,500.00	(11,894.40)	30,000.00	18.69%
Other Physical Environment					
General Insurance	3,648.00	2,286.87	1,361.13	3,920.35	93.05%
Property & Casualty Insurance	15,099.00	9,832.40	5,266.60	16,855.55	89.58%
Other Insurance	-	58.33	(58.33)	100.00	0.00%
Irrigation Repairs	26,469.50	26,250.00	219.50	45,000.00	58.82%
Landscaping Maintenance & Material	106,875.37	169,166.67	(62,291.30)	290,000.00	36.85%
Tree Trimming	-	11,666.67	(11,666.67)	20,000.00	0.00%
Flower & Plant Replacement	-	14,583.33	(14,583.33)	25,000.00	0.00%
Contingency	11,954.80	20,975.71	(9,020.91)	35,958.36	33.25%
Pest Control	1,190.00	347.08	842.92	595.00	
Road & Street Facilities					
Entry and Wall Maintenance	750.00	3,500.00	(2,750.00)	6,000.00	12.50%
Hardscape Maintenance	-	5,833.33	(5,833.33)	10,000.00	0.00%
Alleyway Maintenance	-	5,833.33	(5,833.33)	10,000.00	0.00%
Streetlights	9,748.60	24,208.33	(14,459.73)	41,500.00	23.49%
Accent Lighting	-	291.67	(291.67)	500.00	0.00%
Liftstation Maintenance	5,504.80	11,666.67	(6,161.87)	20,000.00	27.52%
Parks & Recreation					
Personnel Leasing Agreement - Administrator	3,500.00	10,500.00	(7,000.00)	18,000.00	19.44%
Personnel Leasing Agreement - Irrigation Specialist	3,500.00	10,500.00	(7,000.00)	18,000.00	19.44%
Reserves					
Infrastructure Capital Reserve	-	23,333.33	(23,333.33)	40,000.00	0.00%
Alleyway Reserve	-	8,750.00	(8,750.00)	15,000.00	0.00%
Total Field Operations Expenses	\$ 195,285.66	\$ 380,000.39	\$ (184,714.73)	\$ 651,429.26	29.98%
Total Expenses	\$ -	\$ 472,159.98	\$ (202,531.69)	\$ 809,417.10	33.31%
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 1,359.49	\$ 2,333.33	\$ (973.84)	\$ 4,000.00	
Total Other Revenues (Expenses) & Gains (Losses)	\$ 1,359.49	\$ 2,333.33	\$ (973.84)	\$ 4,000.00	
Net Income (Loss)	\$ 388,451.80	\$ -	\$ 388,451.80	\$ -	



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	-	-	901,427.65	(679,940.64)	871,364.42
3/1/2025	871,364.42	-	-	203,091.25	(207,352.53)	867,103.14
4/1/2025	867,103.14	-	-	135,176.55	(136,850.43)	865,429.26
5/1/2025	865,429.26	-	-	-	(1,059.00)	864,370.26 as of 05/13/2025
Totals		22,432.45	(165,554.75)	1,915,807.53	(1,587,113.75)	