

Poinciana
Community Development District

Agenda Package

November 20, 2024

AGENDA

Poinciana

Community Development District

219 E. Livingston Street, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

November 13, 2024

**Board of Supervisors
Poinciana Community
Development District**

Dear Board Members:

The Board of Supervisors of Poinciana Community Development District will meet **Wednesday, November 20, 2024 at 12:00 p.m. at The Gator Room, 385 Village Drive, Poinciana FL.**

Zoom Information for Members of the Public:

Link: <https://zoom.us/j/93704992274>

Dial-in Number: (646) 876-9923

Meeting ID: 937 0499 2274

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Pledge of Allegiance
3. Public Comment Period on Agenda Items
4. Approval of Minutes of the October 16, 2024 Meeting
5. Introduction of Juniper Landscaping Team
6. Consideration of Floralawn Proposal for Removal of Tree from Pond E6
7. Consideration of Engagement Letter with Gray Robinson for Eminent Domain Representation
8. Appointment of Audit Committee and Chairman
9. Review of Risk Assessment Report
10. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager
 - i. Action Items List
 - ii. Approval of Check Register
 - iii. Balance Sheet and Income Statement
 - D. Field Manager's Report
 - i. Field Manager's Report
 - ii. Pond Maintenance Report
 - iii. Midge Management Report
 - iv. Customer Complaint Log
11. Supervisor's Requests

11. Other Business
12. General Audience Comments
13. Next Meeting Date – **December 18, 2024 12:00 PM; The Gator Room**
14. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

Sincerely,

Tricia L. Adams

Tricia L. Adams

District Manager

MINUTES

**MINUTES OF MEETING
POINCIANA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Poinciana Community Development District was held on Wednesday, **October 16, 2024** at 12:00 p.m. via Zoom Communication Media Technology and in the Gator Room, 385 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Tony Reed	Chairman
Robert Zimbardi	Vice Chairman
Jon Cameron	Assistant Secretary
Anita Nelson	Assistant Secretary
Rick McKelvey	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Monica Virgen	GMS
Jan Carpenter	District Counsel
Kathy Leo	District Engineer
Joel Blanco	Field Services
Residents	

The following is a summary of the discussions and actions taken at the October 16, 2024 Poinciana Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll at 12:02 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS**Public Comment Period on Agenda Items**

Ms. Adams opened the general audience comments period. Mr. Jim Jeffries of 346 New River Drive noted that B16, but it was not included in the Midge Management Agreement and asked if it could be included, as there was a midge issue. Ms. Adams indicated that the agreement with Clarke for midge management services would be discussed later in the meeting. Ms. Rose Kerr of 389 Sorrento Road questioned the progress of removing torpedo and duck grass, which was delayed due to the hurricane. Ms. Adams stated that there was a Pond Maintenance Report later in the meeting, at which time, Mr. Blanco would address the pond maintenance issues.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the July 17, 2024 Meeting**

Ms. Adams presented the minutes of the July 17, 2024 Board of Supervisors meeting, which were included in the agenda package and reviewed by management staff. Ms. Nelson stated that “*Ms. Marjorie Welby*” should be “*Ms. Margery Weldy*” and in the motion where there was a voice vote, there was a blank, which should be Mr. McKelvey. Mr. Reed would provide his corrections to Ms. Adams, which would be incorporated.

On MOTION by Mr. Cameron seconded by Ms. Nelson with all in favor the Minutes of the July 17, 2024 Meeting were approved as amended.

FIFTH ORDER OF BUSINESS**Consideration of Renewal of Agreement for Midge Management Services with Clarke**

Ms. Adams reported that each year, agreement renewals were presented to the Board for consideration. This process started in the Spring, when field services staff interacted with vendors to obtain information related to the upcoming budget. When the budget was presented, the Board considered any proposed increases in services and when it was adopted, there was adequate funding to accommodate the incumbent service providers. An Agreement for Midge Management Services with Clarke, for this fiscal year, was provided to the Board. She noted midge control was a top priority for the Board and a substantive portion of the budget was allocated for midge management. Midges could be managed, but not eradicated and different

strategies were implemented and refined over the years, based on the best practices, as recommended by authoritative resources and vendors that handled midge management in Central Florida. Mr. Blanco indicated that Clarke had two different methods for treating midges; a fog method for adult midges, where Clarke used an ATV to fog the entire pond area, in order to control the adult midges. However, to treat the larva, which were on the surface as eggs, Gambusia fish were placed into the pond, to create an ecosystem within the pond. Shrimp were typically used with the fish, to deter any predators from eating the fish, who typically live in the littoral plants. Once the treatment was completed, they could come back once a year, but it depends on the seasons. Some did not appear for the remainder of the year, but five to ten ponds had contracts for re-occurring treatments out of the 50 ponds in Poinciana, due to midges laying eggs at the surface. Ms. Adams pointed out that certain ponds received Clarke's larvicide treatment and all ponds can receive treatment for the adult midges. If residents had a complaint, they could call the CDD office and Mr. Blanco would obtain the necessary information, to direct the vendor to treat the pond.

Mr. McKelvey questioned when the larvicide was scheduled, to prevent the midges from becoming adults. Mr. Blanco would verify this. Mr. McKelvey asked if the ponds that were listed in the agreement, received a larvicide treatment and why they did not do all of the ponds. Mr. Blanco explained that a larvicide treatment was costly and not all of the ponds needed it, only the ones that experienced persistent midges. In order to save the District money, larvicide was only applied for ponds that experienced constant midges, but if any pond experienced an infestation, he would reach out to Clarke and schedule a fog treatment. Mr. Reed asked Mr. Jeffries when the midge problems started. Mr. Jeffries stated that he lived at his current home for over three years and the issues started in the second year. Ms. Nelson questioned whether Mr. Jeffries reported it to Mr. Blanco. Mr. Jeffries had not reported it. Mr. Reed requested that Pond B16 be included on the agreement. Ms. Adams pointed out that in addition to the contracted services of \$176,427.12, \$194,000 was budgeted, in order to allow for additional larvicide treatments or other treatments as deemed necessary. Mr. Reed questioned why the website said to address midge concerns to Ms. Iman Sakalla and if it should be corrected. Ms. Adams indicated Ms. Sakalla was at the office and for customer service purposes, it was better to have one point of contact who would contact Mr. Blanco in the field. Ms. Sakalla also managed the complaint log. Mr. Reed agreed, as he did not want residents to contact Mr. Blanco directly. Mr.

Cameron felt that it made sense to have it go through a central location and follow the proper procedure. Mr. Jeffries did not feel that the CDD did a good job of publicizing meetings, because he did not know anything about the CDD managing the ponds, until a couple of months ago. Ms. Carpenter explained that because the CDD was a government, meetings must be published in the newspaper and since the Board did not have private email addresses, residents should go onto the website, to communicate with the Board and staff. Ms. Adams advised that Ms. Sakalla sent notices to the Associations and Captains as a courtesy. The Sixth Extension and Amendment to the Midge Control Services Agreement with Clarke, was from October 1, 2024 to September 30, 2025.

On MOTION by Ms. Nelson seconded by Mr. Zimbardi with all in favor the Sixth Extension and Amendment to the Midge Control Services Agreement with Clarke from October 1, 2024 to September 30, 2025 in the amount of \$176,427.12 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Renewal of Agreement for Pond Maintenance Services with SOLitude

Ms. Adams presented an agreement from SOLitude for pond maintenance services from November 1, 2024 to October 31, 2025, in the amount of \$152,976. Later in the agenda, there would be a Pond Maintenance Report from SOLitude. Mr. Blanco explained that SOLitude provided algae and spray treatments, as well as treating for hydrilla, duck weed, torpedo grass and removed trash. Reoccurring issues at Solivita, were hydrilla and duck weed, as well as excessive grasses that were sprayed. Regarding Pond E3, which was addressed by Ms. Kerr, as noted in his Field Manager's Report, hydrilla was present, but when he reviewed the pond prior to Hurricane Milton, last Monday, the pond had an auburn color to it, which indicated that the pond was treated. They would continue to monitor it and provide additional treatments, to eradicate it. Consistent rains factored into the overextension of those edge grasses and thickening it and when it turned into a brown darker color, it was decaying. The goal was to eradicate the hydrilla, prior to the planting of littoral plants, after the DredgeSOX restoration was completed. According to the vendor, prior to Hurricane Milton, they planned to complete it by October 21st, but now it was pushed further back. The Account Manager for SOLitude, was supposed to

provide an update to Mr. Blanco, before the end of the day and he would send an email to the Board on when the work was tentatively scheduled for.

Ms. Nelson recalled that Ms. Kerr was complaining about the islands. Mr. Blanco stated there was torpedo grass in the islands, which was caused by the drought and exposure to sunlight. Ms. Nelson questioned why it was not treated earlier. Mr. Blanco stated that it was a constant battle, as when the grasses were treated, they started sprouting again. According to the vendor and the tech spraying the grasses, this season was unusual, from a drought to receiving an excessive amount of rain and having a hurricane in mid-October. In addition, when they scheduled treatments, there was sporadic rain or rain the day prior, which wet the easement and did not allow the vendor to go with their ATV safely and spray all of those grasses. The last email that Ms. Kerr sent, was one month ago and since then, they scheduled a boat treatment. Ms. Leo explained that torpedo grass had a massive root system and spraying it once and trying to get it completely killed, was not realistic. Ms. Nelson questioned how long it would take. Mr. Blanco would like for it to be completely out of the way, prior to planting the littoral plants. Mr. Reed asked if they could escalate the treatment. Mr. Blanco was informed that the vendor could do a higher rate of chemicals to treat those grasses and not produce a fishkill and requested a proposal from the vendor, on manually removing those grasses. Mr. McKelvey questioned whether there was any commitment from the vendor on when they were going to schedule it. Mr. Blanco indicated that the vendor was onsite three times per week and were onsite yesterday. Pond E3 was their top priority and would follow up with them on when it was treated and provide an update to the Board. Mr. McKelvey requested that Mr. Blanco inform Ms. Kerr.

Ms. Adams reported that any approval of the agreement from SOLitude for pond maintenance services, would be subject to District Counsel preparing a legal agreement with all of the indemnifications and protections for the District, including any new statutory compliance matters. Mr. McKelvey recalled that the District spent a great deal of money removing algae from the ponds and requested a long-term study, to determine if there was a nutrient problem, how the nutrients were getting into the ponds and whether it was all of the ponds or some ponds. Mr. Blanco would speak to the Field Services Manager, Mr. Clayton Smith, regarding any type of study and schedule a call between Mr. Smith and Mr. McKelvey for further discussion. Mr. Reed pointed out that Pond E3 bordered several holes of the golf course and questioned whether the golf course was overloading the pond with fertilizer. Mr. Blanco stated he was in contact

with the Golf Course Superintendent and was waiting for them to respond. Mr. Reed proposed having a letter from him or Ms. Carpenter, sent to the golf course, to request this information. Ms. Leo explained that it was a consistent problem throughout Central Florida and most golf courses were spraying and fertilizing in accordance with the required amounts in Florida, there were specific limits on what they could and could not do. Mr. McKelvey felt that they could save money on the treatments, if they understood the cause. Mr. Reed agreed with developing a plan, but they needed to gather the data first, in order to understand the chemical makeup of the water. It also needed to be coordinated and proposed scheduling a workshop, for the community to understand what they were dealing with, as they had over 100 ponds and it would be costly. In addition, their drains were full of weeds, which were decaying and would not be flushed out, until there was a major storm.

Ms. Adams would have field staff confer with SOLitude regarding pond testing and discussing further with Ms. Leo, on criteria that should be considered. Ms. Carpenter recalled that the permits state they must follow the State guidelines for outfalls into the system. Ms. Leo pointed out that every municipality in the State of Florida, dealt with the same issues and the issue, was runoff from streets and yards, upstream that go into the drains. Mr. Cameron proposed encouraging the HOA to work with vendors and residents, to stop them from putting their clippings into the ponds and cutting back on the use of fertilizers. Mr. Cameron questioned whether there was something that the golf course could change, that would lessen the issues on Pond E3. Ms. Leo explained that golf course fertilizer was superior than residential fertilizer and there were probably 10 contributing factors, such as the use of reclaimed water, which had more nutrients than potable water. Ms. Nelson spoke to the Golf Course Superintendent, who was as concerned about this as the Board and wondered what kind of fertilizer the HOA was using, as two different types of fertilizer were running into the ponds. Mr. Blanco recalled that Juniper would be the landscape provider for the HOA in November and recommended asking them what type of fertilizer they used, as Yardnique would probably not respond. Mr. McKelvey questioned whether water testing would be effective. Ms. Leo indicated to some extent, the water testing must be over a long period of time, but it would be expensive and not provide the results that the Board wanted and the only solution was preventing chemical use in the ponds. Mr. McKelvey wanted to consider water testing, so they would know which pond had high nutrients, the cause and if there anything that they could do about it. Mr. Reed was in favor of having a workshop

with the HOA and the golf course. Mr. Cameron had no issue having a workshop, but the HOA President had no interest in having a workshop with the CDD. Ms. Adams suggested waiting until the new HOA Board Members were seated in January. Ms. Nelson nominated Mr. Cameron as liaison to speak to Juniper and Mr. McKelvey as liaison to speak to golf course staff and obtain information on what fertilization they were using. Mr. Reed preferred that Juniper attend the next meeting, versus an individual Supervisor meeting with them. Ms. Adams would invite Juniper to attend the next meeting have field staff obtain a proposal for water testing.

Ms. Adams presented the agreement with SOLitude for pond maintenance services, which was in the amount of \$152,976 annually. The budgeted amount was \$160,000, to allow for any issues outside of the scope. Mr. Reed noted that Schedule A was an extensive list, as it included a visual inspection of the ponds, but questioned whether all of the items were being provided. Ms. Carpenter indicated that there was language in the agreement, that anything they observed during the visual inspection, would be documented in field notes and staff would follow up. Mr. Blanco confirmed that he received weekly reports. Mr. Reed pointed out that SOLitude's contract included visual inspections of mosquito breeding conditions and wanted to combine their efforts for midge control, with what they were paying the county for. Ms. Adams stated that the CDD was not responsible for mosquito maintenance and there was an issue with mosquitos, Polk County would handle it. Mr. Blanco indicated that a treatment log, of what ponds were treated and inspected, was included in his report and would follow up with SOLitude on their protocol. Mr. Reed was impressed with the proposal, but half of the items were not being completed or reported, such as applying pond dye on an as needed basis and wanted to see the data on what SOLitude was providing. Ms. Leo believed that SOLitude used a standard contract and recommended that the Board approve the agreement, subject to making minor modifications to the terms of the agreement, as she did not want to remove any of the visual inspection items. Ms. Carpenter would include language that visual reports must be presented within a certain number of days. Mr. McKelvey asked if SOLitude would remove trash or debris when someone complained. Mr. Blanco indicated that he picked up trash when he was onsite, but the vendor picked up trash when they were onsite. Mr. Cameron recalled that the Fishing Club picked a huge amount of trash out of the ponds. Ms. Adams confirmed that trash removal was part of SOLitude's scope, as well as in Floralawn's contract. Mr. Reed confirmed that trash was not a

major issue in Solivita. Mr. Blanco would ask SOLitude to explain all of their items in their contract.

On MOTION by Mr. Cameron seconded by Mr. McKelvey with all in favor the renewal of the Agreement with SOLitude for pond maintenance services from November 1, 2024 to October 31, 2025 in the amount of \$152,976, subject to District Counsel performing the legal work and the Chairman executing it was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Agreement for Landscape Services with Floralawn

Ms. Adams recalled that the Board selected Floralawn, at the July meeting, as their landscape service provider and the District was authorized by Florida Statutes, to enter into five agreement renewals. The annual amount was \$192,974.40, which was within budget. The scope that the Board previously reviewed, included any special items that were requested. Ms. Carpenter noted two items that the Board was concerned about, which was that plantings were warrantied for the date of installation and that the District was relying on Floralawn to inform staff if there was trash or damaged landscaping. Mr. McKelvey asked if it included dead trees. Ms. Carpenter stated that it included dead or diseased trees, plantings or other landscaping. Mr. McKelvey questioned whether the agreement was for an additional five years or five years total. Ms. Adams confirmed that it was for five years total. Mr. McKelvey questioned why Section 6 was intentionally omitted. Ms. Carpenter explained that it was not applicable to this contract and in the future, it could be removed. Mr. McKelvey asked if the contractor was using e-verify, as there was concern that Floralawn was not e-verifying their employees. Ms. Carpenter stated that Floralawn must agree that they were using it, as it was required by State Law, but if they provided the filings, it included personal information, but would request an affidavit from them, stating that they were following the law. Mr. McKelvey agreed, as the District should not be looking at personal files. Mr. Reed noted that on Pond B5, a branch was on the ground before Floralawn mowed, which they moved, but put it back again, after they mowed. Mr. Blanco would speak to Floralawn.

On MOTION by Mr. Reed seconded by Ms. Nelson with all in favor the Agreement with Floralawn for Landscape Services was approved as amended.

EIGHTH ORDER OF BUSINESS**Review of Request to Install Holiday Lighting on CDD Tract**

Ms. Adams received a request was received from Ms. Jan Gripp, requesting permission to install solar operated lights during the holiday season, as directed by the HOA. Printouts from the Property Appraiser's website were provided, to identify the parcel, on Via Monte Napoleone Drive, which was owned by the CDD. However, subsequent to this request being submitted, Ms. Adams was informed that the HOA was not maintaining the landscaping on this parcel, which they had been doing for the past 20 years and staff was trying to ascertain whether there was an issue with the current service provider or if they abandoned this area. Pictures of the style of lighting was also provided to the Board. Ms. Carpenter questioned why this request did not go through the HOA. Ms. Carpenter stated it was fine for an individual to enter into an agreement, but they would not get their insurer to insure lights on property that they did not own. Ms. Nelson voiced concern about someone climbing a ladder to install the lights on the Palm tree and falling. Ms. Adams pointed out that the Board could approve a License Agreement with the HOA, taking on the liabilities and holding the District harmless or deny the request due to liability reasons. Mr. Zimbardi was in favor of pursuing a License Agreement. Ms. Carpenter was not comfortable with residents climbing trees and preferred that the HOA handle it.

On MOTION by Mr. Cameron seconded by Ms. Nelson with all in favor the request from Ms. Jan Gripp to install holiday lighting on a CDD tract and entering into a License Agreement with the HOA was approved.
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NINTH ORDER OF BUSINESS**Consideration of Resolution 2025-01 Approving Conveyance of Pond Tract**

Ms. Adams presented Resolution 2025-01 Approving the Conveyance of Pond P8 from Avatar Properties, Inc. (AKA Taylor Morrison). Ms. Carpenter indicated that staff was working on the conveyance of this pond from Avatar, for some time and they finally received a response from the District Engineer, that the pond was in good shape to accept. The documents were substantially the same documents were used in prior transfers and included a deed for an easement, to allow access onto the property, if necessary. Once the documents were signed, they would be held until Avatar paid all of the fees. Mr. Cameron understood that they were not

accepting the wall or fences. Ms. Adams confirmed that Exhibit A, included the exclusions, which were the retaining walls, railing, fencing, certain landscaping and irrigation. Mr. Cameron believed that residential homeowners had the deeds to these tracts. Ms. Carpenter stated that at this point, no one claimed the tracts and they belonged to Taylor Morrison and the CDD was only accepting the stormwater improvements and the pond.

On MOTION by Mr. Cameron seconded by Mr. Reed with all in favor Resolution 2025-01 Approving Conveyance of Real Property and Improvements from Avatar Properties, Inc.; Authorizing District Staff and the Chairman to Review, Execute and Accept all Documents to Effectuate Such Conveyance; Providing for Severability and an Effective Date was adopted.

Ms. Adams pointed out that the application required Taylor Morrison to reimburse the CDD for professional fees related to the property conveyance, in the amount of \$10,330.06, which would be paid at the closing. Ms. Nelson questioned where it would be included in the budget. Ms. Adams stated it was not in the budget and would be miscellaneous revenue.

TENTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter for Fiscal Year 2024 from Grau & Associates

Ms. Adams reported that each year, the District was required to undergo an annual independent audit of the District's financial records and file it with the State of Florida by June 30th. Since there was a short window to file the audit, they always try to get the audit started as soon as possible. Previously the Board appointed an Audit Committee and solicited for audit services, ranked the proposals and selected Grau, to enter into a five-year agreement for audit services. The fee that they proposed was \$3,700, which was in accordance with what the Board previously approved and the budgeted amount for Fiscal Year 2024 for audit services. At this time, the Board was ratifying the Engagement Letter from Grau & Associates (Grau) to provide auditing services for Fiscal Year 2024, which ended on September 30, 2024.

On MOTION by Ms. Nelson seconded by Mr. McKelvey with all in favor the Engagement Letter with Grau & Associates to provide

auditing services for Fiscal Year 2024 in the amount of \$3,700 was approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Presentation of Memorandum on New Affidavit Requirement for Governmental Entities**

Ms. Carpenter presented a memorandum on HB 7063, which was recently signed into law and went into effect on July 1, 2024. This was a surprise to everyone, as the Legislature included it in the criminal statutes, which required any government that enters into a contract with a private entity or individual, to have an affidavit, stating that they were not engaging into any human trafficking actions. For every contract, this now provides an extra step, as it must be signed by a contractor and notarized. Ms. Carpenter was speaking with the HOA attorney, every couple of weeks, to see if the HOA reviewed the conveyance documents, as Taylor Morrison would be departing shortly. They provided no information and she recommended waiting until there was a new Board. Ms. Nelson asked if they were still working on a License Agreement with the golf course, to continue to maintain the ponds. Ms. Carpenter indicated that she had not received a response yet. Ms. Nelson reported that she was contacted by a resident, who caused a stir, when they found out that the CDD now owned the ponds on the golf course, as they were concerned that the CDD would not maintain them. Ms. Nelson contacted Ms. Adams and Ms. Carpenter and Ms. Carpenter contacted the Manager of the golf course, who did not know who at Taylor Morrison to contact. It took legal staff several weeks to find the right person and emailed them but had not received a response. Ms. Nelson pointed out there would be a License Agreement, memorializing that the golf course would maintain the golf course ponds.

Ms. Carpenter questioned whether the CDD had easements over the golf course to get to the ponds, because in all CDDs that they represented, the golf course maintained the ponds. Ms. Leo would review the map. Ms. Nelson recalled that the ponds were turned over to the CDD in December and the golf course was informed that they were not allowed to maintain them. Ms. Carpenter requested that Ms. Leo and Mr. Blanco review the pond map, to see if there were any ponds that the CDD was not maintaining, as it was her understanding that there were several ponds within the golf course that the CDD did not maintain. Mr. Reed asked if they were stormwater ponds under the South Florida Water Management District (SFWMD). Ms. Carpenter confirmed that they were still under the CDD permits and wanted to ensure that there

was an agreement with the golf course, to maintain them in accordance with the permit. Mr. Reed pointed out that half of Pond E3 was on the golf course, but the CDD was maintaining it, because it was part of the stormwater system. Mr. Blanco believed that the side on the golf course, the CDD did not maintain. Mr. Reed felt that it was something to consider, since their fertilizer goes into the CDD pond and preferred to turn it over to them or make them responsible for half of the maintenance expense.

B. Engineer

i. Review of 2024 Rate Schedule

Ms. Adams received an updated Rate Schedule from GAI for engineering services, which was included in the agenda package and requested that the Board consider it, as it was in line with other engineering firms in Central Florida. Ms. Leo explained that there were rates for staff, based on their technical categories, but she worked with the CDD for 24 years and was effective with her time and cautious about the CDD budget. Mr. Cameron noted that it takes effect in January of 2025 and questioned whether it was in effect at this time. Ms. Adams understood that it was for Fiscal Year 2025. Mr. Reed requested that this be clarified. Mr. Cameron had no issue with it, as they had a contract and budget and they stayed within budget. Mr. Reed felt that it should be fair and legal, as the prior rate was \$330 per hour, which decreased to \$300 and now was increasing to \$360 per hour. Ms. Adams confirmed that the rates would increase and if the Board approved it, would be effective on October 1, 2024.

On MOTION by Mr. Reed seconded by Ms. Nelson with all in favor the 2024 Rate Schedule effective October 1, 2024 was approved.

C. District Manager

Ms. Adams received electronic mail communication from Ms. Lida Epstein, who represented a group working with the Central Florida Expressway (CFX), relative to the Southport connector. CFX was scheduling stakeholder meetings, prior to holding the public meetings in January of 2025 and was wondering if the CDD would want to have one of the CFX representatives, either schedule a workshop with the CDD to discuss their new plans for the Southport connector or attend a CDD meeting.. Mr. Zimbardi recalled that it would impact Pond A1, which was owned by the District. Ms. Carpenter suggested that a CDD Board Member

attend the meeting and report back to the Board. Mr. Reed volunteered. Ms. Adams would provide contact information and a meeting schedule to Mr. Reed. Ms. Carpenter requested that Mr. Reed listen and not ask any questions at the meetings.

Ms. Adams reported that the District was recently contacted by Duke Energy, as the county was considering roadway improvements on Marigold Avenue, which would necessitate Duke relocating their electrical equipment, requesting an easement from the Poinciana CDD. She suggested having a Funding Agreement, to reimburse the District for any professional fees, related to the review of the Easement Agreement, but Duke felt that easiest way for the District to be reimbursed, would be to charge a fee for granting of the easement. At this time, it was under preliminary review, as the county was checking on the feasibility of their road improvement project and this was part of that process, to see if there was an opportunity to potentially relocate utility lines. Ms. Carpenter recalled that there was a conservation parcel and more work needed to be completed before it came before the Board. They could not charge a fee without a rulemaking hearing. Due to the nuances of the conservation area, Ms. Adams clarified that Duke provided a specialist internally, planned to do a majority of the workload and to interface with the SFWMD. In addition, there was a strong desire to elevate Marigold Avenue, due to flooding concerns. Mr. Zimbardi wondered what the HOA would do with their property in the same area. Ms. Adams stated that she was told the HOA would follow whatever the CDD did.

i. Action Items List

Ms. Adams presented the Action Items List, which was included in the agenda package and reported on the following:

1. Parcel Conveyance from Taylor Morrison to CDD: Completed.
2. Monitor Central Florida Expressway – Poinciana Parkway Projects: Parkway Connector: In process.
3. Monitor Polk County Road Construction for Impact to PCDD Tunnels: In process. Closer to the project date of 2025 or thereafter, an Access Agreement would be considered by the Board. Staff would contact the county for an update.

4. Review of Wetlands Owned by Developer and HOA: In process. There was ongoing review regarding the ultimate owner, permit holder and maintenance entity.

Mr. Reed did not believe that the Board needed to take action, until there was a request to transfer. The wetlands were still part of the original agreement with Taylor Morrison, for engineering and legal review and were going to pay for it. Ms. Carpenter recalled that once Taylor Morrison transferred the property, they would pay the fees, but at this point, there were no conveyances. Ms. Adams would leave this item on the Action Items List, but defer this item, as there were intermittent discussions at meetings about who owned the wetlands. Mr. Reed clarified that the CDD would not pay any bills, until the transfer occurred. Ms. Carpenter recalled that the CDD wanted to acquire the wetlands. Mr. Reed pointed out that Board never wanted to acquire the wetlands, but the Board was in agreement that the CDD should own the entire stormwater management system, which included the wetlands. Mr. Cameron preferred to keep this item on Action Items List as a reminder that it was ongoing. Mr. Reed agreed.

5. Review of HOA Improvements Installed on CDD Parcels: In process. The License Agreement was reviewed by the Board at the July meeting and staff was awaiting their response.

Mr. Reed pointed out that every contract and every chemical, had a material safety data sheet (MSDS), which was fairly comprehensive and detailed, on the information that they provide and should be provided to the Board for review, to address any risks or concerns.

6. Impact of Cypress Gardens Parkway to PCDD Stormwater System: In progress.
7. Educating Residents Regarding Beneficial Pond Vegetation and Best Maintenance Practices: In process. Prior to the planting of more littoral shelves or beneficial vegetation along pond hedges, the Board requested communication with residents in the vicinity, to understand the benefits.

Mr. Cameron questioned the method of communication, as residents were posting complaints on *Nextdoor*, about grasses on the ponds not being maintained. Ms. Adams pointed out there were template responses for electronic mail and would provide samples to the Board at an upcoming meeting. Mr. Reed noted this was on Pond B5 and there was confusion amongst the Board, on what they should or should not allow on the banks of ponds, as there was too much vegetation on this pond that it needed to be trimmed or killed. Ms. Adams directed the Board to

inform staff, in between meetings, when something needed attention, so it could be addressed as soon as possible. Ms. Nelson noted that Cypress Gardens Parkway should be Cypress Parkway, on the Action Items List. Ms. Adams would make this change.

ii. Approval of Check Register

Ms. Adams presented the Check Registers from July 1, 2024 to September 9, 2024 in the amount of \$499,791.02 and September 10, 2024 to October 4, 2024 in the amount of \$55,017.90 and detailed run summaries, which were included in the agenda package. Some were Surplus Fund transfers to the Money Market Account, as the interest earnings rate was still over 4%.

Ms. Nelson MOVED to approve the July 1, 2024 to September 9, 2024 Check Register in the amount of \$499,791.02 and September 10, 2024 to October 4, 2024 Check Register in the amount of \$55,017.90 and Mr. Reed seconded the motion.

Mr. McKelvey questioned why they were still writing checks and not paying by Automated payment (ACH) to deter fraud. Ms. Adams stated that according to the bank representatives, ACH was still vulnerable to fraud. The District had Positive Pay, fraud protection services through Truist, where checks were approved by the accounting team before they were processed. Ms. Nelson questioned whether this was part of their agreement with Truist and if the District paid for it. Ms. Adams confirmed that it was part of the banking fees.

On VOICE VOTE with all in favor the July 1, 2024 to September 9, 2024 Check Register in the amount of \$499,791.02 and September 10, 2024 to October 4, 2024 Check Register in the amount of \$55,017.90 were approved.

iii. Balance Sheet and Income Statement

Ms. Adams presented the Unaudited Financial Statements through August 31, 2024, which was included in the agenda package. The Board did a good job of controlling expenses and no Board action was required. Ms. Nelson noted that some of the calculations were incorrect, as the formula was in the wrong place. For Property Appraiser, the budget was \$7,000, actual was \$9,537, but the variance was \$-9537 and should be \$2,500. Ms. Adams explained that typically, the prorated budget was for 11 of 12 months, but for items paid in a one-time lump

sum, it was usually zero and agreed it should be based off the budget. Ms. Carpenter noted that for Attorney's Fees, over \$10,000 was going to be reimbursed. Ms. Adams stated that Miscellaneous Revenue included the fees that were reimbursed for property conveyance. For assessments, the District was fully collected for the year and the variance just showed the difference between what was actually collected, compared to the budget. Mr. Cameron questioned what made up the actual contingency, as \$12,000 was budgeted, \$11,000 was prorated, but there was a \$72,000 expenditure. Ms. Adams explained that there was a \$58,725 expense in August for erosion repairs on Pond E3. Ms. Nelson recalled that the Board requested that it be paid out of this year's budget. Ms. Adams pointed out that the deposit was made in this fiscal year's budget and the final payment would be made, in Fiscal Year 2025. Field expenses were under budget.

D. Field Manager's Report

i. Consideration of Proposal for Quarterly Lift Station Maintenance

Ms. Adams presented a proposal from Averett Septic Tanks (Averett), as there was a lift station near the Bella Viana Tunnel. Historically, the HOA was paying the electric bill for the lift station, but no one knew who was maintaining it. When an alarm went off, the CDD was contacted. The HOA and golf course asserted that they did not maintain it. Since it made sense for the CDD to assume maintenance responsibilities, as it was on a CDD tract and the lift station serviced the tunnel, staff recommended that Averett perform quarterly preventative maintenance treatments, at a cost of \$185 per visit or \$740 for the year. Mr. Blanco recommended Averett, as they recently drained the tunnel and by Noon, the water completely disappeared and other field managers used Averett and recommended them. Ms. Nelson questioned whether this expenditure needed to go out for bids. Ms. Adams confirmed that it must be \$195,000 to be required to go out for bids. Mr. Reed questioned the location of the meter for electricity to power the pump and the tunnel lights. Mr. Blanco stated it was in the lift station but needed to confirm the meter for the tunnel lights. Ms. Adams indicated that GMS' accounting team was assisting the HOA with transferring the meter service to the CDD. Ms. Nelson questioned whether this expenditure would be included in the 2025 budget. Ms. Adams confirmed that it was not part of the budget, but it was a small amount that would be paid out of Miscellaneous or Contingency and next year, for fiscal year 2026, a utility line item would be added to the budget.

On MOTION by Mr. Cameron seconded by Mr. Reed with all in favor the Agreement with Everett Septic Tanks for quarterly lift station maintenance in the amount of \$740 annually was approved.

Mr. Cameron questioned whether there was sludge in the tunnel from Hurricane Milton and if it needed to be power washed. Mr. Blanco reported that staff performed post-hurricane and pre-hurricane reviews of both tunnels and was pleasantly surprised and grateful that the tunnels were in good shape. However, a light did go out in the Bella Viana Tunnel, when a cover was cracked. There was only a small amount of mud and staff could do a minor pressure washing. He did not want to spend the money for a full pressure washing, but since the walls were white, it was something to consider for the next season. Mr. Cameron felt it made sense to do quarterly maintenance, if necessary.

ii. Field Manager's Report

Mr. Blanco presented the Field Manager's Report, which was included in the agenda package. The lift Station landscaping at the Bella Viana Tunnel was completed. He would work with Juniper on the landscaping, once they started in November, to set expectations and ownership responsibilities. Staff reviewed landscaping throughout the community, prior to Hurricane Milton and found it to be neat and trimmed, but requested that the landscaper mow lake banks, as they would not need much height from the edge grasses.

iii. Pond Maintenance Report

Mr. Blanco presented the Pond Maintenance Report, which was included in the agenda package. Staff continued to review ponds throughout the District. Algae treatments were conducted and edge grasses were sprayed. It has been difficult spraying, due to the scattered rains washing out the initial treatment or it stopped the vendor from using an ATV or boat into the pond to treat the islands and excessive grasses, but now that they were moving into the drier season, it was anticipated that there would be more success. He asked SOLitude to spray the island clusters at the ponds. Residents were educated on the littoral plantings, as several residents inquired if the littorals would be trimmed, as they felt it looked ugly. It was explained to them that it was not for aesthetic purposes and was beneficial to the health of the pond and to assist with midge management. Mr. Reed felt that one set of plants in the bottom picture on Page 190

of the agenda package, where the grass was growing out into the pond, was acceptable, versus what was on Pond B5, which was unacceptable. Mr. Blanco agreed.

iv. Midge Management Report

v. Customer Complaint Log

Mr. Blanco presented the Midge Management Reports and Customer Complaint Log, which were included in the agenda package. Mr. Cameron pointed out the complaint from Ms. Maureen Macri was regarding an HOA pond, behind 710 Portofino Drive, which was two houses down from his property. It was a retention pond that he requested that the developer spray, several times. The front side was CDD property and the other side was owned by the developer, which the CDD should consider taking over, as it was not being maintained. Mr. Reed recalled that the developer removed the dirt, used it for stormwater purposes, but did not obtain authorization. Ms. Leo would research this matter and Mr. Cameron would speak to the developer about spraying it.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Reed preferred starting their CDD meetings at 9:00 a.m., if the Poinciana West CDD Board did not have a meeting and reserve the meeting room for three hours. Ms. Nelson pointed out that she was liaison to the Wildlife Committee and last year, requested the guidelines that the Fishing Club put into place. A resident who was a realtor, noticed three people from the Fishing Club, park on the side of the house and walk through the property to the golf course, when she was showing a property to prospective buyers. She posted on *Nextdoor* about it, as she lost the sale of the home. One of the members of the Fishing Club, read the post and apologized to the resident. Mr. Bob Monica, Wildlife Chair of the Solivita Conservation and Wildlife Committee thinks that residents should be educated about fishing club guidelines. Ms. Carpenter recalled several years ago, a large number of people from the Fishing Club, sent her nasty letters and the CDD Board agreed to keep the stormwater policies in place. For trespassing issues on private property, residents should call the police. Ms. Nelson noted that security could also handle it. Ms. Carpenter suggested that the CDD Board reconsider it and leave it up to the HOA to correct the behavior for trespassing. *There was Board consensus for staff to include the pond policy on the next agenda for discussion.* Mr. McKelvey requested that the guidelines from the Fishing Club, be included in the discussions.

Mr. Cameron voiced concern that the agenda package for the July meeting, was not published until late on Tuesday afternoon and the one for the September meeting, was not published until Monday afternoon and requested that it be published a week prior to the meeting. Ms. Adams explained that staff was waiting for a completed agenda package but in the future would send it out and have these items sent separately. Mr. Reed recalled that a resident showed up at the September meeting, which was ultimately cancelled, regarding an issue of potential flooding on Balboa Drive. Ms. Adams requested that Board Members provide her with any agenda items.

THIRTEENTH ORDER OF BUSINESS**Other Business**

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS**General Audience Comments**

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS**Next Meeting Date – November 20, 2024
@ 12:00 P.M.; The Gator Room**

The next meeting was scheduled for November 20, 2024 at 12:00 p.m. at this location.

SIXTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Zimbardi seconded by Ms. Nelson with all in favor the meeting was adjourned.

Ms. Rose Kerr of 389 Sorrento Road asked if she could speak to the Board under public comments. Ms. Adams indicated staff is happy to meet with her outside of the meeting. Mr. Cameron requested that the meeting be re-opened to hear the public comment.

On MOTION by Mr. Zimbardi seconded by Ms. Nelson with all in favor the prior motion adjourning the meeting was rescinded.

- **General Audience Comments** (*Item 12*)

Ms. Rose Kerr of 389 Sorrento Road voiced concern that grass that was sprayed on the golf course, was re-occurring and questioned whether there would be a boat used for treatment. Mr. Blanco confirmed that there would be one. Ms. Kerr did not like the idea of Pond E3 being turned over to the golf course, instead of the CDD. Ms. Nelson confirmed that no ponds were being turned over to the golf course. Ms. Kerr asked if the debris dying off in different colors, could be removed versus disintegrating into the pond. Mr. Cameron requested that Mr. Blanco speak to Ms. Kerr after the meeting, as the Board was aware of the issue.

On MOTION by Mr. Zimbardi seconded by Ms. Nelson with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION VI

*Item will be
provided under
separate cover.*

SECTION VII



Kent L. Hipp
301 East Pine Street, Suite 1400
Orlando, Florida 32801
(407) 244-5672
Kent.Hipp@Gray-Robinson.com
www.gray-robinson.com

November 6, 2024

**ATTORNEY-CLIENT PRIVILEGED
CONFIDENTIAL COMMUNICATION**

Poinciana Community Development District
c/o Jan Carpenter, General Counsel
219 E. Livingston Street
Orlando, FL 32801-1508

**RE: PROJECT: Central Florida Expressway Authority (“CFX”)/Southport Connector
Expressway/#599-224**

PROPERTY OWNER: Poinciana Community Development District (“Poinciana CDD”)

**POLK County Parcel Nos.: 282715933581002520, 282714933556001250,
282714933542000890 & 282713933512000710**

CFX Parcels: All parcels and all interests

Dear Jan:

This confirms that you have retained me and my law firm to represent Poinciana CDD in any acquisition and/or eminent domain action by CFX for the above-referenced project. Our representation will cover all stages of the acquisition and/or eminent domain action including negotiations and trial.

The following Agreement is made regarding my firm’s attorney fees and costs for this legal representation:

By Florida law, Section 73.092, Florida Statutes, CFX (as the taking authority) is required to pay my firm’s fees and costs for representing Poinciana CDD. My firm agrees to accept these statutory attorney’s fees as our fee for the representation. Our fee is in addition to what Poinciana CDD is paid as full compensation for the property taken. Poinciana CDD will agree that it will not accept a settlement offer that is conditioned upon us waiving any or all of our statutory fees.

We will be required to retain experts such as an appraiser, land planner and engineer in order to determine the appropriate amount of compensation for the taking of Poinciana CDD’s land and any compensable damage to the remaining property. Florida law requires the taking authority to pay reasonable fees for these necessary experts. Accordingly, we will request that these experts defer their fees and accept the court award or negotiated settlement in full payment of their fees.

In accordance with the Rules Regulating the Florida Bar, we understand and consent to GrayRobinson, P.A. associating Jan Carpenter, Esquire of Latham, Luna, Eden & Beaudine, LLP, as co-counsel and that the applicable fees in the Agreement be distributed as follows:

FLORIDA OFFICES

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MELBOURNE · MIAMI · NAPLES · ORLANDO · TALLAHASSEE · TAMPA · WEST PALM BEACH

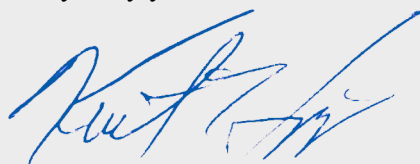
GrayRobinson, P.A. 85%
Latham, Luna, Eden & Beaudine, LLP 15%

Pursuant to GrayRobinson's file retention policy, at the conclusion of your case, we will maintain your file for ten (10) years. After ten years, your file will be destroyed.

If the above stated arrangement meets with your approval, please indicate so by signing this letter in the space provided below and return it to our offices. Your approval of this letter will include agreement regarding the fees and costs arrangement.

We appreciate the confidence and trust you have placed in our firm in asking us to represent you. We encourage you to communicate with us if at any time there are questions on the status or progress of your matter.

Very truly yours,



Kent L. Hipp, Esquire

KLH/amo
Cc: Jan Carpenter, Esquire
Attachments

Agreed to and Accepted by:
POINCIANA COMMUNITY DEVELOPMENT DISTRICT

By: _____ Date: _____

Print: _____

Title: _____

Address (if different from above): _____

Home Phone: _____

Business Phone: _____

Mobile Phone: _____

Fax Number: _____

E-mail address: _____

I would like to receive my mail and client documents via e-mail transmission ☐ ☐
Yes No

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MELBOURNE • MIAMI • NAPLES • ORLANDO • TALLAHASSEE • TAMPA • WEST PALM BEACH

ATTORNEY AUTHORIZATION

TO: CENTRAL FLORIDA EXPRESSWAY
AUTHORITY ("CFX")

PROJECT NAME: SOUTHPORT CONNECTOR EXPRESSWAY
(#599-224)

OWNER: POINCIANA COMMUNITY DEVELOPMENT
DISTRICT ("POINCIANA CDD")

POLK PROPERTY TAX ID NOs.: 282715933581002520, 282714933556001250
282714933542000890, 282713933512000710

CFX PARCEL NO.: All Parcels and All Interests

This is to advise you that **Poinciana CDD** authorizes Kent L. Hipp, Esquire, of GrayRobinson, P.A. whose address is 301 East Pine Street, Suite 1400, P.O. Box 3068, Orlando, Florida 32802, and co-counsel Jan Carpenter, Esquire, of Latham, Luna, Eden & Beaudine, LLP whose address is 201 S. Orange Ave., #1400, Orlando, Florida 32801, to represent them in all future dealings with **CFX** in the above-referenced projects regarding properties owned by Poinciana CDD, and to accept service of process on its behalf, concerning any legal proceedings in eminent domain which may be filed by CFX regarding the referenced project.

POINCIANA COMMUNITY DEVELOPMENT DISTRICT

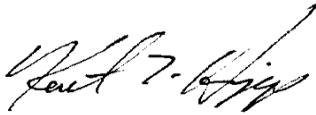
By: _____ Date: _____

Representative Name: _____

Title: _____

This is to advise you that I have been retained to represent the above referenced property owner(s) in all future dealings involving your acquisition requirements for the above referenced project regarding property owned by them. This is to further advise that I am a member of the Florida Bar and I will accept service of process on their behalf in any legal proceedings in eminent domain which may be filed regarding the referenced project. Please direct all inquiries to my attention.

GRAYROBINSON, P.A.



By: _____
Kent L. Hipp, Esquire

Date: November 6, 2024

LATHAM, LUNA, EDEN & BEAUDINE, LLP

By: _____
Jan Carpenter, Esquire

Date: _____

DOCUMENTS CONCERNING YOUR PROPERTY

Please provide us with copies of the following documents concerning your property that you may have to assist us in beginning our efforts on your behalf:

1. The deed(s) to your property.
2. Title work, abstract or closing package from your purchase of the property, including copies of any plat maps, mortgages, easements or other restrictions, judgments or liens.
3. Any surveys of the property.
4. Any appraisals including but not limited to real estate appraisals and Furniture, Fixture and Equipment (“FF&E”) appraisals of the property.
5. Any photographs of the property, particularly aerial photographs.
6. Any maps or sketches of the property including topographical maps, wetland maps or others.
7. Any land use permits or site plans, or proposed plans whether approved or unapproved.
8. Any environmental reports or notifications from state environmental agencies.
9. Any materials regarding improvements on the property.
10. A current lease and rent roll and complete copies of all leases on the property.
11. Any property tax information on the property.
12. Any documents concerning challenges you may have made to your property tax assessments.
13. All correspondence, written offers, maps, plans, surveys, appraisals or any other documents provided to you by the taking authority (“CFX”) in this matter.
14. All correspondence, written offers, maps, plans, surveys, appraisals or any other documents provided by you to the CFX in this matter.

FLORIDA OFFICES

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MELBOURNE · MIAMI · NAPLES · ORLANDO · TALLAHASSEE · TAMPA · WEST PALM BEACH





Cypress Pkwy

Cypress Pkwy

Cypress Pkwy

Cypress Pkwy

Cyp

Bella Cortina Dr

Lago Matisse St

San Augusto Dr

Via Abruzzi St

Bella Cortina Dr

San Augusto Dr

Via Como St

Via Como St

Umbria Dr

Umbria Dr

Via Galuppi St

Via Galuppi St

Lombardi Ct

Village Center Rd

Village Center Rd

Village Center Rd

Palm T

Palm T

Village Center Rd



Cypress Pkwy

Solivita Blvd

Parcel Details: 28-27-14-933542-000890

 TAX EST

 PRT CALC

 PRC

 HTML PRC

 TRIM

 HTML TRIM

 TAX BILL

Owners *Recently purchased this property? [Click here.](#)*

POINCIANA COMMUNITY DEVELOPMENT DISTRICT 100%

Mailing Address ([Address Change form](#))

Address Line 1 **219 E LIVINGSTON ST**
Address Line 2
Address Line 3 **ORLANDO FL 32801-1508**

Physical Street Address *Looking for site address? [Click here.](#)*

Address Line 1 **0 MILANO RD**
Address Line 2

Postal City and Zip

City/St/Zip **POINCIANA FL 34759**

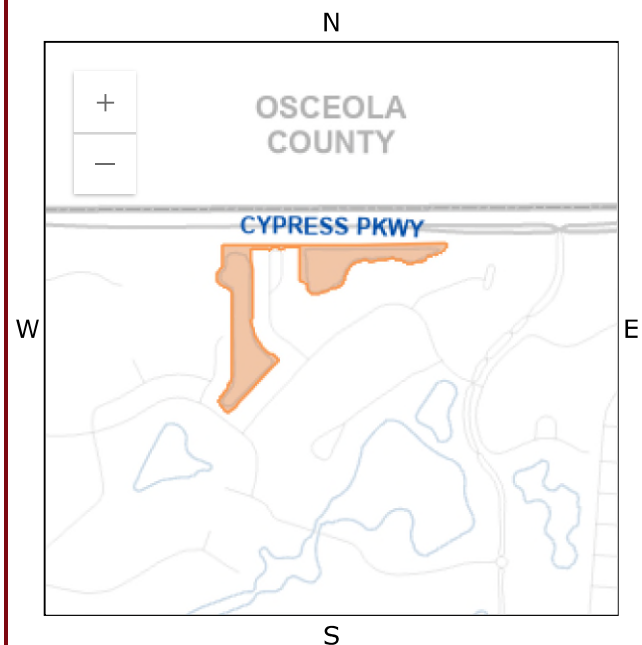
Parcel Information

Municipality / Taxing District **UNINCORP/SOUTH FL WMD (Code: 30000)**
140032.00
Neighborhood [Show Recent Sales in this Neighborhood](#)
Subdivision **SOLIVITA PHASE 1E**
Property (DOR) Use Code **Vac. Residential / or Misc Imp. Common Elements/Areas (Code: 0900)**
Acreage **13.23**
[Community Redevelopment Area](#) **NOT IN CRA**

Property Desc

DISCLAIMER: This property description is a condensed version of the original legal description recorded in the public records of Polk County, FL. It does not include the section, township, range, or the county where the property is located. It is a description of the ownership boundaries only and does not include easements or other interests of record. The property description should not be used when conveying property. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Area Map



Recorded Plat

[Visit the Polk County Clerk of Courts website to view the Recorded Plat for this parcel](#)

Note: Some plats are not yet available on the Clerk's website. The site contains images of plats recorded on 01/05/1973 (beginning with book 058 Page 020) or later. For information on Plats recorded before 01/05/1973 (Book 058 Page 019 or less) please contact the [Polk County Clerk's Office](#).

Mapping Worksheets (plats) for 282714

[Mapping Worksheet](#) [Mapping Worksheet Printable PDF HTML \(opens in new tab\)](#)

Parcel Details: 28-27-14-933556-001250

 TAX EST

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 HTML PRC

 TRIM

 HTML TRIM

 TAX BILL

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POINCIANA COMMUNITY DEVELOPMENT DISTRICT 100%

Mailing Address ([Address Change form](#))

Address Line 1 **219 E LIVINGSTON ST**
Address Line 2
Address Line 3 **ORLANDO FL 32801-1508**

Physical Street Address *Looking for site address? [Click here.](#)*

Address Line 1 **0 UMBRIA DR**
Address Line 2

Postal City and Zip

City/St/Zip **POINCIANA FL 34759**

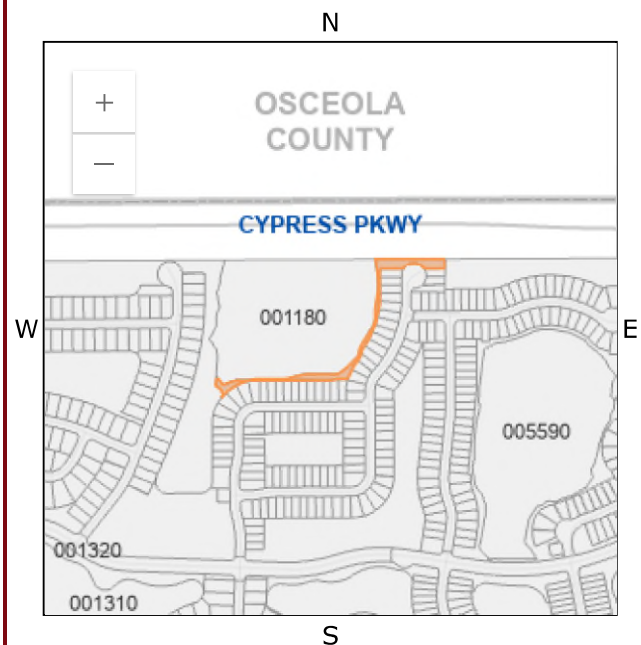
Parcel Information

Municipality / Taxing District **UNINCORP/SOUTH FL WMD (Code: 30000)**
140029.00
Neighborhood [Show Recent Sales in this Neighborhood](#)
Subdivision **SOLIVITA PHASE 5C**
Property (DOR) Use Code **Vac. Residential / or Misc Imp. Common Elements/Areas (Code: 0900)**
Acreage **0.86**
[Community Redevelopment Area](#) **NOT IN CRA**

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Area Map



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Mapping Worksheets (plats) for 282714

[Mapping Worksheet](#) [Mapping Worksheet Printable PDF](#)
[HTML \(opens in new tab\)](#)

Parcel Details: 28-27-15-933581-002520

 TAX EST

 PRT CALC

 PRC

 HTML PRC

 TRIM

 HTML TRIM

 TAX BILL

Owners *Recently purchased this property? [Click here.](#)*

POINCIANA COMMUNITY DEVELOPMENT DISTRICT 100%

Mailing Address ([Address Change form](#))

Address Line 1 **219 E LIVINGSTON ST**
Address Line 2
Address Line 3 **ORLANDO FL 32801-1508**

Physical Street Address *Looking for site address? [Click here.](#)*

Address Line 1 **0 SAN AUGUSTO DR**
Address Line 2

Postal City and Zip

City/St/Zip **POINCIANA FL 34759**

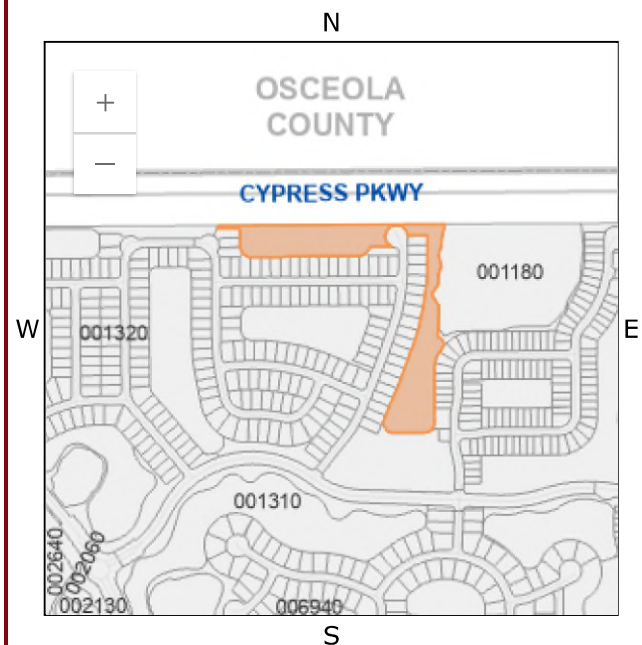
Parcel Information

Municipality / Taxing District **UNINCORP/SOUTH FL WMD (Code: 30000)**
140029.00
Neighborhood [Show Recent Sales in this Neighborhood](#)
Subdivision **SOLIVITA PHASE 5-B**
Property (DOR) Use Code **Vac. Residential / or Misc Imp. Common Elements/Areas (Code: 0900)**
Acreage **7.39**
[Community Redevelopment Area](#) **NOT IN CRA**

Property Desc

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Area Map



Recorded Plat

[Visit the Polk County Clerk of Courts website to view the Recorded Plat for this parcel](#)

Note: Some plats are not yet available on the Clerk's website. The site contains images of plats recorded on 01/05/1973 (beginning with book 058 Page 020) or later. For information on Plats recorded before 01/05/1973 (Book 058 Page 019 or less) please contact the [Polk County Clerk's Office](#).

Mapping Worksheets (plats) for 282715

[Mapping Worksheet](#) [Mapping Worksheet Printable PDF](#)
[HTML \(opens in new tab\)](#)

Parcel Details: 28-27-13-933512-000710

 TAX EST

 PRT CALC

 PRC

 HTML PRC

 TRIM

 HTML TRIM

 TAX BILL

Owners *Recently purchased this property? [Click here.](#)*

POINCIANA COMMUNITY DEVELOPMENT DISTRICT 100%

Mailing Address ([Address Change form](#))

Address Line 1 **135 W CENTRAL BLVD STE 320**

Address Line 2

Address Line 3 **ORLANDO FL 32801-2435**

Physical Street Address *Looking for site address? [Click here.](#)*

Address Line 1 **0 CYPRESS PKWY**

Address Line 2

Postal City and Zip

City/St/Zip **POINCIANA FL 34759**

Parcel Information

Municipality / Taxing District **UNINCORP/SOUTH FL WMD (Code: 30000)**

Neighborhood **140032.00**
[Show Recent Sales in this Neighborhood](#)

Subdivision **SOLIVITA PHASE 1D**

Property (DOR) Use Code **Vac. Residential / or Misc Imp. Common Elements/Areas (Code: 0900)**

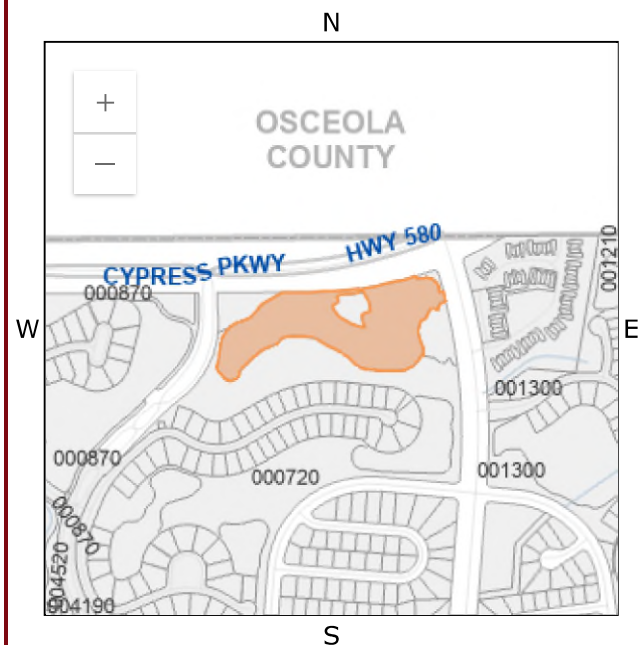
Acreage **8.48**

[Community Redevelopment Area](#) **NOT IN CRA**

Property Desc

DISCLAIMER: This property description is a condensed version of the original legal description recorded in the public records of Polk County, FL. It does not include the section, township, range, or the county where the property is located. It is a description of the ownership boundaries only and does not include easements or other interests of record. The property description should not be used when conveying property. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Area Map



Recorded Plat

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Mapping Worksheets (plats) for 282713

[Mapping Worksheet](#) [Mapping Worksheet Printable PDF HTML \(opens in new tab\)](#)

SECTION IX



PCDD Risk Assessment

10/28/24

The following potential financial Risks to the PCDD are provided for information and discussion by the PCDD Supervisors.

- Retention Pond Erosion
- Pond Algae growth
- Storm Drains
- Southern Canal
- Wild Hogs



1. Pond Erosion

Pond Erosion



Bank Erosion and Algae



Recommended Action

- 1. Inventory ponds with observed bank erosion.
- 2. Hold a workshop on alternate repair methods.
- 3. Include repair costs in long range planning documents.

2. POND ALGAE



Pond Algae



Recommended Actions

- 1. Develop Pond sampling Plan and hold a workshop if needed.
- 2. Add any costly items, when identified, to the Long-Range Budget when developed.
- 3. Develop action plans if needed based on sampling results.

3. STORM DRAIN ISSUES

Road Drain Backup



Storm Drains



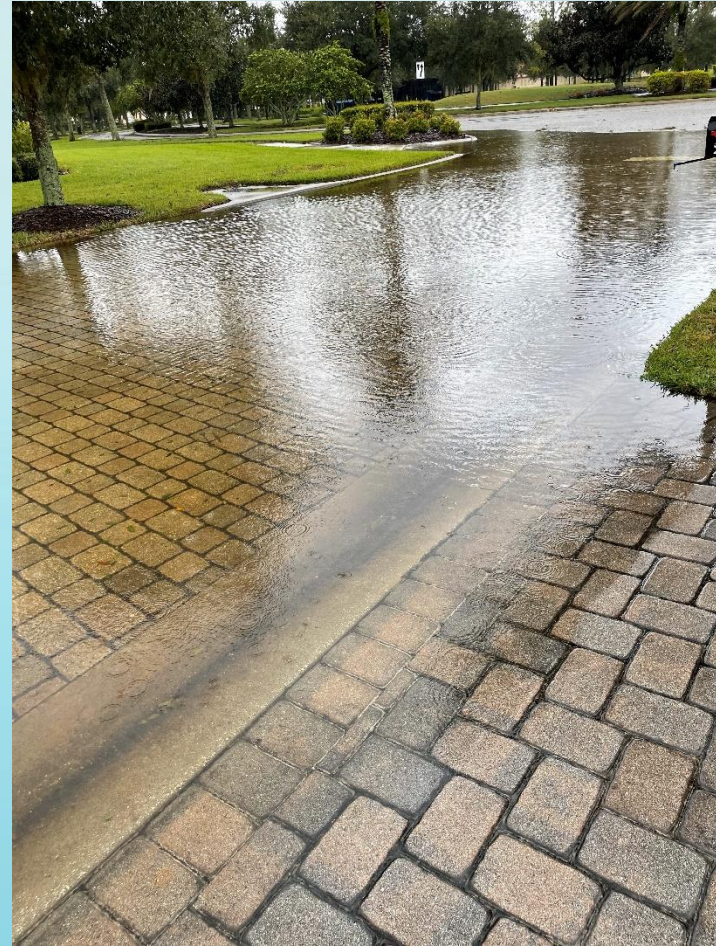
Slow Drains





Storm Drain

Road Drains



Storm Drain



Action Items

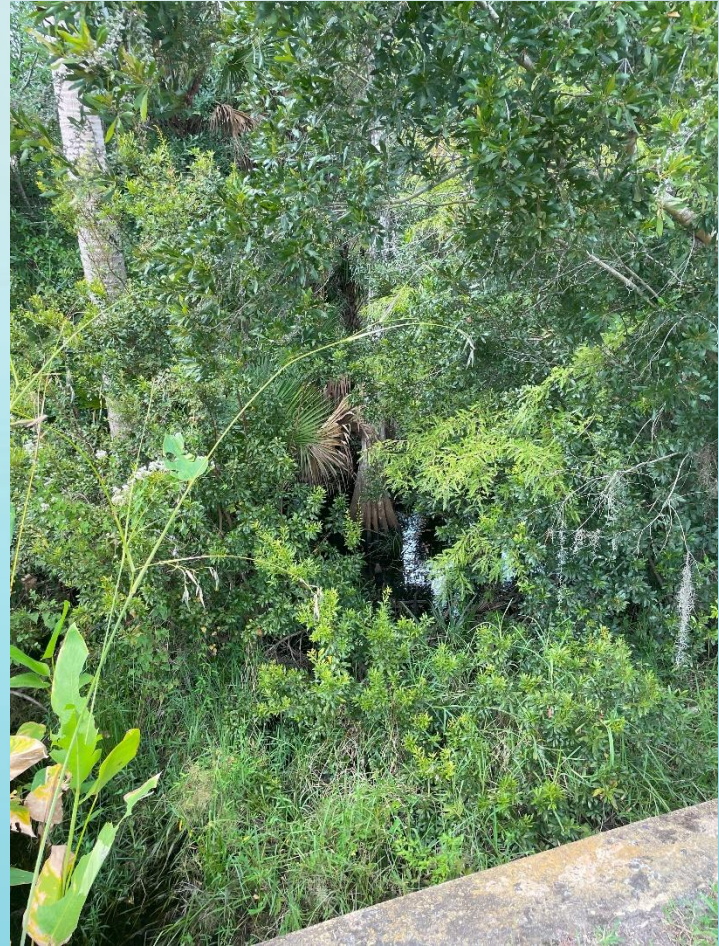
- 1. Identify any drains in need of inspection and cleaning
- 2. Evaluate alternative companies to perform inspections
- 3. Budget for major expenditures

4. Southern Canal

Southern Canal









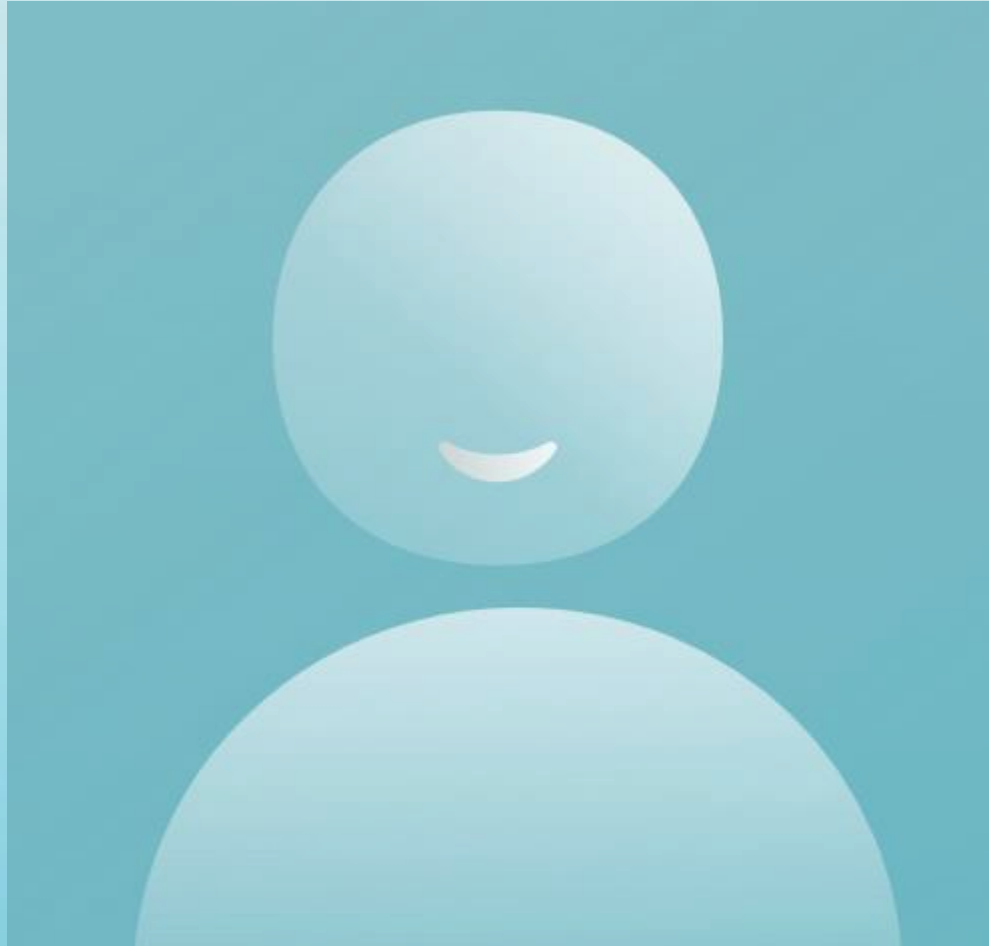


Recommended Actions

- 1. Investigate costs for clearing the vegetation for the main channels of the channel.
- 2. Review permits for any issues with dredging operations.
- 2. Add to long range planning documents if necessary.

5. Wild Hogs





Recommendations

- 1. Develop 10, 15 and 20-year plans for budget planning
- 2. Develop a pond sampling plan
- 3. Develop list of ponds at greatest risk of erosion
- 4. Develop Plans with HOA on dealing with Hogs
- 5. Develop a plan to address Southern Canal issues
- 6. Develop a drain inspection plan for road drains

SECTION X

SECTION C

SECTION 1

Poinciana Community Development District
Action Items November 2024

Meeting Assigned	Action Item	Assigned To	Status	Comments
Ongoing	Monitor Central Florida Expressway - Poinciana Parkway Project: Parkway Connector	Former Chairman Lita Epstein	In Process	CFXWay.com Project #599-233.
Ongoing	Monitor Polk County Road Construction for Impact to PCDD Tunnels	District Engineer	In Process	DE met with Polk County 03.19.2024 regarding scope and status of Marigold road improvements. Closer to the project date (2025 or thereafter), an Access Agreement will be considered by the BOS.
Ongoing	Review of Wetlands Owned by Developer and HOA	District Engineer	On Hold	On hold as there is no current application for conveyance.
Ongoing	Review of HOA Improvements Installed on CDD Parcels	Field Staff	In Process	License Agreement Reviewed by BOS 07.17.2024. Letter provided to HOA attorney and pending response. Additional property needs to be added from Pond P8 tract.
03.20.2024	Determine if Golf Course Fertilization is Contributing to Pond Algae	Field Staff	In Process	Supervisor Nelson provided golf management contact details to field staff for follow up.
04.17.2024	Impact of Cypress Parkway to PCDD Stormwater System	District Engineer	In Process	Drainage to Pond A1.
	Educate residents regarding beneficial pond vegetation and best maintenance practices		In Process	BOS review 11.20.2024

SECTION 2

Poinciana Community Development District

Summary of Check Register

October 5, 2024 to November 8, 2024

Fund	Date	Check No.'s	Amount
General Fund	Truist	10/28/24	223-227
		10/29/24	228-229
			\$
			\$
			\$
			18,480.15
			6,974.54
			25,454.69
Money Market	10/28/24	2	\$
			\$
			150,000.00
			150,000.00
Payroll	<u>October 2024</u>		
	Anita Nelson	ACH	\$
	Anthony Reed	ACH	\$
	Jon R Cameron	ACH	\$
	Richard McKelvey	50214	\$
	Robert Zimbardi	50215	\$
			\$
			184.70
			84.70
			184.70
			184.70
			184.70
			823.50
			\$
			176,278.19

POIN POIN CDD KCOSTA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/28/24	00014	10/01/24 90394	202410 310-51300-54000	SPECIAL DISTRICT FEE FY25	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 000223
10/28/24	00034	8/27/24 24803	202409 310-51300-45000	ADDITIONAL INSURANCE FY24	*	161.00	
				EGIS INSURANCE & RISK ADVISORS			161.00 000224
10/28/24	00056	9/30/24 00067006	202409 310-51300-48000	NOT BOS MEETING 9/19/24	*	380.41	
				GANNETT FLORIDA LOCALIQ			380.41 000225
10/28/24	00001	10/01/24 275	202410 310-51300-34000	MANAGEMENT FEES OCT 24	*	3,785.25	
		10/01/24 275	202410 310-51300-35200	WEBSITE ADMIN OCT 24	*	72.25	
		10/01/24 275	202410 310-51300-35100	INFORMATION TECH OCT 24	*	108.33	
		10/01/24 275	202410 310-51300-51000	OFFICE SUPPLIES	*	.03	
		10/01/24 275	202410 310-51300-42000	POSTAGE	*	113.60	
		10/01/24 275	202410 310-51300-42500	COPIES	*	7.95	
		10/01/24 276	202410 320-53800-12000	FIELD MANAGEMENT OCT 24	*	928.33	
				GOVERNMENTAL MANAGEMENT SERVICES			5,015.74 000226
10/28/24	00044	10/01/24 PSI11237	202410 320-53800-46200	AQUATIC MAINT OCT 24	*	12,748.00	
				SOLITUDE LAKE MANAGEMENT			12,748.00 000227
10/29/24	00001	8/01/24 269	202408 310-51300-34000	MANAGEMENT FEES AUG 24	*	3,605.00	
		8/01/24 269	202408 310-51300-35100	WEBSITE ADMIN AUG 24	*	68.75	
		8/01/24 269	202408 310-51300-35200	INFORMATION TECH AUG 24	*	103.17	
		8/01/24 269	202408 310-51300-51000	OFFICE SUPPLIES	*	.33	
		8/01/24 269	202408 310-51300-42000	POSTAGE	*	61.21	
		8/01/24 269	202408 310-51300-51000	PRINTER CARTRIDGES	*	56.50	
		8/01/24 270	202408 320-53800-12000	FIELD MANAGEMENT AUG 24	*	884.08	
				GOVERNMENTAL MANAGEMENT SERVICES			4,779.04 000228
				POIN POIN CDD			
				KCOSTA			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/29/24	00027	10/15/24 131731	202409 310-51300-31500		*	1,434.50	
			GENERAL COUNSEL SEPT 24				
		10/15/24 131732	202409 310-51300-31510		*	761.00	
			CONVEYANCES SEPT 24				
				LATHAM, LUNA, EDEN & BEAUDINE			2,195.50 000229
						TOTAL FOR BANK C	25,454.69
						TOTAL FOR REGISTER	175,454.69

SECTION 3

Poinciana
Community Development District

Unaudited Financial Reporting
September 30, 2024



Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
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5	<u>Capital Reserve Fund</u>
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8	<u>Assessment Receipt Schedule</u>

Poinciana
Community Development District
Combined Balance Sheet
September 30, 2024

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
<u>Cash</u>				
Operating - Hancock Whitney	\$ 70,974	\$ -	\$ -	\$ 70,974
Operating - Truist	\$ 55,462	\$ -	\$ -	\$ 55,462
Money Market - Bank United	\$ 419,057	\$ -	\$ 156,425	\$ 575,482
<u>Investments</u>				
<u>Series 2022</u>				
Reserve	\$ -	\$ 134,145	\$ -	\$ 134,145
Revenue	\$ -	\$ 498,103	\$ -	\$ 498,103
Interest	\$ -	\$ 15	\$ -	\$ 15
Principal	\$ -	\$ 151	\$ -	\$ 151
Prepayment	\$ -	\$ 4,500	\$ -	\$ 4,500
Accounts Receivable	\$ 10,330	\$ -	\$ -	\$ 10,330
Due from Debt Service	\$ 13,766	\$ -	\$ -	\$ 13,766
Prepaid Expenses	\$ 35,182	\$ -	\$ -	\$ 35,182
Total Assets	\$ 604,771	\$ 636,914	\$ 156,425	\$ 1,398,111
Liabilities:				
Accounts Payable	\$ 7,516	\$ -	\$ -	\$ 7,516
Due to General Fund	\$ -	\$ 13,766	\$ -	\$ 13,766
Total Liabilites	\$ 7,516	\$ 13,766	\$ -	\$ 21,282
Fund Balance:				
Assigned for:				
Capital Reserves	\$ -	\$ -	\$ 156,425	\$ 156,425
Nonspendable:				
Prepaid Items	\$ 35,182	\$ -	\$ -	\$ 35,182
Restricted for:				
Debt Service	\$ -	\$ 623,148	\$ -	\$ 623,148
Unassigned	\$ 562,073	\$ -	\$ -	\$ 562,073
Total Fund Balances	\$ 597,255	\$ 623,148	\$ 156,425	\$ 1,376,829
Total Liabilities & Fund Balance	\$ 604,771	\$ 636,914	\$ 156,425	\$ 1,398,111

Poinciana
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/24	Thru 09/30/24	Variance
<u>Revenues:</u>				
Assessments - Tax Roll	\$ 667,127	\$ 667,127	\$ 682,087	\$ 14,960
Interest	\$ 500	\$ 500	\$ 14,985	\$ 14,485
Miscellaneous Revenue	\$ -	\$ -	\$ 36,573	\$ 36,573
Total Revenues	\$ 667,627	\$ 667,627	\$ 733,645	\$ 66,018
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisors Fees	\$ 12,000	\$ 12,000	\$ 7,800	\$ 4,200
FICA Expense	\$ 918	\$ 918	\$ 597	\$ 321
Engineering	\$ 20,000	\$ 20,000	\$ 18,533	\$ 1,467
Attorney	\$ 30,000	\$ 30,000	\$ 41,172	\$ (11,172)
Arbitrage	\$ 450	\$ 450	\$ -	\$ 450
Annual Audit	\$ 3,600	\$ 3,600	\$ 3,600	\$ -
Trustee Fees	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
Assessment Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Management Fees	\$ 43,260	\$ 43,260	\$ 43,260	\$ -
Information Technology	\$ 1,238	\$ 1,238	\$ 1,238	\$ (1)
Website Maintenance	\$ 825	\$ 825	\$ 825	\$ -
Telephone	\$ 100	\$ 100	\$ -	\$ 100
Postage	\$ 2,600	\$ 2,600	\$ 1,376	\$ 1,224
Printing & Binding	\$ 1,000	\$ 1,000	\$ 3,900	\$ (2,900)
Insurance	\$ 7,711	\$ 7,711	\$ 7,416	\$ 295
Legal Advertising	\$ 5,500	\$ 5,500	\$ 6,139	\$ (639)
Other Current Charges	\$ 2,400	\$ 2,400	\$ 772	\$ 1,628
Office Supplies	\$ 400	\$ 400	\$ 59	\$ 341
Property Appraiser	\$ 7,000	\$ 7,000	\$ 9,537	\$ (2,537)
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative:	\$ 148,177	\$ 148,177	\$ 155,399	\$ (7,223)

Poinciana
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/24	Thru 09/30/24	Variance
<u>Operations & Maintenance</u>				
Field Services	\$ 10,609	\$ 10,609	\$ 10,609	\$ -
Property Insurance	\$ 13,116	\$ 13,116	\$ 12,504	\$ 612
Electric	\$ 2,544	\$ 2,544	\$ 1,097	\$ 1,447
Landscape Maintenance	\$ 203,955	\$ 203,955	\$ 187,543	\$ 16,412
Aquatic Control Maintenance	\$ 147,569	\$ 147,569	\$ 149,283	\$ (1,714)
Aquatic Midge Management	\$ 215,454	\$ 215,454	\$ 170,228	\$ 45,226
R&M - Mulch	\$ 3,500	\$ 3,500	\$ -	\$ 3,500
R&M - Plant Replacement	\$ 3,500	\$ 3,500	\$ -	\$ 3,500
Storm Structure Repairs	\$ 50,000	\$ 50,000	\$ 606	\$ 49,394
Contingency	\$ 12,000	\$ 12,000	\$ 72,369	\$ (60,369)
Total Operations & Maintenance:	\$ 662,247	\$ 662,247	\$ 604,239	\$ 58,008
<u>Other Expenditures</u>				
Transfer Out - Capital Reserve	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Total Other Expenditures	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Total Expenditures	\$ 860,424	\$ 860,424	\$ 809,638	\$ 50,785
Net Change in Fund Balance	\$ (192,797)		\$ (75,994)	
Fund Balance - Beginning	\$ 192,797		\$ 673,248	
Fund Balance - Ending	\$ -		\$ 597,255	

Poinciana

Community Development District

Debt Service Fund - Series 2022

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/24	Thru 09/30/24	Variance
Revenues:				
Assessments - Tax Roll	\$ 1,280,936	\$ 1,280,936	\$ 1,299,450	\$ 18,514
Assessments - Prepayments	\$ -	\$ -	\$ 9,517	\$ 9,517
Interest	\$ -	\$ -	\$ 44,024	\$ 44,024
Total Revenues	\$ 1,280,936	\$ 1,280,936	\$ 1,352,991	\$ 72,055
Expenditures:				
Property Appraiser	\$ 13,774	\$ 13,774	\$ 13,766	\$ 8
Series 2022				
Interest - 11/1	\$ 107,641	\$ 107,641	\$ 107,581	\$ 60
Special Call -11/1	\$ -	\$ -	\$ 8,000	\$ (8,000)
Principal - 5/1	\$ 1,077,000	\$ 1,077,000	\$ 1,077,000	\$ -
Interest - 5/1	\$ 107,641	\$ 107,641	\$ 107,520	\$ 121
Total Expenditures	\$ 1,306,056	\$ 1,306,056	\$ 1,313,866	\$ (7,810)
Excess (Deficiency) of Revenues over Expenditures	\$ (25,120)		\$ 39,125	
Net Change in Fund Balance	\$ (25,120)		\$ 39,125	
Fund Balance - Beginning	\$ 423,822		\$ 584,023	
Fund Balance - Ending	\$ 398,702		\$ 623,148	

Poinciana
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/24	Thru 09/30/24	Variance
<u>Revenues:</u>				
Interest	\$ -	\$ -	\$ 5,985	\$ 5,985
Total Revenues	\$ -	\$ -	\$ 5,985	\$ 5,985
<u>Expenditures:</u>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 5,985	
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out)	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Total Other Financing Sources/(Uses)	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Net Change in Fund Balance	\$ 50,000		\$ 55,985	
Fund Balance - Beginning	\$ 100,000		\$ 100,440	
Fund Balance - Ending	\$ 150,000		\$ 156,425	

Poinciana
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments - Tax Roll	\$ -	\$ 140,498	\$ 461,621	\$ 23,308	\$ 23,375	\$ 7,508	\$ 16,473	\$ 3,315	\$ 5,854	\$ 134	\$ -	\$ -	\$ 682,087
Assessments - Direct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 231	\$ 225	\$ 233	\$ 233	\$ 219	\$ 2,023	\$ 2,298	\$ 2,385	\$ 2,318	\$ 2,405	\$ 2,415	\$ -	\$ 14,985
Miscellaneous Revenue	\$ 26,243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,330	\$ 36,573
Total Revenues	\$ 26,474	\$ 140,723	\$ 461,854	\$ 23,542	\$ 23,594	\$ 9,530	\$ 18,772	\$ 5,700	\$ 8,172	\$ 2,539	\$ 2,415	\$ 10,330	\$ 733,645
Expenditures:													
General & Administrative:													
Supervisors Fees	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 800	\$ -	\$ 1,400	\$ -	\$ 2,600	\$ -	\$ -	\$ 7,800
FICA Expense	\$ 77	\$ -	\$ -	\$ 77	\$ 77	\$ 61	\$ -	\$ 107	\$ -	\$ 199	\$ -	\$ -	\$ 597
Engineering	\$ 1,289	\$ 301	\$ 600	\$ 1,200	\$ 988	\$ 3,167	\$ 1,860	\$ 3,802	\$ 4,131	\$ 540	\$ 655	\$ -	\$ 18,533
Attorney	\$ 4,560	\$ 1,153	\$ 270	\$ 3,459	\$ 2,966	\$ 4,692	\$ 4,951	\$ 5,435	\$ 4,085	\$ 6,133	\$ 1,273	\$ 2,196	\$ 41,172
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Management Fees	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 3,605	\$ 43,260
Information Technology	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 1,238
Website Maintenance	\$ 69	\$ 69	\$ 69	\$ 69	\$ 69	\$ 69	\$ 69	\$ 69	\$ 69	\$ 69	\$ 69	\$ 69	\$ 825
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 69	\$ 6	\$ 347	\$ 2	\$ 77	\$ 10	\$ 25	\$ 63	\$ 64	\$ 585	\$ 61	\$ 66	\$ 1,376
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ 1	\$ 0	\$ 3,824	\$ -	\$ -	\$ 0	\$ 3,900
Insurance	\$ 7,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161	\$ 7,416
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ 302	\$ -	\$ 610	\$ 232	\$ 2,600	\$ 2,015	\$ -	\$ 380	\$ 6,139
Other Current Charges	\$ 62	\$ 53	\$ 53	\$ 54	\$ 55	\$ 106	\$ 56	\$ 155	\$ 56	\$ 73	\$ 50	\$ -	\$ 772
Office Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 57	\$ 0	\$ 59
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,537	\$ -	\$ 9,537
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative:	\$ 23,263	\$ 5,291	\$ 5,047	\$ 9,568	\$ 9,241	\$ 16,288	\$ 15,280	\$ 14,972	\$ 18,537	\$ 15,922	\$ 15,410	\$ 6,580	\$ 155,399

Poinciana
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>Operation and Maintenance</u>													
Field Services	\$ 884	\$ 884	\$ 884	\$ 884	\$ 884	\$ 884	\$ 884	\$ 884	\$ 884	\$ 884	\$ 884	\$ 884	\$ 10,609
Property Insurance	\$ 12,504	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,504
Electric	\$ 189	\$ 95	\$ 98	\$ -	\$ 189	\$ 93	\$ 90	\$ 89	\$ -	\$ 170	\$ 85	\$ -	\$ 1,097
Landscape Maintenance	\$ 12,514	\$ 12,514	\$ 16,081	\$ 16,081	\$ 16,081	\$ 16,081	\$ 16,081	\$ 16,081	\$ 16,081	\$ 17,783	\$ 16,081	\$ 16,081	\$ 187,543
Aquatic Control Maintenance	\$ 9,055	\$ 12,748	\$ 12,748	\$ 12,748	\$ 12,748	\$ 12,748	\$ 12,748	\$ 12,748	\$ 12,748	\$ 12,748	\$ 12,748	\$ 12,748	\$ 149,283
Aquatic Midge Management	\$ 13,220	\$ 13,220	\$ 15,327	\$ 14,273	\$ 14,273	\$ 14,273	\$ 14,273	\$ 14,273	\$ 14,273	\$ 14,273	\$ 14,273	\$ 14,273	\$ 170,228
R&M - Mulch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R&M - Plant Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Structure Repairs	\$ -	\$ -	\$ -	\$ 606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 606
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,655	\$ -	\$ 4,270	\$ 2,209	\$ 500	\$ 58,725	\$ 10	\$ 72,369
Total Operations & Maintenance:	\$ 48,366	\$ 39,462	\$ 45,138	\$ 44,593	\$ 44,176	\$ 50,735	\$ 44,076	\$ 48,346	\$ 46,196	\$ 46,359	\$ 102,797	\$ 43,997	\$ 604,239
<u>Other Expenditures</u>													
Transfer Out - Capital Reserve	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Other Expenditures	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Expenditures	\$ 121,629	\$ 44,753	\$ 50,185	\$ 54,161	\$ 53,417	\$ 67,023	\$ 59,357	\$ 63,318	\$ 64,732	\$ 62,281	\$ 118,207	\$ 50,577	\$ 809,638
Net Change in Fund Balance	\$ (95,155)	\$ 95,970	\$ 411,669	\$ (30,619)	\$ (29,823)	\$ (57,493)	\$ (40,585)	\$ (57,618)	\$ (56,561)	\$ (59,742)	\$ (115,791)	\$ (40,247)	\$ (75,994)

Poinciana
Community Development District
Special Assessment Receipts
Fiscal Year 2024

MAINTENANCE ASSESSMENTS

Gross Assessments \$ 717,119.22
Certified Net Assessments \$ 666,920.87

100%

<i>Date</i>	<i>Distribution</i>	<i>Gross Assessments Received</i>	<i>Discounts/Penalties</i>	<i>Commissions Paid</i>	<i>Interest Income</i>	<i>Net Assessments Received</i>	<i>General Fund</i>
11/10/23	10/13/23 - 10/14/23	\$ 10,366.07	\$ (530.85)	\$ (196.70)	\$ -	\$ 9,638.52	\$ 9,638.52
11/14/23	10/01/23-10/31/23	\$ 15,735.52	\$ (627.03)	\$ (302.17)	\$ -	\$ 14,806.32	\$ 14,806.32
11/17/23	11/01/2023-11/05/23	\$ 22,820.96	\$ (912.64)	\$ (438.17)	\$ -	\$ 21,470.15	\$ 21,470.15
11/24/23	11/06/23-11/12/23	\$ 100,533.31	\$ (4,019.98)	\$ (1,930.26)	\$ -	\$ 94,583.07	\$ 94,583.07
12/8/23	11/13/23-11/22/23	\$ 126,809.18	\$ (5,071.30)	\$ (2,434.76)	\$ -	\$ 119,303.12	\$ 119,303.12
12/21/23	11/23/23-11/30/23	\$ 314,019.63	\$ (12,734.26)	\$ (6,025.70)	\$ -	\$ 295,259.67	\$ 295,259.67
12/29/23	12/01/23-12/15/23	\$ 49,856.91	\$ (1,838.60)	\$ (960.37)	\$ -	\$ 47,057.94	\$ 47,057.94
1/10/24	12/16/23-12/31/23	\$ 19,503.58	\$ (576.37)	\$ (378.55)	\$ -	\$ 18,548.66	\$ 18,548.66
1/16/24	10/01/23-12/31/23	\$ -	\$ -	\$ -	\$ 4,759.53	\$ 4,759.53	\$ 4,759.53
2/9/24	01/01/24-01/31/24	\$ 24,449.62	\$ (597.67)	\$ (477.04)	\$ -	\$ 23,374.91	\$ 23,374.91
3/13/24	02/01/24-02/29/24	\$ 7,914.74	\$ (253.96)	\$ (153.22)	\$ -	\$ 7,507.56	\$ 7,507.56
4/10/24	03/01/24-03/31/24	\$ 16,993.72	\$ (184.04)	\$ (336.19)	\$ -	\$ 16,473.49	\$ 16,473.49
5/20/24	01/01/24-03/31/24	\$ -	\$ -	\$ -	\$ 322.59	\$ 322.59	\$ 322.59
5/31/24	4/1/2024-04/30/24	\$ 3,053.71	\$ -	\$ (61.07)	\$ -	\$ 2,992.64	\$ 2,992.64
6/20/24	05/01/24-05/31/24	\$ 2,162.76	\$ -	\$ (43.26)	\$ -	\$ 2,119.50	\$ 2,119.50
6/28/24	06/03/24-06/03/24	\$ 3,810.80	\$ -	\$ (76.21)	\$ -	\$ 3,734.59	\$ 3,734.59
7/24/24	04/01/24-06/30/24	\$ -	\$ -	\$ -	\$ 134.39	\$ 134.39	\$ 134.39
Total Collected		\$ 718,030.51	\$ (27,346.70)	\$ (13,813.67)	\$ 5,216.51	\$ 682,086.65	\$ 682,086.65
Percentage Collected							102%

DEBT SERVICE ASSESSMENTS

Gross Assessments \$ 1,376,976.82
Certified Net Assessments \$ 1,280,588.44

100%

<i>Date</i>	<i>Distribution</i>	<i>Gross Assessments Received</i>	<i>Discounts/Penalties</i>	<i>Commissions Paid</i>	<i>Interest Income</i>	<i>Net Assessments Received</i>	<i>Debt Service Fund</i>
11/10/23	10/13/23 - 10/14/23	\$ 20,624.81	\$ (1,059.98)	\$ (391.30)	\$ -	\$ 19,173.53	\$ 19,173.53
11/14/23	10/01/23-10/31/23	\$ 27,486.27	\$ (1,094.99)	\$ (527.83)	\$ -	\$ 25,863.45	\$ 25,863.45
11/17/23	11/01/2023-11/05/23	\$ 40,013.72	\$ (1,600.73)	\$ (768.26)	\$ -	\$ 37,644.73	\$ 37,644.73
11/24/23	11/06/23-11/12/23	\$ 187,076.44	\$ (7,483.09)	\$ (3,591.87)	\$ -	\$ 176,001.48	\$ 176,001.48
12/8/23	11/13/23-11/22/23	\$ 240,486.20	\$ (9,620.60)	\$ (4,617.31)	\$ -	\$ 226,248.29	\$ 226,248.29
12/21/23	11/23/23-11/30/23	\$ 611,894.86	\$ (24,836.58)	\$ (11,741.17)	\$ -	\$ 575,317.11	\$ 575,317.11
12/29/23	12/01/23-12/15/23	\$ 98,603.76	\$ (3,636.69)	\$ (1,899.34)	\$ -	\$ 93,067.73	\$ 93,067.73
1/10/24	12/16/23-12/31/23	\$ 35,398.91	\$ (1,047.20)	\$ (687.03)	\$ -	\$ 33,664.68	\$ 33,664.68
2/9/24	01/01/24-01/31/24	\$ 49,706.77	\$ (1,215.20)	\$ (969.83)	\$ -	\$ 47,521.74	\$ 47,521.74
3/13/24	02/01/24-02/29/24	\$ 15,978.75	\$ (516.09)	\$ (309.25)	\$ -	\$ 15,153.41	\$ 15,153.41
4/10/24	03/01/24-03/31/24	\$ 32,840.78	\$ (373.96)	\$ (649.34)	\$ -	\$ 31,817.48	\$ 31,817.48
5/31/24	4/1/2024-04/30/24	\$ 6,205.00	\$ -	\$ (124.10)	\$ -	\$ 6,080.90	\$ 6,080.90
6/20/24	05/01/24-05/31/24	\$ 4,394.64	\$ -	\$ (87.89)	\$ -	\$ 4,306.75	\$ 4,306.75
6/28/24	06/03/24-06/03/24	\$ 7,743.42	\$ -	\$ (154.87)	\$ -	\$ 7,588.55	\$ 7,588.55
Total Collected		\$ 1,378,454.33	\$ (52,485.11)	\$ (26,519.39)	\$ -	\$ 1,299,449.83	\$ 1,299,449.83
Percentage Collected							101%

SECTION D

SECTION 1



Poinciana Community Development District



October 16th, 2024

Joel Blanco - Field Services Manager

GMS

Completed

E3 Bank Restoration Repair

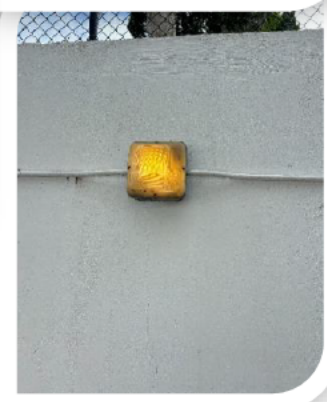
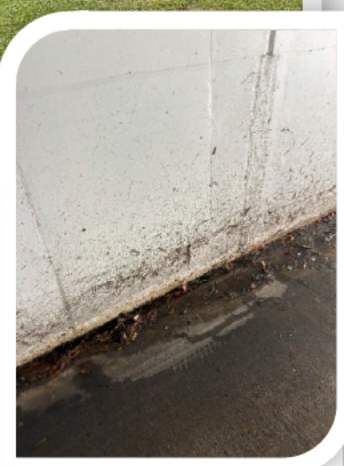
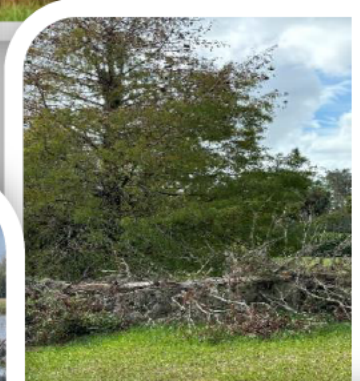
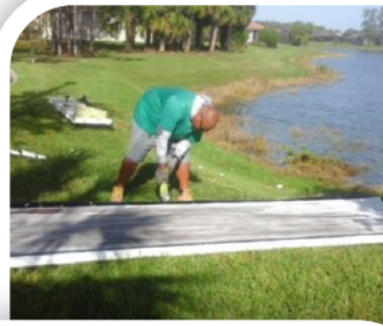
- + Field Staff was notified that the E3 bank restoration repair would start on Oct. 21st with a completion date of Nov. 1st.
- + HOA was notified of the start and end date of the repair.
- + Field Staff was on site reviewing the progress of the repairs.
- + Vendor repaired reported ruts and minor damages caused during repairs.
- + Review was conducted on Nov. 1st with repairs completed in satisfactory conditions.
- + Please note that grass used for the repair is bahia, which tends to brown in the dry season and green during the spring/summer months.
- + Littoral plantings is scheduled for January, when water levels low for plantings to occur.



Site Item

Post Hurricane Review Items

- ✚ Several items were identified during post-hurricane reviews.
- ✚ Large, detached aluminum lanai roof was found on pond easement on 1F. Maintenance staff sawed roof pieces for removal and disposal.
- ✚ Noted down trees on A6, E6, D4 were identified and reported to the landscaping vendor for removal, except for E6 due to the size of the tree.
- ✚ Both Bella Viana and Venezia Tunnel had a tunnel light each out with both tunnel lights replaced.
- ✚ Maintenance staff in currently being scheduled for light pressure wash inside the Bella Viana tunnel due to mud in corners.



Site Items

Landscape Maintenance Review

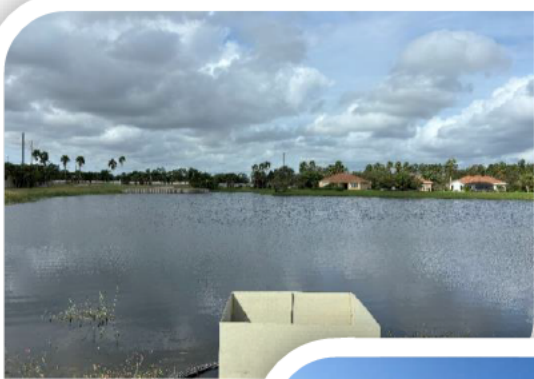
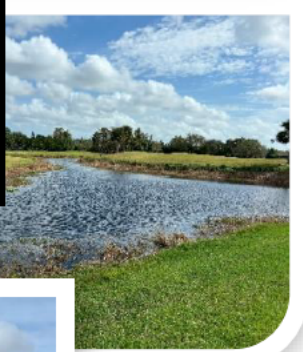


- ✚ GMS staff continues to review CDD owned landscaping.
- ✚ Reviewed landscaping remains with clean and tidy easements at the end of resident property line with pond banks at appropriate height levels.
- ✚ Landscaping vendor has mowed along the easements bordering retention walls as we transition into the dry season.
- ✚ Several ponds easements were mowed bordering the golf course.
- ✚ CDD was made aware that starting in November, the HOA will start using Juniper as it's landscaping vendor. Field Staff will assist with any common areas in question.



Site Items

Aquatic Maintenance Review



- ✚ GMS staff continues to review ponds throughout the district.
- ✚ Along with the algae bloom treatments throughout the district, vendor is spraying back several edge grasses at several ponds and island clusters at ponds when visible.
- ✚ Boat treatment was scheduled for several ponds experiencing thick grasses due to consistent summer rain.
- ✚ Hydrilla treatment was completed at E3 with spray treatment showing favorable results as we prep for the planting of the littorals throughout the resident side of the pond.
- ✚ Several spray treatments were completed for B5 and E18, which were experiencing aggressive grasses. Both pond grasses appear treated and diminishing in size. Staff will continue to monitor during the dry season.

Conclusion

For any questions or comments regarding the above information, please contact me by phone at 786-238-9473, or by email at jblanco@gmscfl.com Thank you.

Respectfully,
Joel Blanco

SECTION 2

Pond #	Date Serviced	Algae	Grasses	Submersed Weeds	No Treatment Needed	Comments	Treatment Used
OD-01	10-2				x		
OD-02	10-2		x				
OD-03	10-2		x				
OD-04	10-2		x				
OD-05	10-2		x				
OD-06	10-2		x				
OD-07	10-2		x				
OD-08	10-2		x				
OD-09	10-2		x				
OD-10	10-2		x				
OD-11	10-2				x		
OC-01	10-4		x				
OC-02	10-4		x				
OC-03	10-4		x				
OC-06A	10-1				x		
OC-06B	10-1				x		
OC-08	10-1				x		
OC-09	10-1				x		
OC-10	10-1				x		
OC-11	10-1				x		
OC-12	10-21		x				
OC-13	10-30		x				
OC-14	10-30		x				
OC-15	10-30		x				
OC-16	10-30		x				
OC-17	10-30		x				
OC-18	10-30		x				
OC-19	10-30		x				
OC-20	10-21				x		
OB-01	10-17				x		
OB-05	10-17		x				
OB-06	10-17		x				
OB-11	10-1				x		
OB-15	10-1				x		
OB-16	10-1				x		
OF-07	10-22		x				
OA-01	10-17				x		
OA-02	10-17				x		
OA-03	10-1		x				
OA-04	10-1		x				
OA-05	10-1		x				
OA-06	10-1				x		
OA-07	10-1				x		
OA-08	10-1				x		
OA-09	10-1		x				
OA-10A	10-1		x				
OA-10B	10-1		x				
OA-11	10-1		x				
OA-12	10-1		x				
OA-13	10-1		x				
OA-20	10-17				x		
OA-21	10-17				x		
OA-22	10-17				x		
OO-POLK	10-30		x				
OE-01	10-16		x				

OE-02	10-16		x				
OE-03	10-24		x				
OE-05	10-16				x		
OE-06	10-16				x		
OE-08	10-16				x		
OE-11	10-16				x		
OE-15	10-16		x				
OE-18	10-16		x				
OE-19	10-16		x				
OE-21	10-16		x				
OE-31	10-16				x		
P-1	10-22		x				
P-2	10-22		x				
P-3	10-22		x				
P-4	10-22		x				
P-5	10-22		x				
P-6	10-22		x				
P-8	10-22		x				
P-9	10-22		x				
P-10	10-22		x				
P-11	10-22		x				
P-13	10-21				x		
P-14	10-21				x		
P-15	10-21				x		
5A-P-16	10-22				x		
5C-P-16	10-22				x		
OS-3	10-22				x		
5E-W-C-3	10-22				x		
P-1F	10-2		x				
Canal 1	10-29				x		

SECTION 3



All Services By Customer Summary

Poinciana Community Development Dist (S07800)

Filter Date between 09/01/2024 and 10/31/2024

Customer	Work Type	Service Item	Start Date	End Date	Used Quantity	Unit Of Measure
S07800 - Poinciana Community Development Dist	Municipal Back Park	KIS1768 - Nat G30 10 lbs per acre	09/20/2024	09/20/2024	12.43	acr
S07800 - Poinciana Community Development Dist	Municipal Back Park	KIS1818 - Strike Pellets 10lbs/acre	09/20/2024	09/20/2024	37.23	acr
S07800 - Poinciana Community Development Dist	Municipal Back Park	KIS1818 - Strike Pellets 10lbs/acre	10/18/2024	10/18/2024	9.69	acr
S07800 - Poinciana Community Development Dist	Municipal Back Park	KIS1768 - Nat G30 10 lbs per acre	10/18/2024	10/18/2024	12.41	acr
S07800 - Poinciana Community Development Dist	Night Truck	KIS2715 - Biomist 4+4 ATV/ULV	09/04/2024	09/04/2024	9.10	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2827 - Biomist 4+4 Truck ULV	09/12/2024	09/12/2024	9.04	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2715 - Biomist 4+4 ATV/ULV	09/13/2024	09/13/2024	9.60	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2827 - Biomist 4+4 Truck ULV	09/19/2024	09/19/2024	9.60	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2715 - Biomist 4+4 ATV/ULV	09/19/2024	09/19/2024	9.80	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2715 - Biomist 4+4 ATV/ULV	09/25/2024	09/25/2024	9.80	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2827 - Biomist 4+4 Truck ULV	09/27/2024	09/27/2024	9.40	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2715 - Biomist 4+4 ATV/ULV	10/01/2024	10/01/2024	9.80	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2715 - Biomist 4+4 ATV/ULV	10/17/2024	10/17/2024	9.60	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2827 - Biomist 4+4 Truck ULV	10/24/2024	10/24/2024	10.90	mi
S07800 - Poinciana Community Development Dist	Night Truck	KIS2715 - Biomist 4+4 ATV/ULV	10/31/2024	10/31/2024	8.80	mi

SECTION 4

Date	Resident	Address	Contact Given	Pond	Complaint	Assigned To	Resolution	Date Resolved
9/16/2024	Rita Herk	4032 Via Toledo Ct	████████	P16	Mowers damaged grass	Joel	Vendor provided pictures of minor ruts caused due to wet conditions.	09/19/2024
9/19/2024	Donald Price	507 Palermo Blvd	████████	A21	Midges	Joel	Reported Midges to Midge Management Vendor	09/19/2024
9/23/2024	Robert Zimbardi	524 Catan a Lane	████████	B1	Midge outbreak; ATV operator speeding	Joel	Requested treatment with midge management vendor and reported speeding.	09/23/24
9/24/2024	Rajkumari Baldwin	500 Murano Dr	████████	PA911	Overgrown Bush	Joel	Scheduled review of the bush in question.	09/27/2024
9/27/2024	Robert Cota	193 Vestrella Dr.	████████	P4	Algae on surface of pond, requesting clean up	Joel	Requested treatment with aquatics vendor.	09/27/2024
10/4/2024	Donna Williams	3726 Rizzoli Ct	████████	P5	Grass not being cut on pond	Joel	Resident mentioned that easement by her home was being missed by landscaping vendor. Made vendor aware.	10/04/0204
10/7/2024	Barbara Reinhold	3639 Via Monte Napoleone Dr	████████	C3	Swale in need of maintenance	Joel	Reviewed area and advised landscaping vendor for service.	10/15/2024
10/7/2024	Alyce Paycher	633 Da Vinci Pass	████████	Tract C A	More debris in drains	Joel	Reviewed storm drain by resident's home; removed a couple of empty clear bottles.	10/15/2024
10/14/2024	Gordon Dickie	500 Sorrento Road	████████		Branches hang ng from Be a V ana Tunne , bushes/grass need to be cut	HOA/Joel	Reviewed tunnel and only found leave debris by the corners with mud tracks. Maintenance will be scheduled for light pressure wash.	10/15/2024
10/21/2024	Mary Bevins	103 San Luca Ct	████████	Tract P1F	Storm debris in pond	Joel	Maintenance staff was dispatched to remove and dispose aluminum lanai roof.	10/22/2024
10/25/2024	Tony Reed				Light out in Bella Viana and Venezia Tunnels	Joel	Purchased light bulbs and replaced.	11/01/2024
10/25/2024	Ron Kiefer	250 Acadia Dr.	████████	PC20	Dead bird floating in pond	Joel	Reported Carcass to Aquatics Vendor for review and removal, if needed.	10/25/24
10/28/2024	Elizabeth Kennedy	512 Santavita Pl	████████	PC10	Requesting treatment of pond	Joel	Reported Midges to Midge Management vendor.	10/28/2024
11/4/2024	Alice Lehmann	120 Corsica Way	████████	E3	Feedback on satisfaction with erosion project	Joel	Resident was pleased with Solitude's professionalism and repair work on E3.	11/4/2024
11/11/2024	Lynn Popowich	549 Robin Place	████████	PD10	Requesting a call/e mail back	Joel	Reviewing treated edge grasses for the next site visit.	11/19/2024
11/12/2024	Stan Brzoska	4042 Via Toledo Ct	████████	P5	Requesting maintenance of shrubs/trees on pond	Joel	Scheduling review of the mentioned plants surrounding the pond for the next site visit.	11/19/2024
11/12/2024	Gloria & Michael Weller	704 Shorehaven Dr	████████	PD8	Edge grasses/weeds around pond too high	Joel	Scheduling review of pond for next site visit.	11/19/2024

AUDIT COMMITTEE MEETING

SECTION III

SECTION A

**POINCIANA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Annual Audit Services for Fiscal Year 2025
Polk County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Wednesday, December 11, 2024, at 5:00 P.M.**, at the offices of District Manager, located at 219 E. Livingston Street, Orlando, FL 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services - Poinciana Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The cost of the provision of the services under the proposal for Fiscal Years 2024, 2025, 2026, 2027 and 2028. The District intends to enter into five (5) separate one-year agreements.
- E. Provide a proposed schedule for performance of audit.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

SECTION B

Poinciana

Community Development District

219 E. Livingston Street, Orlando, FL 32801

Phone: 407-841-5524 - Fax: 407-839-1526

POINCIANA

COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Poinciana Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2025, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County and has a general administrative operating fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) hard copy and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 219 E. Livingston Street, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside "**Auditing Services - Poinciana Community Development District.**" Proposals must be received by **Wednesday, December 11, 2024, 5:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Tricia Adams

Governmental Management Services - Central Florida, LLC
District Manager