

# Poitras East Community Development District

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

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Poitras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, January 20, 2026, at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956 Computer: pfmcd.com/webex.com Participant Code: 2531 126 0013#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period

1. **Consideration of the Minutes of the November 18, 2025, Board of Supervisors' Meeting**
2. **Consideration of Resolution 2026-01, Amending the Annual Meeting Schedule for Fiscal Year 2026**

### Business Matters

3. **Consideration of RFP for District Landscaping & Common Area Maintenance**
4. **Recommendation from Construction Committee on Items to Address from District Infrastructure Assessment Report**
5. **Ratification of Operation and Maintenance Expenditures Paid in November 2025 in an amount totaling \$41,257.70 (provided under separate cover)**
6. **Ratification of Operation and Maintenance Expenditures Paid in December 2025 in an amount totaling \$17,284.69 (provided under separate cover)**
7. **Ratification of Series 2025 Requisition Nos. 2 – 3 Paid in November 2025 in an amount totaling \$425,139.51 (provided under separate cover)**
8. **Ratification of Series 2025 Requisition No. 4 Paid in December 2025 in an amount totaling \$17,976.74 (provided under separate cover)**
9. **Recommendation of Work Authorization/Proposed Services (if applicable)**
10. **Review of District's Financial Position and Budget to Actual YTD**

### Other Business

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

5. Landscape Supervisor
6. Irrigation Supervisor

B. Supervisor Requests

**Adjournment**



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# **Poitras East Community Development District**

**Minutes of the November 18, 2025,  
Board of Supervisors' Meeting**

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES**

**FIRST ORDER OF BUSINESS**

**Roll Call to Confirm Quorum**

The Board of Supervisors' Meeting for the Poitras East Community Development District was called to order on Tuesday, November 18, 2025, at 4:00 p.m. at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827.

Present:

Rob Adams	Vice Chairman
Frank Paris	Assistant Secretary
Brent Schademan	Assistant Secretary
Ron Domingue	Assistant Secretary

Also attending:

Jennifer Walden	PFM
Blake Firth	PFM
Lynne Mullins	PFM
Bob Schanck	Donald W. McIntosh Associates
Tucker Mackie	Kutak Rock
DJ Batten	Berman
Carlos Negron	Berman
Pete Fussell	Berman
Samantha Sharenow	Berman
Eddie Padua	Berman
Edgard Morales	Berman
Dan Young	Tavistock
Will Stafford	Tavistock

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Walden called for public comments. She noted there was no one present with the public at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
October 21, 2025, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the October 21, 2025, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the October 21, 2025, Board of Supervisors' Meeting.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Revised FY 2025  
Audit Engagement Letter with Grau**

Ms. Walden noted due to the additional Bond, Grau is requesting an additional \$1,000.00 for the additional services required. This fee will only apply to Fiscal Year 2025.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Revised FY 2025 Audit Engagement Letter with Grau.

#### **FIFTH ORDER OF BUSINESS**

#### **Presentation and Review of District Infrastructure Assessment Report**

Mr. Schanck explained that the report was done in connection with the District's Goals, Objectives, and Performance Measures and Standards Report. He requested that the Board review the report and bring back any questions to the next meeting. He noted there are some repairs needed for Lift Station B, for which the specifics are listed in the report.

#### **SIXTH ORDER OF BUSINESS**

#### **Review and Acceptance of Fiscal Year 2025 Goals, Objectives, and Performance Measures and Standards Report**

Ms. Walden noted that the District has achieved all their goals and objectives, and the report will be posted on the District's website prior to December 1<sup>st</sup>.

On motion by Mr. Adams, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the Fiscal Year 2025 Goals, Objectives, and Performance Measures and Standards Report.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Temporary Access Easement by and between the District and LN DAS, LLC**

Mr. Domingue notated his conflict related to the Temporary Access Easement Agreement and will be abstaining from voting on this item (Minutes Exhibit A).

Ms. Mackie gave an overview. She explained that the District currently owns a segment of right-of-way called Centerline Drive Segment H-2 which has yet to be platted for dedication to the public. There is a request that the District grant an easement to LN DAS, LLC to have temporary access over the right-of-way to a location where a cell tower will be built in the benefitting parcel.

On motion by Mr. Adams, seconded by Mr. Schademan, with all in favor, and Mr. Domingue abstaining, the Board of Supervisors for the Poitras East Community Development District approved the Temporary Access Easement by and between the District and LN DAS, LLC, pending final review by District Counsel.

**EIGHTH ORDER OF BUSINESS****Consideration of Cooperation Agreement by and between the District, TDCP, LLC and SBA Towers XI, LLC**

Ms. Mackie gave an overview and explained that SBA Towers XI, LLC will be constructing the cell tower. She noted that it states the Temporary Access Easement Agreement is with SBA and that needs to be updated to be LN DAS, LLC. She requested that this be approved in substantial form.

On motion by Mr. Adams, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Cooperation Agreement by and between the District, TDCP, LLC, and SBA Towers XI, LLC, pending final review by District Counsel.

**NINTH ORDER OF BUSINESS****Ratification of Promissory Note for Centerline Drive Segment H-2 with TDCP, LLC**

Ms. Mackie explained that the Promissory Note and Bill of Sale are both items for ratification. The Board previously approved them, but the closing was delayed as the initial plat was being finalized.

**TENTH ORDER OF BUSINESS****Ratification of Bill of Sale for Poitras East Parcel N-2 Lift Station G**

On motion by Mr. Adams, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Promissory Note for Centerline Drive Segment H-2 with TDCP, LLC and the Bill of Sale for Poitras East Parcel N-2 Lift Station G.

**ELEVENTH ORDER OF BUSINESS****Ratification of Operation and Maintenance Expenditures Paid in October 2025 in an amount totaling \$13,207.14**

The Board reviewed the O&M Expenditures paid in October 2025.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in October 2025 in an amount totaling \$13,207.14.

**TWELFTH ORDER OF BUSINESS****Ratification of Series 2025 Requisition No. 1 Paid in October 2025 in an amount totaling \$29,587.08**

The Board reviewed Series 2025 Requisition No. 1 paid in October 2025.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Series 2025 Requisition No. 1 paid in October 2025 in an amount totaling \$29,587.08.

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

Ms. Walden reviewed the Work Authorization from Berman for holiday decorations for all areas in the amount of \$2,950.00.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization with Berman for holiday decorations in the amount of \$2,950.00.

Ms. Walden reviewed the Work Authorization from Berman for annual pressure washing in the amount of \$750.00.

On motion by Mr. Paris, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization from Berman for the annual pressure washing in the amount of \$750.00.

Ms. Walden reviewed the Work Authorization from Berman for sealing the monuments in the amount of \$4,000.00.

On motion by Mr. Paris, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization from Berman for sealing the monuments in the amount of \$4,000.00.

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

Ms. Walden stated the financials have been updated through October 2025 and the District has spent approximately 6.5% of the adopted budget. No action was required.

**FIFTEENTH ORDER OF BUSINESS****Staff Reports**

District Counsel –

No report.

<u>District Manager</u> –	Ms. Walden reminded the Board of the annual ethics training that is due by December 31, 2025, and the next meeting is scheduled for Tuesday, December 16, 2025.
<u>District Engineer</u> –	No report.
<u>Construction Supervisor</u> –	No report.
<u>Landscape Supervisor</u> –	Ms. Sharenow noted pressure washing is scheduled for next week and the holiday décor will go up the week after that.
<u>Irrigation Supervisor</u> –	Mr. Batten noted there has been less irrigation breaks and he is working with Will and Cepra on plant replacements that are needed.

**SIXTEENTH ORDER OF BUSINESS****Supervisor Requests**

There were no Supervisor requests at this time.

**SEVENTEENTH ORDER OF BUSINESS****Adjournment**

Ms. Walden requested a motion to adjourn.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the November 18, 2025, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

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Secretary / Assistant Secretary

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Chair / Vice Chair

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Domingue, Ronald, M	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Poitras East CDD
MAILING ADDRESS 6900 Tavistock Lakes Blvd	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Orlando	NAME OF POLITICAL SUBDIVISION: Orange County
DATE ON WHICH VOTE OCCURRED 11/18/25	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

## APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, \_\_\_\_\_ Ron Domingue \_\_\_\_\_, hereby disclose that on \_\_\_\_\_ November 18th \_\_\_\_\_, 2025 :

(a) A measure came or will come before my agency which (check one or more)

inured to my special private gain or loss;  
 inured to the special gain or loss of my business associate, \_\_\_\_\_ ;  
 inured to the special gain or loss of my relative, \_\_\_\_\_ ;  
 inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or  
 inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am an officer of LN DAS, llc which was seeking an easement from the CDD

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

11/19/25

Date Filed

*Ron Domingue*  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



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# **Poitras East Community Development District**

**Resolution 2026-01,  
Amending the Annual Meeting Schedule  
for Fiscal Year 2026**

## **RESOLUTION 2026-01**

### **A RESOLUTION OF POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT AMENDING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2025/2026; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Poitras East Community Development District ("District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, *Florida Statutes*, and situated entirely within the City of Orlando, Florida; and

**WHEREAS**, the District previously adopted Resolution 2025-09, setting forth the annual schedule of its regular public meetings, which designates the dates of the District's Fiscal Year 2025/2026 meetings ("FY 2026 Schedule"); and

**WHEREAS**, the Board desires to amend the FY 2026 Schedule in order to amend the dates.

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

**SECTION 1.** The FY 2026 Schedule is hereby amended and approved to reflect that the Board of Supervisors will hold its meetings on the dates noted in **EXHIBIT A**. The amended FY 2026 Schedule shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of JANUARY 2026.

ATTEST:

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors

## **EXHIBIT A**

### **Poitras East Community Development District Fiscal Year 2025-2026**

The Board of Supervisors of the Poitras East Community Development District will hold its meetings for the Fiscal Year 2026 in the office of Tavistock Development Company, 6900 Tavistock Lakes Blvd #200, Orlando, FL at 4:00 p.m. on the third Tuesday of each month unless otherwise noted below:

October 21, 2025  
November 18, 2025  
December 16, 2025  
January 20, 2026  
February 17, 2026  
March 10, 2026  
April 21, 2026  
May 19, 2026  
June 16, 2026  
July 21, 2026  
August 18, 2026  
September 15, 2026

### **Construction Committee of the Boggy Creek, Greeneway, Midtown & Myrtle Creek Improvement Districts and the Poitras East Community Development District Fiscal Year 2025-2026**

The Construction Committee of the Boggy Creek, Greeneway, Midtown and Myrtle Creek Improvement Districts and the Poitras East Community Development District will be meeting for the Fiscal Year 2026 in the office of Tavistock Development Company, 6900 Tavistock Lakes Blvd #200, Orlando, FL 32827 at 3:30 p.m. each month as follows:

October 9, 2025  
November 13, 2025  
December 11, 2025  
January 8, 2026  
February 12, 2026  
March 5, 2026  
April 9, 2026  
May 14, 2026  
June 11, 2026  
July 9, 2026  
August 13, 2026  
September 10, 2026



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# **Poitras East Community Development District**

**RFP for District Landscaping  
& Common Area Maintenance**

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR  
Landscaping, Common Areas, & Irrigation Maintenance Services  
Luminary Blvd, Seltén Way, Pearson Ave, and Centerline Roadways  
Orange County, Florida  
AND  
NOTICE OF PUBLIC MEETING TO OPEN RFP RESPONSES**

Poitras East Community Development District, the Owner, announces that Landscaping, Common Areas, and Irrigation Maintenance Services will be required for the project listed below:

**PROJECT: Luminary Blvd, Seltén Way, Pearson Ave, and Centerline Roadways**  
Landscaping, Common Areas, & Irrigation Maintenance Services Agreement Request for  
Proposal

The contract for landscaping, common areas, and irrigation maintenance services will consist of maintenance of turf, trees, shrubs and ground cover, open areas, hardscape and irrigation as well as trash removal through certain distinct areas of maintenance as more specifically set forth in the Request for Proposal.

The Request for Proposal will be available electronically beginning **Monday, \_\_\_\_\_, 2026, at 10:00 a.m.** from PFM Group Consulting LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817. Contact is Jennifer Walden, District Manager, at [waldenj@pfm.com](mailto:waldenj@pfm.com). The request for Proposal requires proposers to submit proposals for the total area.

A mandatory pre-proposal conference will be held on this project on \_\_\_\_\_, \_\_\_\_\_, 2026, at 10:00 a.m. (EST) through virtual means by calling 1-844-621-3956 or logging in via the computer at [pfmcdd.webex.com](https://pfmcdd.webex.com) and entering code 25311260013#. The pre-proposal conference may include, but not be limited to, a discussion of contract requirements, inspections, evaluations, and submittal requirements and may involve a site visit to inspect existing conditions and the areas to be maintained.

Ranking of proposers will be made on the basis of qualifications according to the Evaluation Criteria contained within the Request for Proposal. The Successful proposer(s) will be required to furnish a performance bond in the amount of 25% of the total amount of the first full year's proposal. The District has the right to reject any and all proposals if it determines, at its sole discretion, such rejection is in the best interest of the District. Any proposer who wishes to protest the scope of work and selection criteria shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the proposed project plans and specifications or other contract documents, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, PFM Group Consulting LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817. 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 to or protest the contents of the Request for Proposal. The formal written protest shall state with particularity the facts and law upon which the protest is based. Any and all questions relative to this project shall be directed in writing only to PFM Group Consulting LLC, Jennifer Walden District Manager, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817, via facsimile 407-723-5901 or e-mail at [waldenj@pfm.com](mailto:waldenj@pfm.com), no later than \_\_\_\_\_, \_\_\_\_\_, 2026, at 5:00 p.m.

Firms desiring to provide services for this project must submit four (4) bound copies of the required proposal section(s) and one electronic copy of the required proposal section(s) no later than **10:00 a.m. on \_\_\_\_\_, \_\_\_\_\_, 2026**, at the offices of PFM Group Consulting LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817, and Attention: Jennifer Walden, District Manager. Additionally, as further described in the Request for Proposal, each proposer shall supply a bid bond or cashier's check in the sum equal to five percent (5%) of the total amount of the first full year's proposal. Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package, and shall identify the name of the project. Proposals will be opened at the time and date stipulated below; those received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

***Notice of Public Meeting to Open RFP Responses***

A meeting will be held on \_\_\_\_\_, \_\_\_\_\_, 2026, at 10:15 a.m. at 3501 Quadrangle Blvd., Suite 197, Orlando, FL 32817. No official action of the District's Board will be taken at this meeting, it is held for the limited purpose of opening the RFP responses. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. To attend the meeting virtually, please call 1-844-621-3956 and enter code 25311260013#. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at 407-723-5900 at least five calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Poitras East Community Development District

Jennifer Walden, District Manager

Run Date(s): Sunday, \_\_\_\_\_, 2026 and Sunday, \_\_\_\_\_, 2026

# **Poitras East Community Development District Evaluation Criteria**

1. **Technical Capability** **(30 points)**

Considerations here include the geographic locations of the firm's office(s) in relation to the project; adequacy of equipment to perform the work in a high quality manner; adequacy and capabilities of labor available to perform the work according to the specifications; qualifications, training, and licenses/certifications of key personnel; evaluation of existing and future workload; the volume of work previously awarded to the firm; proposed detailed staffing levels, etc.
2. **Experience** **(30 points)**

The proposer's past record and experience in similar projects will be considered. Additional factors may include past performance on other projects, record and experience working for the references provided, observation of similar sites maintained by the firm, character, integrity, and reputation of respondent, etc.
3. **Understanding of Scope of Work** **(10 points)**

Points will be awarded based on the proposer's demonstrated understanding of the District's needs for the services requested and the level of detail provided in the proposal.
4. **Price** **(30 points)**

Points will be awarded to the proposer submitting the lowest total proposal for completing the work. All other proposals will receive a percentage of this amount based upon the difference between that proposer's proposal and the low proposal.

**Total Points Possible** **(100 points)**



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# **Poitras East Community Development District**

**District Infrastructure Assessment Report**

# **DISTRICT INFRASTRUCTURE ASSESSMENT REPORT**

## **POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**

**SEPTEMBER 30, 2025**

**for:**

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT  
ORLANDO, FLORIDA**



**by:**  
**McINTOSH ASSOCIATES, an LJA COMPANY**  
**1950 SUMMIT PARK DRIVE, SUITE 600**  
**ORLANDO, FL 32810**

# **District Infrastructure Assessment Report**

## **Poitras East Community Development District**

**September 30, 2025**

### **Introduction**

In accordance with Poitras East Community Development District Goals, Objectives and Performance Measures and Standards, the District Engineer conducts an annual inspection of the District's infrastructure and related systems. The purpose of this inspection is to evaluate the overall condition, functionality, and maintenance needs of the district's assets to ensure they continue to meet operational, safety, and community standards.

This report serves as the formal record of the Fiscal Year 2025 inspection, providing documentation and findings consistent with the District's established performance standards. The following sections outline the observations resulting from the current inspection cycle.

### **Hardscape, Landscape, and Irrigation Facilities**

Hardscape, landscape, and irrigation facilities within the public road rights-of-way are owned and maintained by the District. These facilities are inspected throughout the year by the District's landscape and irrigation supervisors and are not included in this annual inspection.

### **Roundabouts**

The District owns and maintains the roundabout truck apron/pavers within the community development district boundary. During our inspection, we observed chipped, cracked and broken pavers, worn/discolored decorative crosswalks, deteriorated thermoplastic striping, and various other conditions possibly warranting further evaluation and/or action by the District, subject to the direction of the Board of Supervisors. See Appendix A for photographs of specific observations and a key map showing the location of each photograph.

### **Neighborhood Alleys**

The District owns and maintains all alleys within the community development district boundary. During our inspection, we observed several areas of ponding water, damaged asphalt, and various other conditions possibly warranting further evaluation and/or action by the District, subject to the direction of the Board of Supervisors. See Appendix A for photographs of specific observations and a key map showing the location of each photograph.

### **Wastewater Facilities**

The District owns and maintains one (1) lift station. The lift station is routinely inspected and maintained by Wind River Environmental. See Appendix B for FY2025 inspection reports.

## **Conclusion**

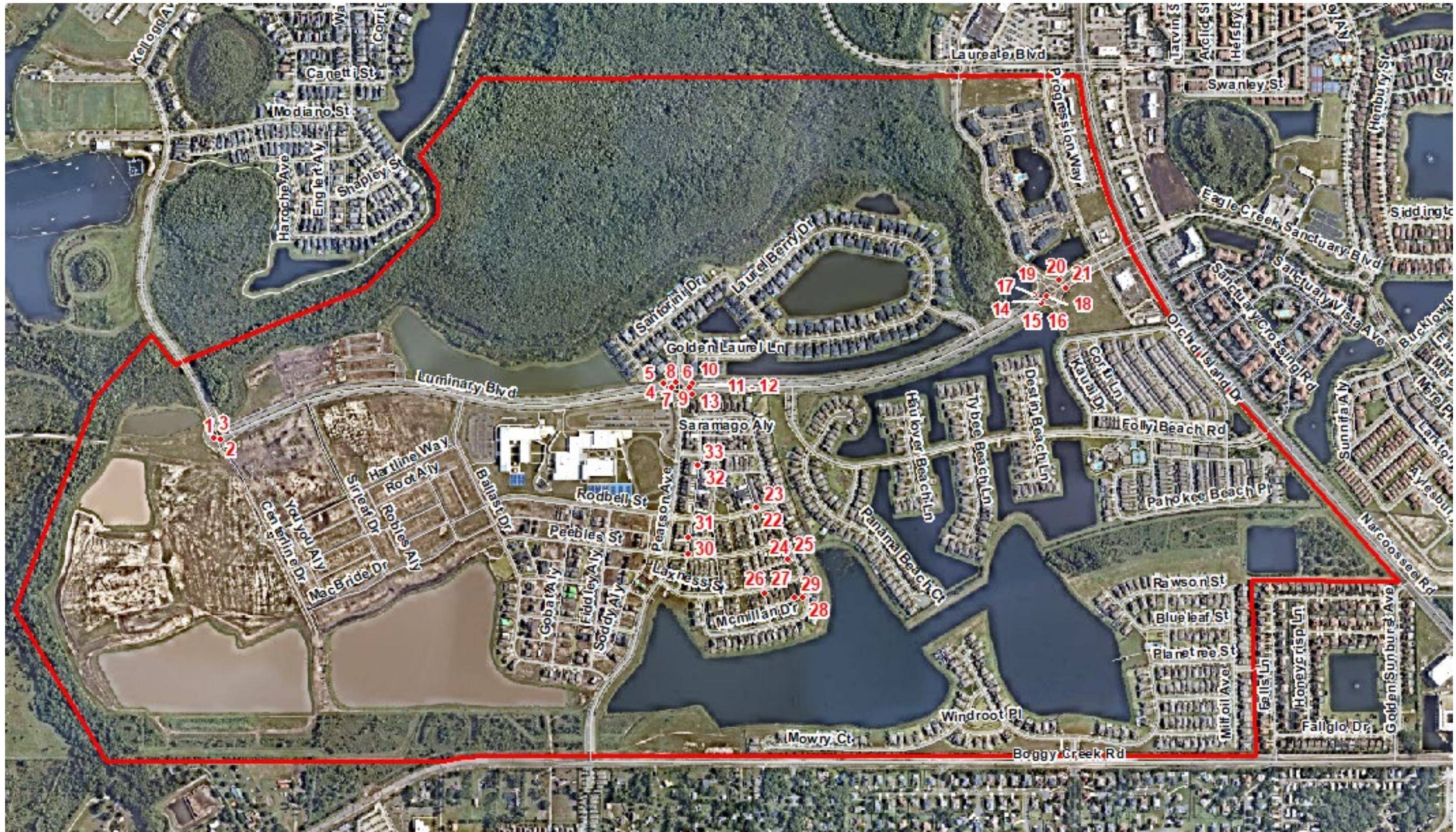
The annual inspection of the Poitras East Improvement District's infrastructure and related systems has been completed in accordance with District requirements. This inspection fulfills the objective of ensuring that at least one comprehensive review of District assets is conducted and documented each fiscal year.

The findings presented in this report provide a current assessment of the condition of the District's infrastructure. The assessment is intended to assist the District in prioritizing resources, addressing issues proactively, and sustaining long-term operational reliability.

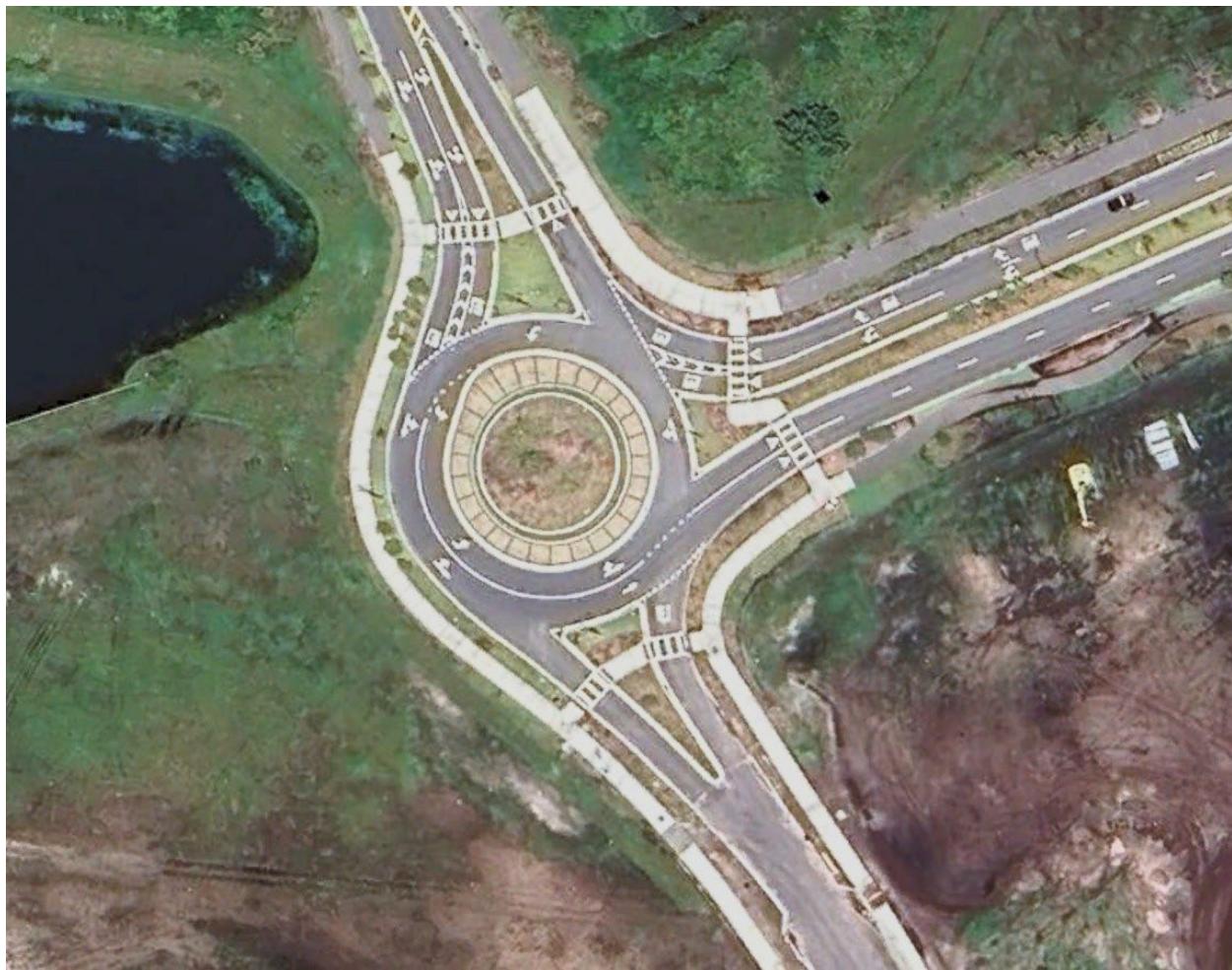
Through the completion of this inspection and report, the District continues to uphold its commitment to maintaining safe, efficient, and functional infrastructure in service of the community.

## **APPENDIX A**

### **Photos**



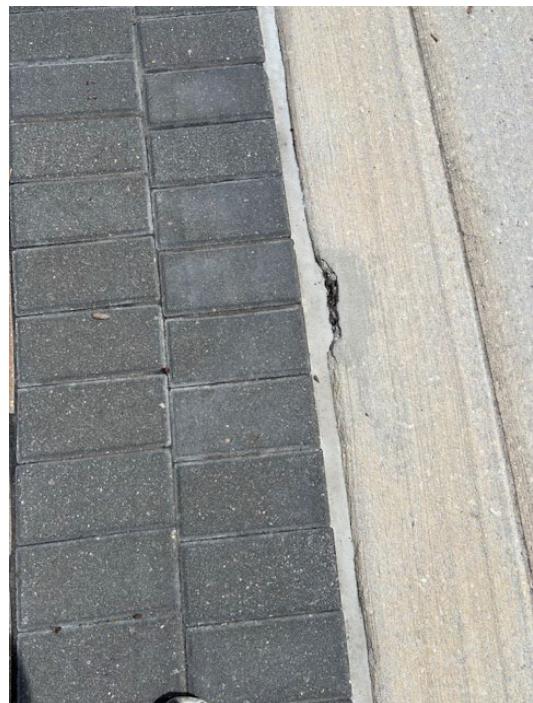
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT PHOTO KEY MAP



**AERIAL PHOTO**  
Roundabout at Centerline Drive and Luminary Boulevard



**Photo 1 - Damage to Concrete Curb Along Truck Apron**



**Photos 2 & 3 - Damage to the Concrete Curb Along Truck Apron**



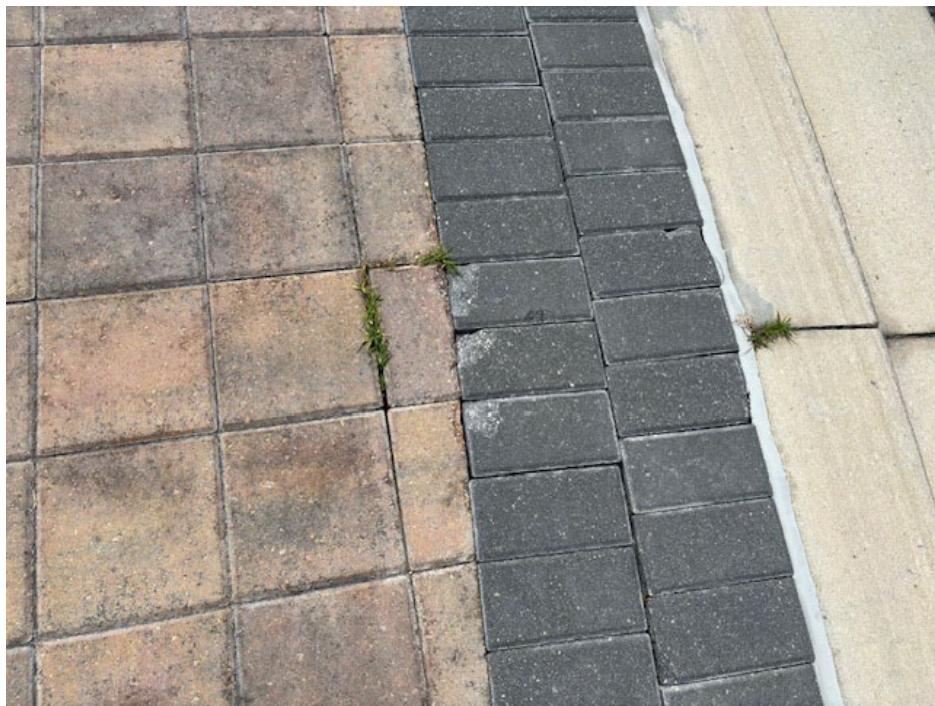
**Photo 4 – Deterioration of Thermoplastic and Worn Coloration**



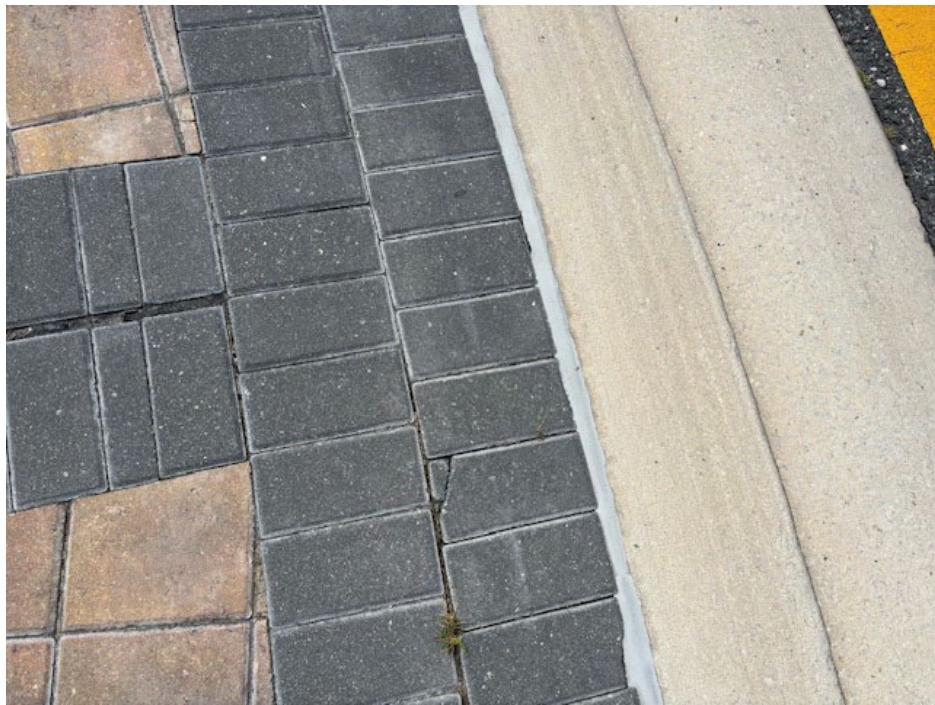
**Photo 5 - Deteriorating Thermoplastic and Worn Coloration**



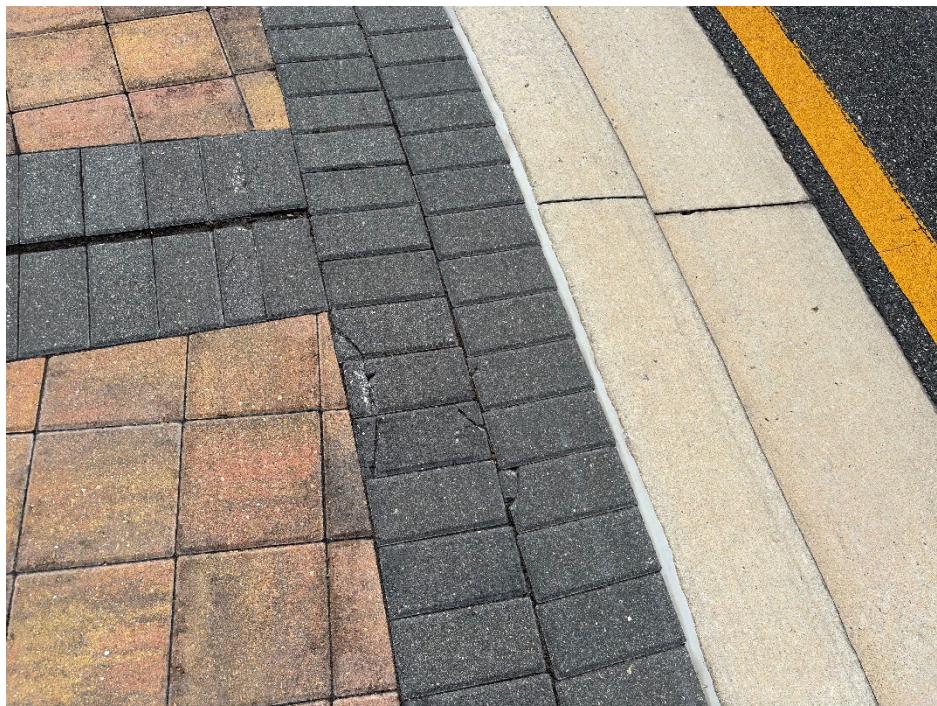
**AERIAL PHOTO**  
Roundabout at Luminary Boulevard and Pearson Avenue



**Photo 6 - Chipped Concrete Pavers on Truck Apron**



**Photo 7 - Broken Concrete Pavers on Truck Apron**



**Photo 8 - Broken Concrete Pavers on Truck Apron**



**Photo 9 - Chipped Concrete Pavers on Truck Apron**



**Photo 10 - Deteriorating Thermoplastic and Worn Coloration**



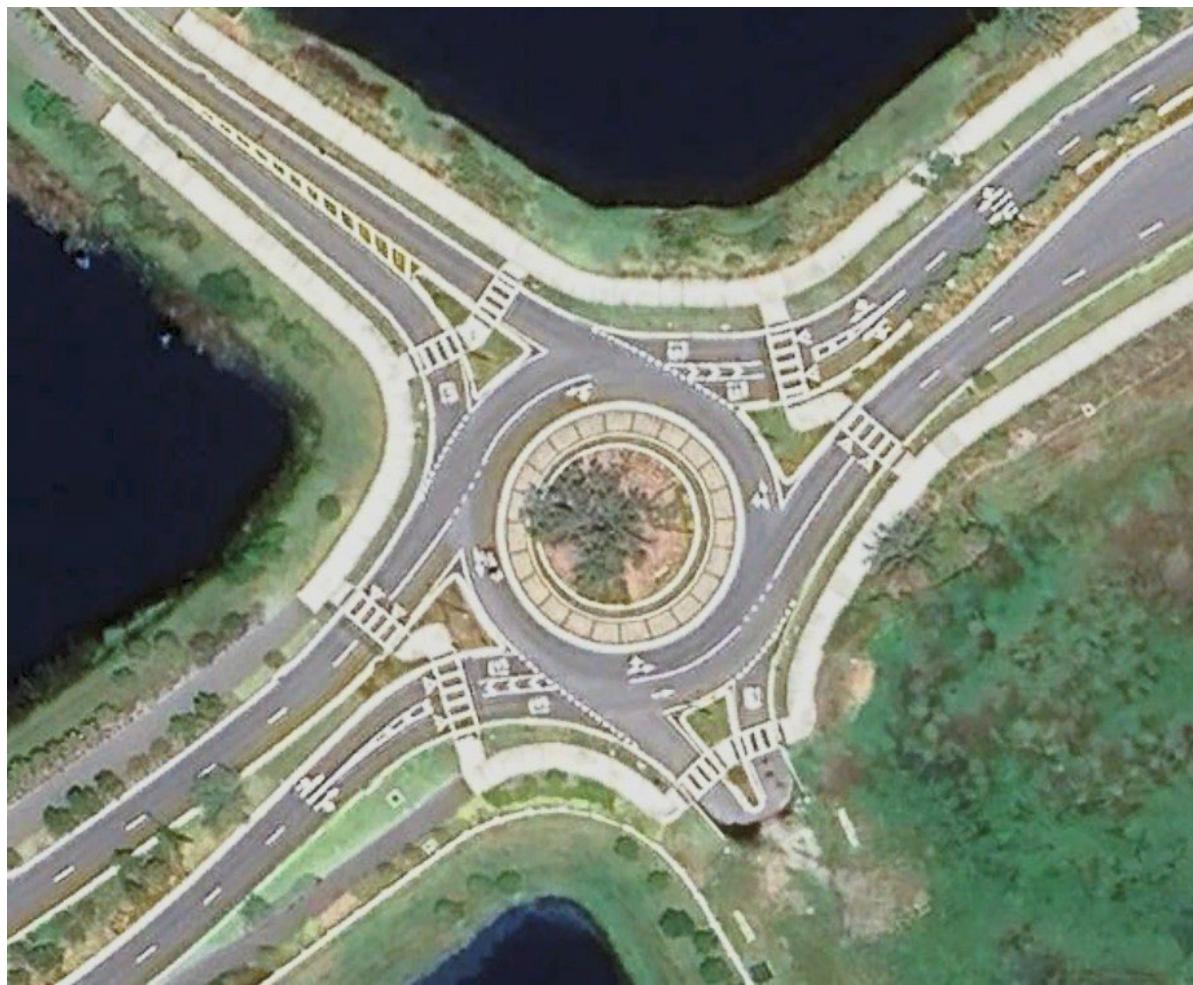
**Photo 11 - Deteriorating Thermoplastic and Worn Coloration**



**Photo 12 - Deteriorating Thermoplastic and Worn Coloration**



**Photos 13 - Deteriorating Thermoplastic and Worn Coloration**



**AERIAL PHOTO**  
Roundabout at Luminary Boulevard and Selten Way



**Photos 14 & 15 - Deteriorating Thermoplastic and Worn Coloration**



**Photos 16 & 17 - Deteriorating Thermoplastic and Worn Coloration**



**Photo 18 - Uneven Concrete Pavers on Truck Apron**



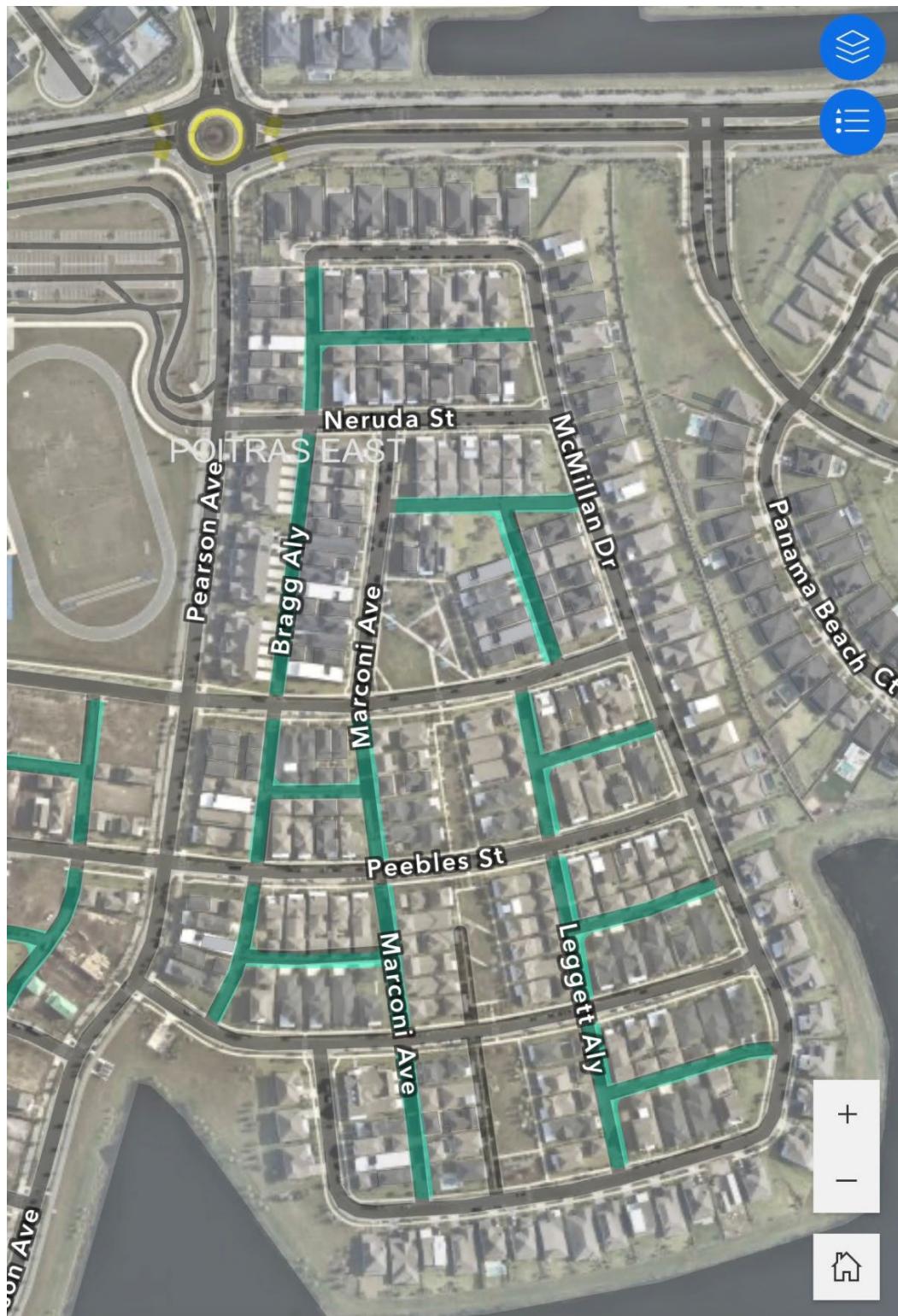
**Photo 19 - Deteriorating Thermoplastic and Worn Coloration**



**Photo 20 - Deteriorating Thermoplastic and Worn Coloration**



**Photo 21 - Deteriorating Thermoplastic and Worn Coloration**



**AERIAL PHOTO**  
Laureate Park South – Alleys



**Photo 22 - Markowitz Alley – Ponding Water**



**Photo 23 - Markowitz Alley – Ponding Water**



**Photos 24 & 25 - Laggett Alley – Asphalt Damage**



**Photos 26 & 27 - Laggett Alley – Asphalt Damage**



**Photo 28 – Laggett Alley–Asphalt Damage**



**Photo 29 - Laggett Alley–Asphalt Damage**



**Photo 30 - Marconi Alley – Deterioration of Thermoplastic and Gouged Asphalt**



**Photo 31 - Bragg Alley – Overgrowth on Inlet Top**



**Photos 32 & 33 - Bragg Alley – Water Valve Cover**

## **APPENDIX B**

# **Wind River Environmental Inspection Reports**

# Customer Service Report

Schedule Now For Service

**November 2024**

Call 407-957-5558

Work Order # 8487037837

Customer

2023

Since:

System Owner	System Location
Poitras East Community District 3501 Quadrangle Boulevard Suite 270 Orlando, FL 32817 407-723-5925	LS - Lake Nona Greenwood 14068 Hesse Road Orlando, FL 32827 Jeff/OFC : 407-644-4068

<b>Service Date:</b>	Oct 10/29/2024 12:00 AM	<b>Frequency:</b>	
<b>Service Type:</b>	Lift Station	<b>Previous Service:</b>	09/25/2024
<b>Approx. Gals.:</b>	0	<b>System Treatment:</b>	
<b>Depth Below:</b>	0	<b>Custom Clean:</b>	
<b>Cust Home:</b>	NO	<b>Filter</b>	
<b>Township:</b>		<b>Inspection/T5:</b>	
<b>County:</b>	Orange	<b>Build Up:</b>	

Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
		Subtotal:	\$175.00
		Tax:	\$0.00
		Total:	\$175.00

<input type="checkbox"/> <b>System Normal</b>	Keep your system healthy by following these 3 steps: • Regular Service • Use WRE Septic System Treatment • Use a Filter	Schedule Now for Service <b>November 2024</b> Call 407-957-5558
<input type="checkbox"/> <b>Excessive Solids</b>	Use WRE Septic System Treatment	Payment Detail: Invoice Net 45
<input type="checkbox"/> <b>Heavy Sludge</b>	Use WRE Septic System Treatment	
<input type="checkbox"/> <b>Tee Missing/Broken</b>	Repair/Replace Tee	
<input type="checkbox"/> <b>High Liquid Level</b>	Possible system failure. Call for evaluation or customer cleaning.	
<input type="checkbox"/> <b>Distribution Box Issue</b>	See notes below for details.	

**Customer not on site**

X

Customer Signature

Technician: Shane Wilson

Arrived at: 3:53 PM

Left at: 4:11 PM



ALL FLORIDA  
SEPTIC  
A Wind River Environmental Company

**THIS IS NOT AN INVOICE.**





{"linecount":1,"0":"Shot with my Galaxy Tab A7 Lite"}  
October 29, 2024



{"linecount":1,"0":"Shot with my Galaxy Tab A7 Lite"}  
October 29, 2024

# Customer Service Report

Schedule Now For Service

**December 2024**

Call 407-957-5558

Work Order # 8487041590

Customer

2023

Since:

System Owner	System Location
Poitras East Community District 3501 Quadrangle Boulevard Suite 270 Orlando, FL 32817 407-723-5925	LS - Lake Nona Greenwood 14068 Hesse Road Orlando, FL 32827 Jeff/OFC : 407-644-4068

**Service Date:** Nov 11/05/2024 12:00 AM

**Frequency:**

**Service Type:** Lift Station

**Previous Service:** 10/29/2024

**Approx. Gals.:** 0

**System Treatment:**

**Depth Below:** 0

**Custom Clean:**

**Cust Home:** NO

**Filter**

**Township:**

**Inspection/T5:**

**County:** Orange

**Build Up:**

Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
		Subtotal:	\$175.00
		Tax:	\$0.00
		Total:	\$175.00

Keep your system healthy by following these 3 steps:

- Regular Service
- Use WRE Septic System Treatment
- Use a Filter

**System Normal**

Use WRE Septic System Treatment

**Excessive Solids**

Use WRE Septic System Treatment

**Heavy Sludge**

Use WRE Septic System Treatment

**Tee Missing/Broken**

Repair/Replace Tee

**High Liquid Level**

Possible system failure. Call for evaluation or customer cleaning.

**Distribution Box Issue**

See notes below for details.

Schedule Now for Service

**December 2024**

Call 407-957-5558

**Payment Detail:**

Invoice

Net 45

**Customer not on site**

X

Customer Signature

Technician: Rocky Reeves Sr

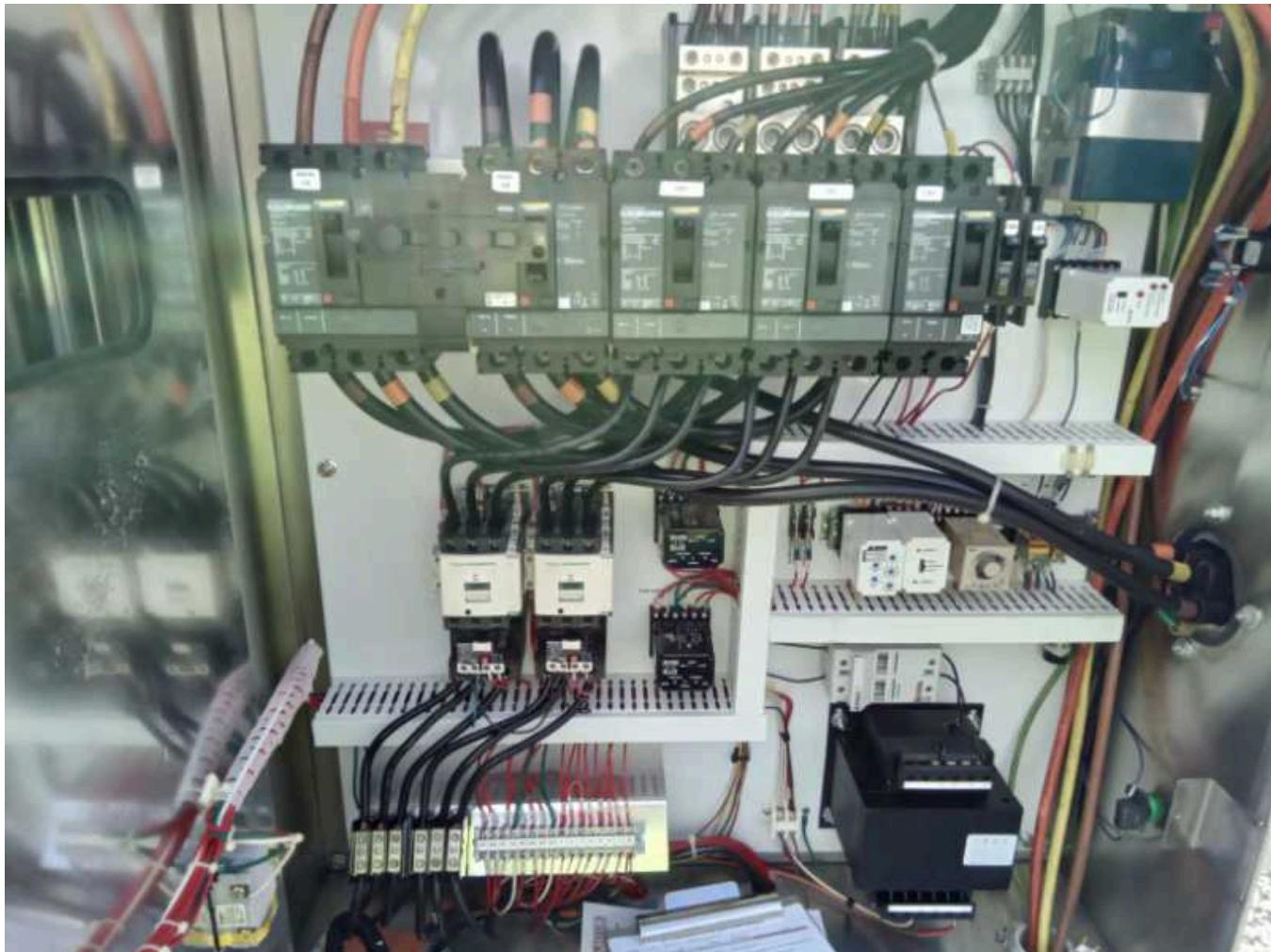
Arrived at: 9:44 AM

Left at: 10:01 AM



A Wind River Environmental Company

**THIS IS NOT AN INVOICE.**







STATION PERFORMANCE MAINTENANCE & INSPECTION REPORT	
Customer:	Lake Nova Greenway
Date:	11-5-24
EXTERIOR	checked OK/GOOD AT THIS TIME
INTERIOR	CAUTION - MAY REQUIRE FUTURE ATTENTION
Mechanic: <u>Rocky</u>	
If Other Service Provider: _____	
CRANE ACCESS TO STATION: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
VEHICLES/OTHER OBSTRUCTIONS PRESENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
VEGETATION CLEAR FOR SAFE CRANE OPERATION: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SAFETY LOCK ON FENCE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SAFETY LOCK ON WIRE WALL: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SAFETY LOCK ON VALVE BOX: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
COMBINATION: _____	
PANEL	
SAFETY LOCK ON PANEL: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
INCOMING VOLTAGE TO CONTROL PANEL: <u>486</u>	
PUMP 1 AMPERAGE: <u>50</u>	
PUMP 1 HOURS: <u>6036</u>	
PUMP 2 AMPERAGE: <u>55</u>	
PUMP 2 HOURS: <u>651</u>	
CONDITION OF RELAYS: <u>OK</u>	
CONDITION OF FUSES: <u>OK</u>	
CONDITION OF ALARMATOR: <u>OK</u>	
BATTERY BACK UP PRESENT FOR EMERGENCY ALARM & BEACON: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
EMERGENCY FLASHING LIGHT BEACON PRESENT: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY HIGH DEIBEL ALARM PRESENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
WELL	
INTERIOR OF THE WET WELL CLEAN: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
FLOAT SWITCH 1: <u>good</u>	
FLOAT SWITCH 2: <u>good</u>	
FLOAT SWITCH 3: <u>good</u>	
FLOAT SWITCH 4: <u>good</u>	
TURN ON ALL PUMPS, DRAIN LIFT STATION WELL & CHECK MEGGER VALUE FOR ALL PUMPS: _____	
IS "BLOWBY" PRESENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
WAS ANY EVIDENCE OF "CAVITATION" FOUND: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
GUIDE RAIL SYSTEM PRESENT & IN GOOD CONDITION: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
NOTIFYING SYSTEM PRESENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
NOTIFYING SYSTEM PRESENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SCHEDULE 40: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SCHEDULE 80: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CHECK VALVES & CONDITION OF CHECK VALVES: <u>good</u>	
ISOLATION VALVES & CONDITION OF ISOLATION VALVES: <u>good</u>	
BYPASS PORT PRESENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DIA: <u>4"</u>	
DIA: <u>4"</u>	
H.D.P.E. VALVE SYSTEM PIPE DIAMETER: <u>4"</u>	
MATERIAL: <input type="checkbox"/> Plastic <input checked="" type="checkbox"/> Iron	
TYPE: <input type="checkbox"/> Flange <input checked="" type="checkbox"/> Threaded	
MATERIAL: <input type="checkbox"/> Plastic <input checked="" type="checkbox"/> Iron	
TYPE: <input type="checkbox"/> Flange <input checked="" type="checkbox"/> Threaded	
CONNECTION TYPE: <input type="checkbox"/> Emlock <input checked="" type="checkbox"/> Bather Flange Male-Thread Female Thread	
RECOMMENDATIONS:	
<p><u>Station is bonding</u></p> <p><u>as it should</u></p>	
 <p><b>BROWNIE'S</b> SEPTIC &amp; PLUMBING MAINTAINING THE NEW STANDARD</p>	



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SETTING THE NEW STANDARD



Cloud 9  
Services, LLC



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ENVIRONMENTAL

A Wind River Environmental Company

We Keep Life Flowing!

# Customer Service Report

We appreciate your business!

For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487045266  
**Service Type:** Inspections  
**Service Date:** 12/31/2024  
**Service Time:** 8:35 AM - 8:41 AM  
**Tech Name:** Juan Centeno

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
		Subtotal:	\$175.00
		Tax:	\$0.00
		Total:	\$175.00

## System Recommendations

No system recommendations

## Tech Notes

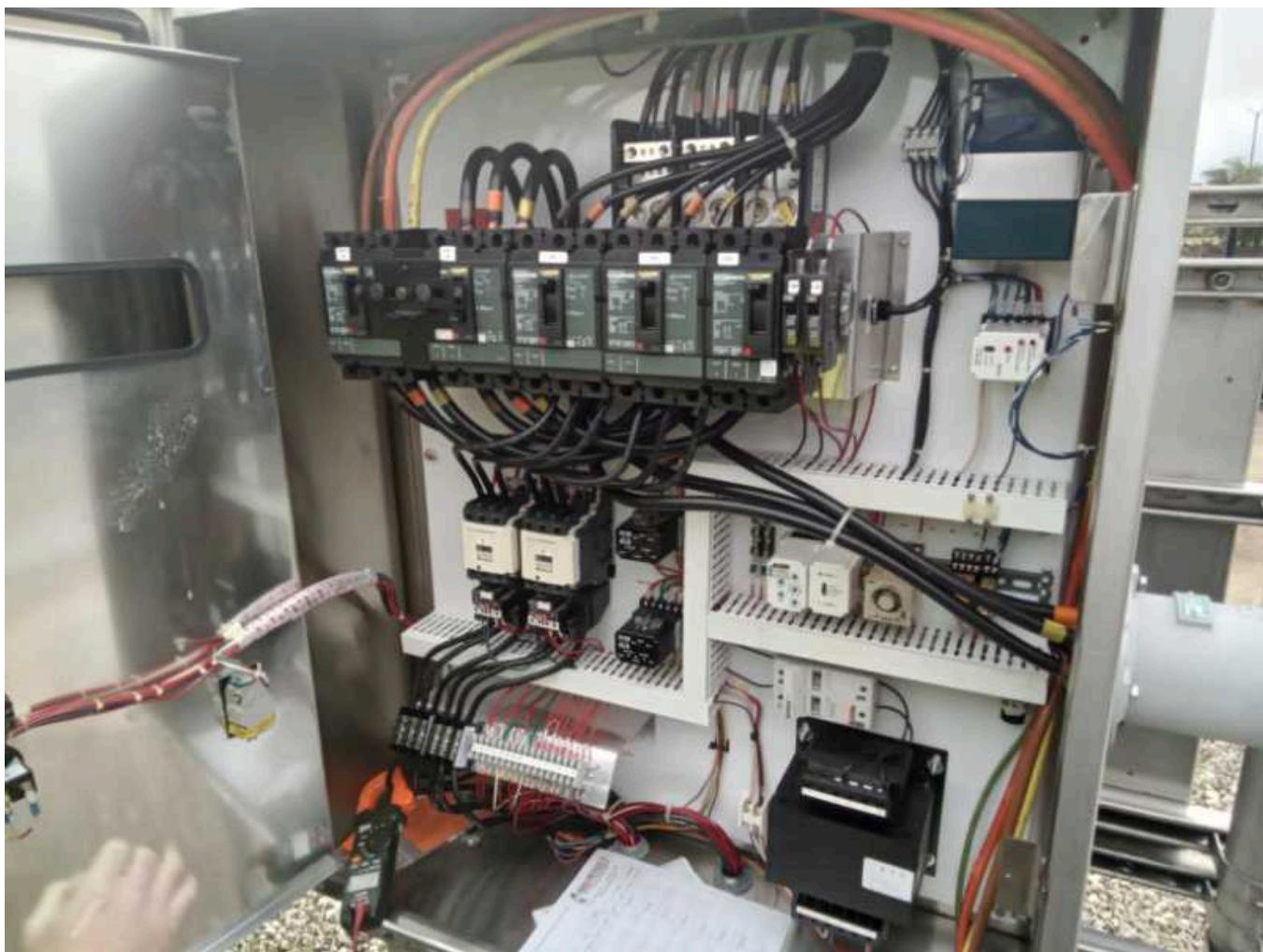
Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Performed monthly maintenance Pump 1 amps 49 Pump 2 amps 52 Control panel ok Control floats ok Wet well ok.

**Customer not on site**

X

Customer Signature







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For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487049172  
**Service Type:** Inspections  
**Service Date:** 01/07/2025  
**Service Time:** 11:25 AM - 11:41 AM  
**Tech Name:** Rocky Reeves Sr

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
		Subtotal:	\$175.00
		Tax:	\$0.00
		Total:	\$175.00

## System Recommendations

No system recommendations

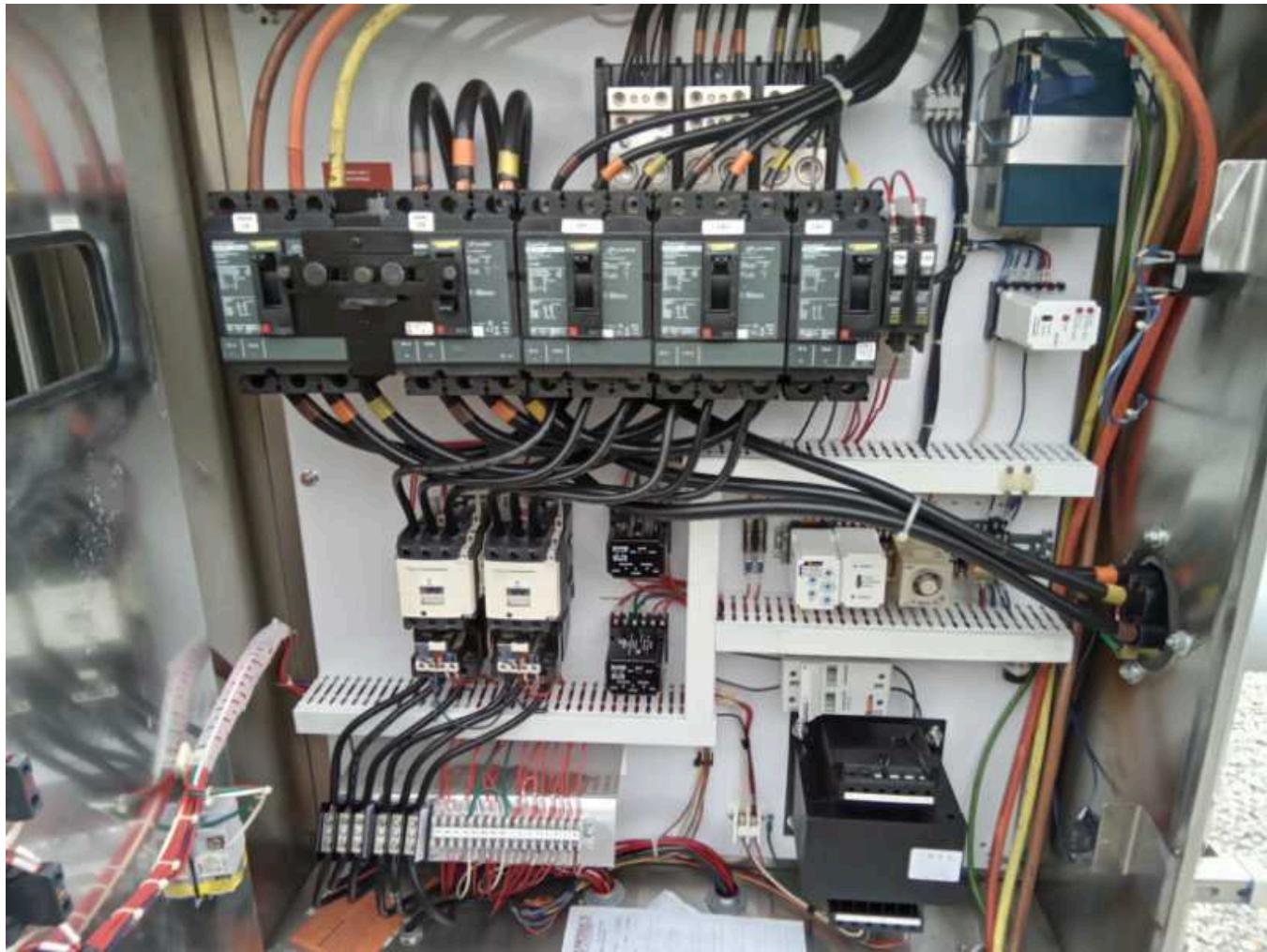
## Tech Notes

Performed a Lift Station inspection. Work performed today included: Inspection of wet well and valve box and panel and ran station through a complete cycle to insure the station is working as it should. Battery for the battery backup is weak and needs to be replaced (1=12v).

**Customer not on site**

X

Customer Signature









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800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487053097  
**Service Type:** Inspections  
**Service Date:** 02/03/2025  
**Service Time:** 2:19 PM - 2:42 PM  
**Tech Name:** Rocky Reeves Sr

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

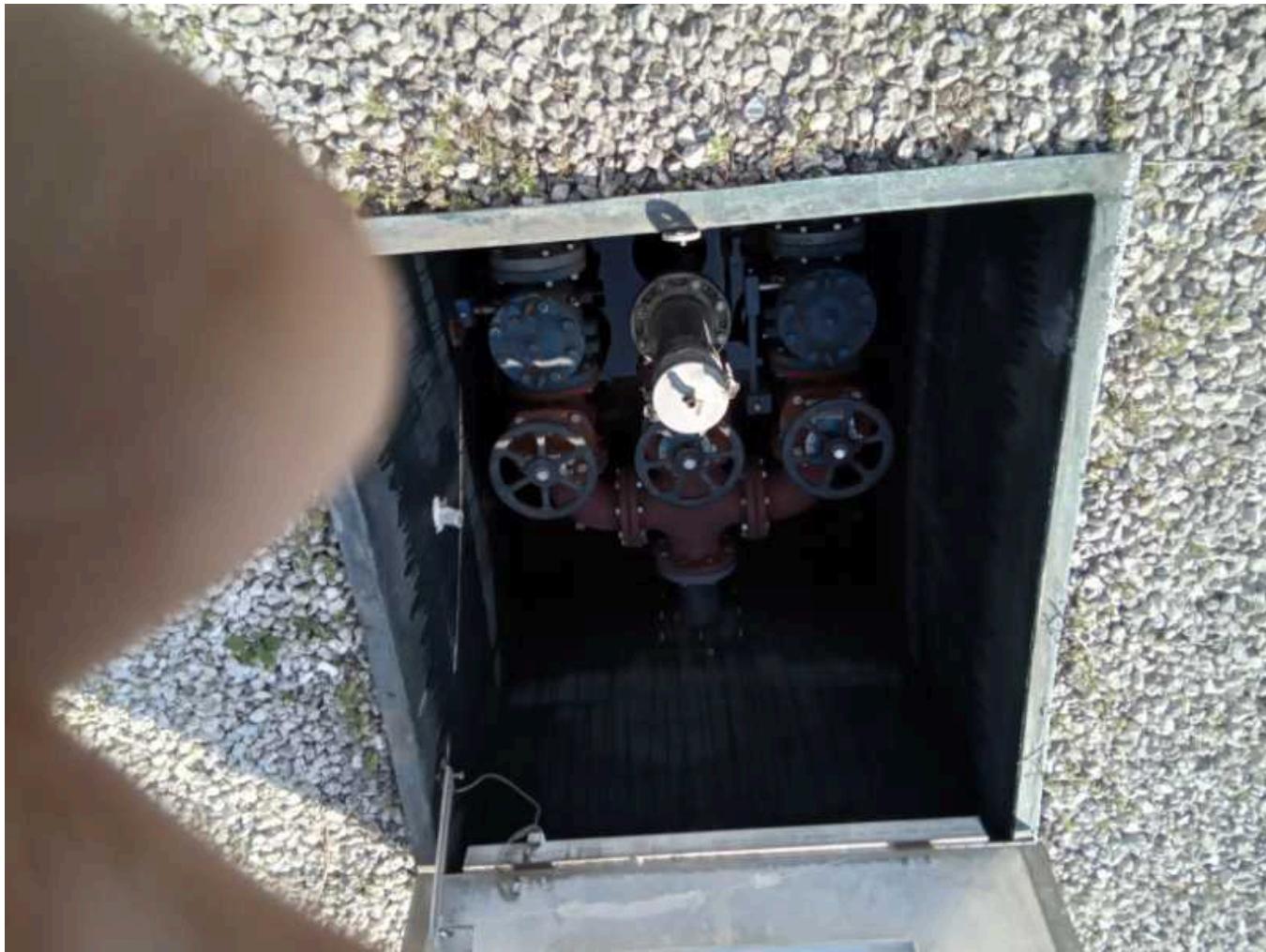
No system recommendations

## Tech Notes

Performed a Lift Station inspection. Work performed today included: Inspection of wet well and valve box and panel and ran station through a complete cycle to insure the station is working as it should. Recommend new float switches 4, 50 foot chords, new check valves Due to swing arm leaking, needs alarm beacon looked at.,.

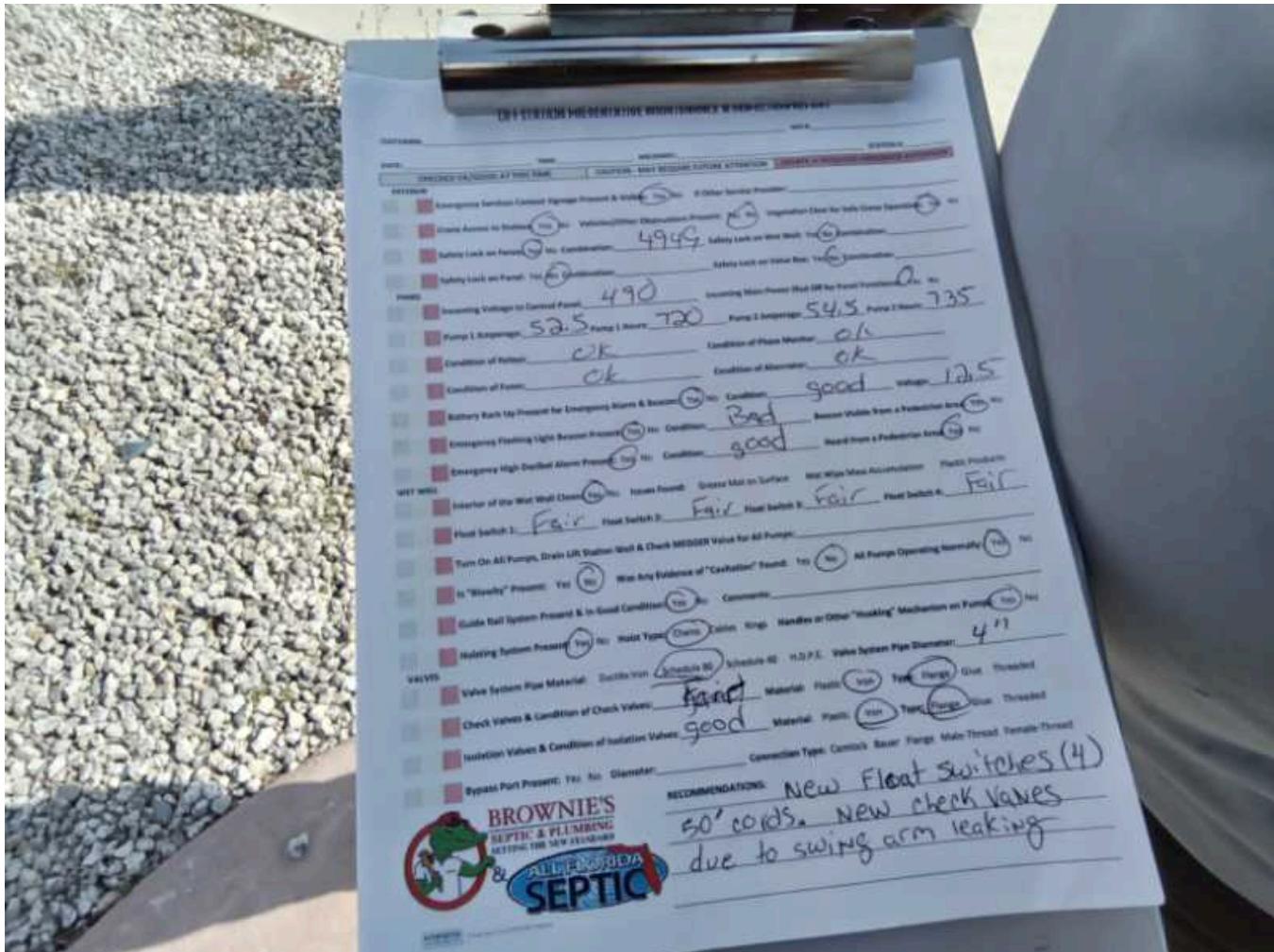
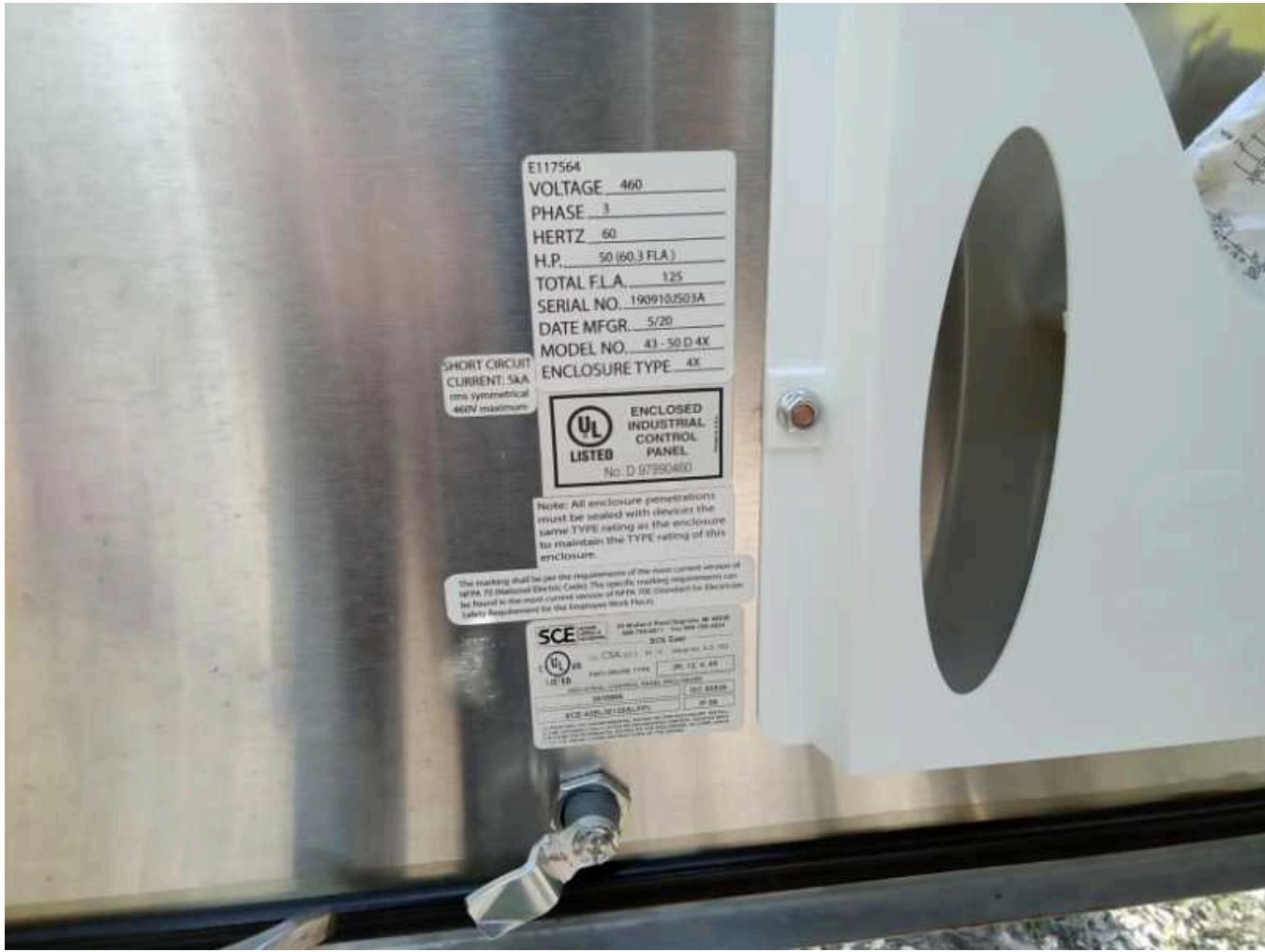
**Customer not on site**

X  
Customer Signature











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# Customer Service Report

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For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487056542  
**Service Type:** Inspections  
**Service Date:** 03/12/2025  
**Service Time:** 9:27 AM - 9:59 AM  
**Tech Name:** Memphis Rudisill

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

No system recommendations

## Tech Notes

Performed a Lift Station inspection. Work performed today included: Performed lift station inspection.

**Customer not on site**

X  
\_\_\_\_\_  
Customer Signature

**PRIVATE  
SANITARY SEWER  
PUMP STATION**

In case of emergency contact the  
following numbers:

**Facility Owned by:**

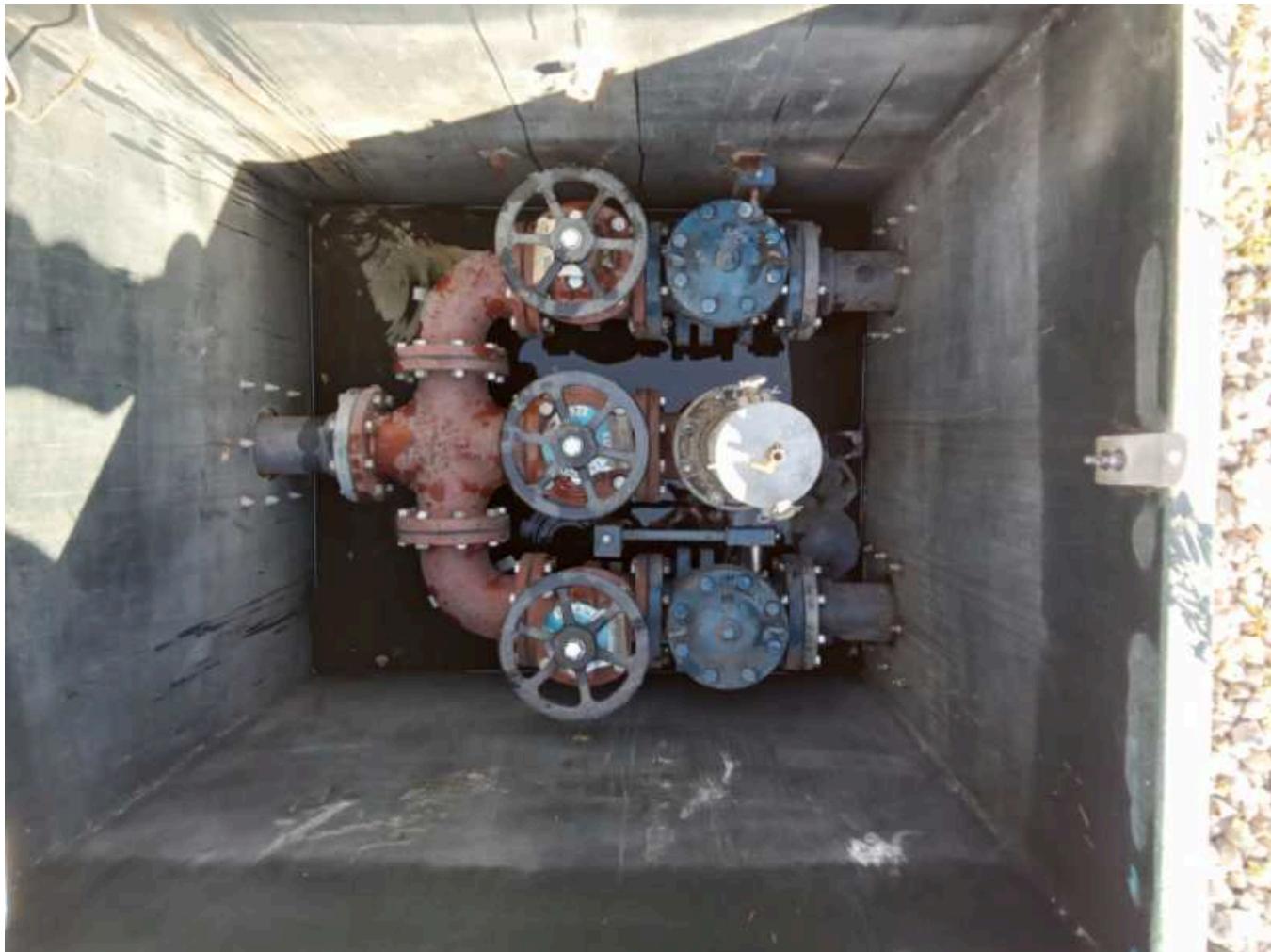
Name: Poitras East Community Development  
District C/O PFM Group Consulting, LLC  
Phone: 407-723-5900

**Facility Maintained by:**

Name: Poitras East Community Development  
District C/O PFM Group Consulting, LLC  
Phone: 407-723-5900

**Station Number: 11090**





**LIFTATION PREVENTATIVE MAINTENANCE & INSPECTION REPORT**

Customer Name: **WATER & SEWER** Mechanic Name: **MECHANIC 1** Station #: **1**

DATE: **5-12-16** TIME: **10:00 AM** MECHANIC ID: **1** STATION #: **1**

**CHECKED OUT/GOOD AT THIS TIME** **CAUTION - MAY REQUIRE FUTURE ATTENTION** **URGENT or REQUIRES IMMEDIATE ATTENTION**

**EXTEND**

Emergency Services Contact Signage Present & Visible: **Yes**  If Other Service Provider: \_\_\_\_\_

Crane Access to Station: **Yes**  Vehicles/Other Obstructions Present: **Yes**  Vegetation Clear for Safe Crane Operation: **Yes**

Safety Lock on Fence: **Yes**  Combination: **4849** Safety Lock on Wet Well: **Yes**  Combination: \_\_\_\_\_

Safety Lock on Panel: **Yes**  Combination: \_\_\_\_\_ Safety Lock on Valve Box: **Yes**  Combination: \_\_\_\_\_

**PANEL**

Incoming Voltage to Control Panel: **481** Incoming Main Power Shut Off for Panel Functional: **Yes**

Pump 1 Amperage: **54.2** Pump 1 Hours: **0754** Pump 2 Amperage: **51.2** Pump 2 Hours: **0331**

Condition of Relays: **OK** Condition of Phase Monitor: **N/A**

Condition of Fuses: **Good** Condition of Alternator: **Good**

Battery Back Up Present for Emergency Alarm & Beacon: **Yes**  Condition: **Good** Voltage: \_\_\_\_\_

Emergency Flashing Light Beacon Present: **Yes**  Condition: **Good** Beacon Visible from a Pedestrian Area: **Yes**

Emergency High Decibel Alarm Present: **Yes**  Condition: **Good** Heard from a Pedestrian Area: **Yes**

**WET WELL**

Interior of the Wet Well Clean: **Yes**  Issues Found: **Grease Mat on Surface** Wet Wipe Mass Accumulation: **Plastic Products**

Float Switch 1: **Good** Float Switch 2: **Good** Float Switch 3: **Good** Float Switch 4: **Good**

Turn On All Pumps, Drain L/R Station Well & Check MESSER Valve for All Pumps: \_\_\_\_\_

Is "Slowly" Present: **Yes**  Was Any Evidence of "Cavitation" Found: **Yes**  All Pumps Operating Normally: **Yes**

Guide Rail System Present & In Good Condition: **Yes**  Comments: \_\_\_\_\_

**VALVE**

Holisting System Present: **Yes**  Valve Type: **Chain**  Cables  Rings  Handles or Other "hooking" Mechanism on Pumps: **Yes**

Valve System Pipe Material: **Ductile Iron**  Schedule 80  H.D.F.I. Valve System Pipe Diameter: **4"**

Check Valves & Condition of Check Valves: **Good** Material: **Plastic**  **Iron**  Type: **Flange**  **Glue**  **Threaded**

Isolation Valves & Condition of Isolation Valves: **Good** Material: **Plastic**  **Iron**  Type: **Flange**  **Glue**  **Threaded**

Bypass Port Present: **Yes**  Diameter: **4"** Connection Type: **Camlock** **Bauer** **Flange** **Male Thread** **Female Thread**

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**ALL LEGION** **SEPTIC**

**RECOMMENDATIONS:** \_\_\_\_\_



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# Customer Service Report

We appreciate your business!

For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487060092  
**Service Type:** Inspections  
**Service Date:** 04/10/2025  
**Service Time:** 7:48 AM - 8:25 AM  
**Tech Name:** Memphis Rudisill

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

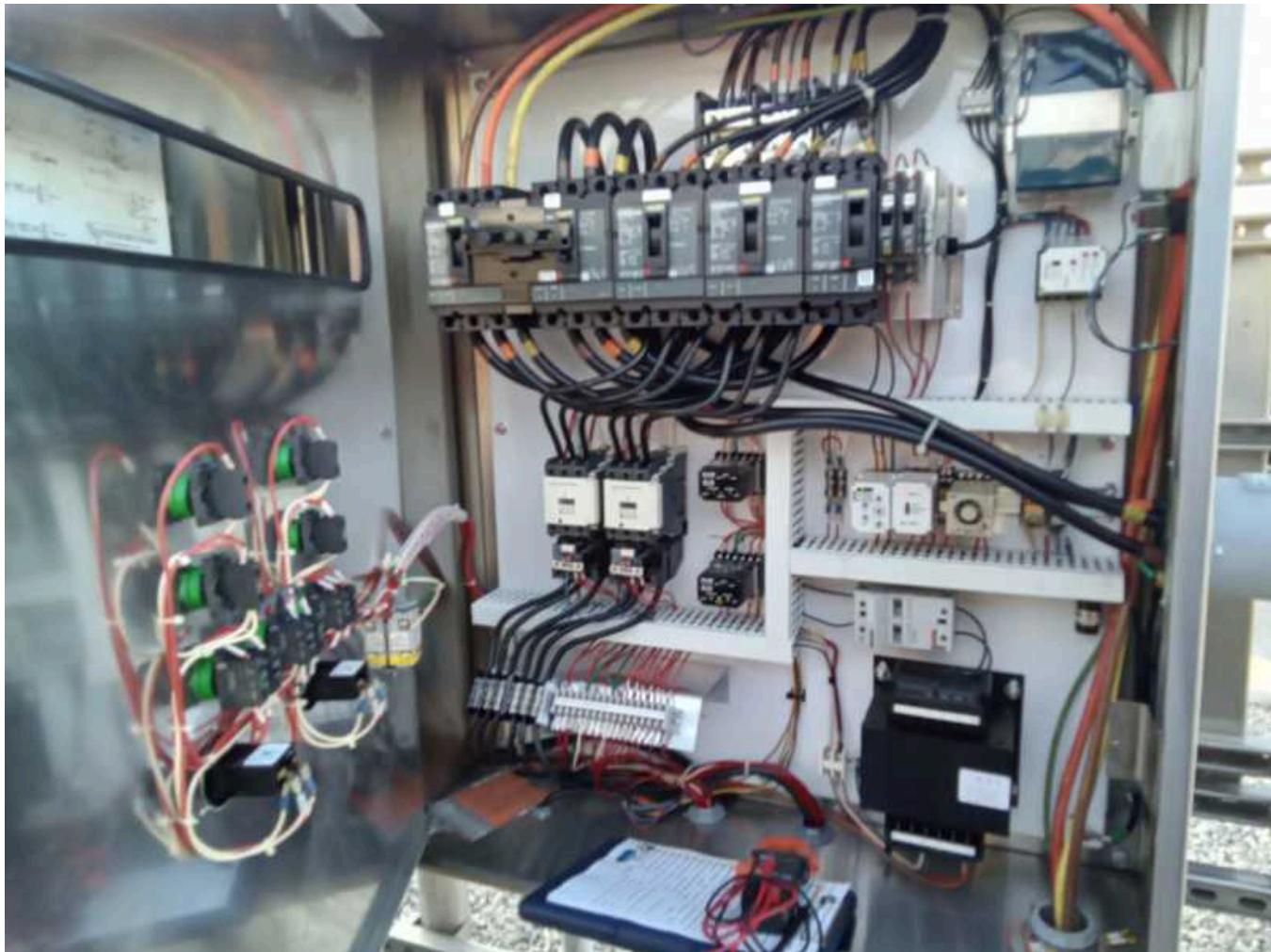
No system recommendations

## Tech Notes

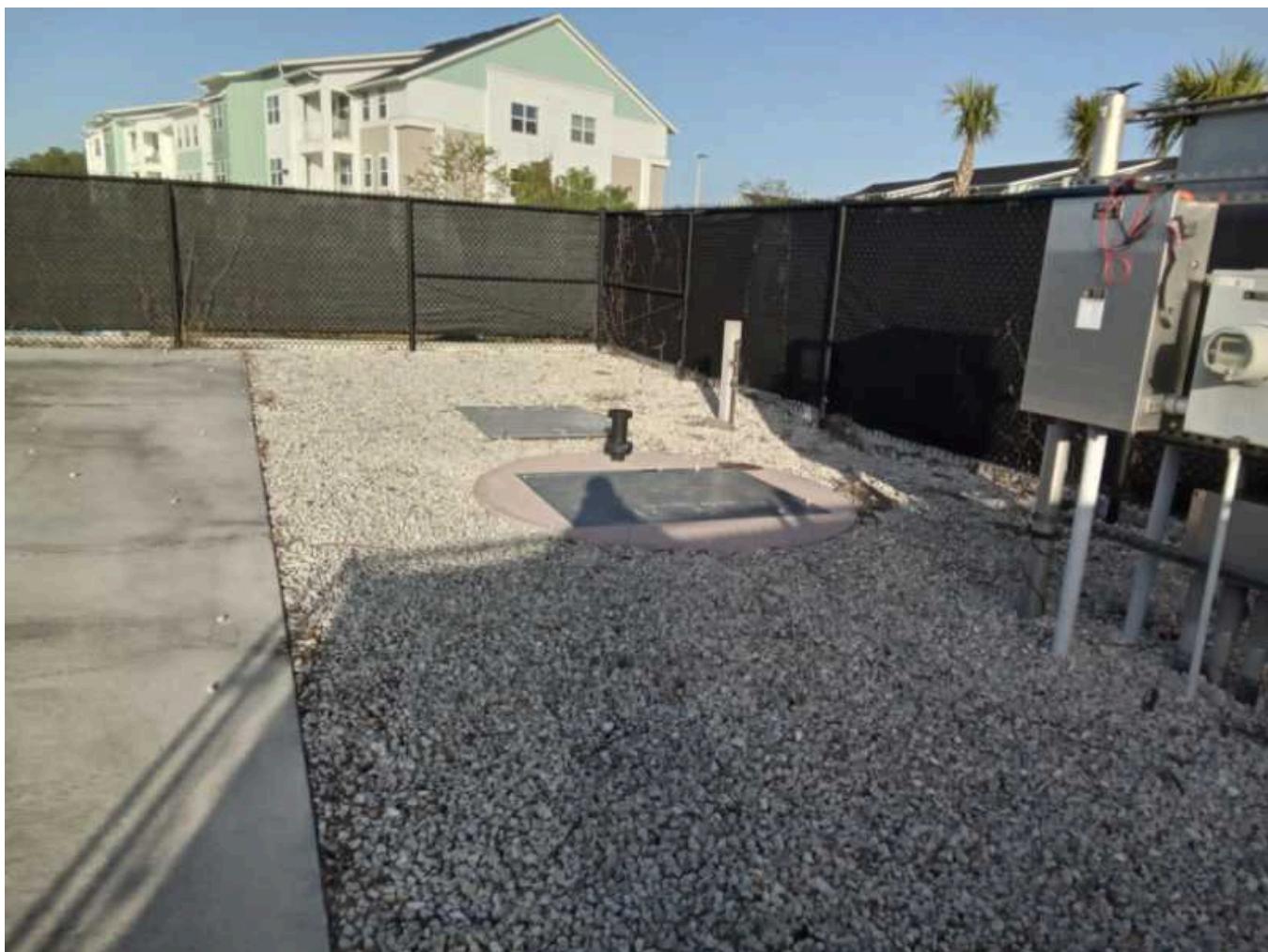
Performed a Lift Station inspection. Work performed today included: Performed lift station inspection.

**Customer not on site**

X  
\_\_\_\_\_  
Customer Signature









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800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487063194  
**Service Type:** Inspections  
**Service Date:** 05/29/2025  
**Service Time:** 8:17 AM - 8:33 AM  
**Tech Name:** Memphis Rudisill

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

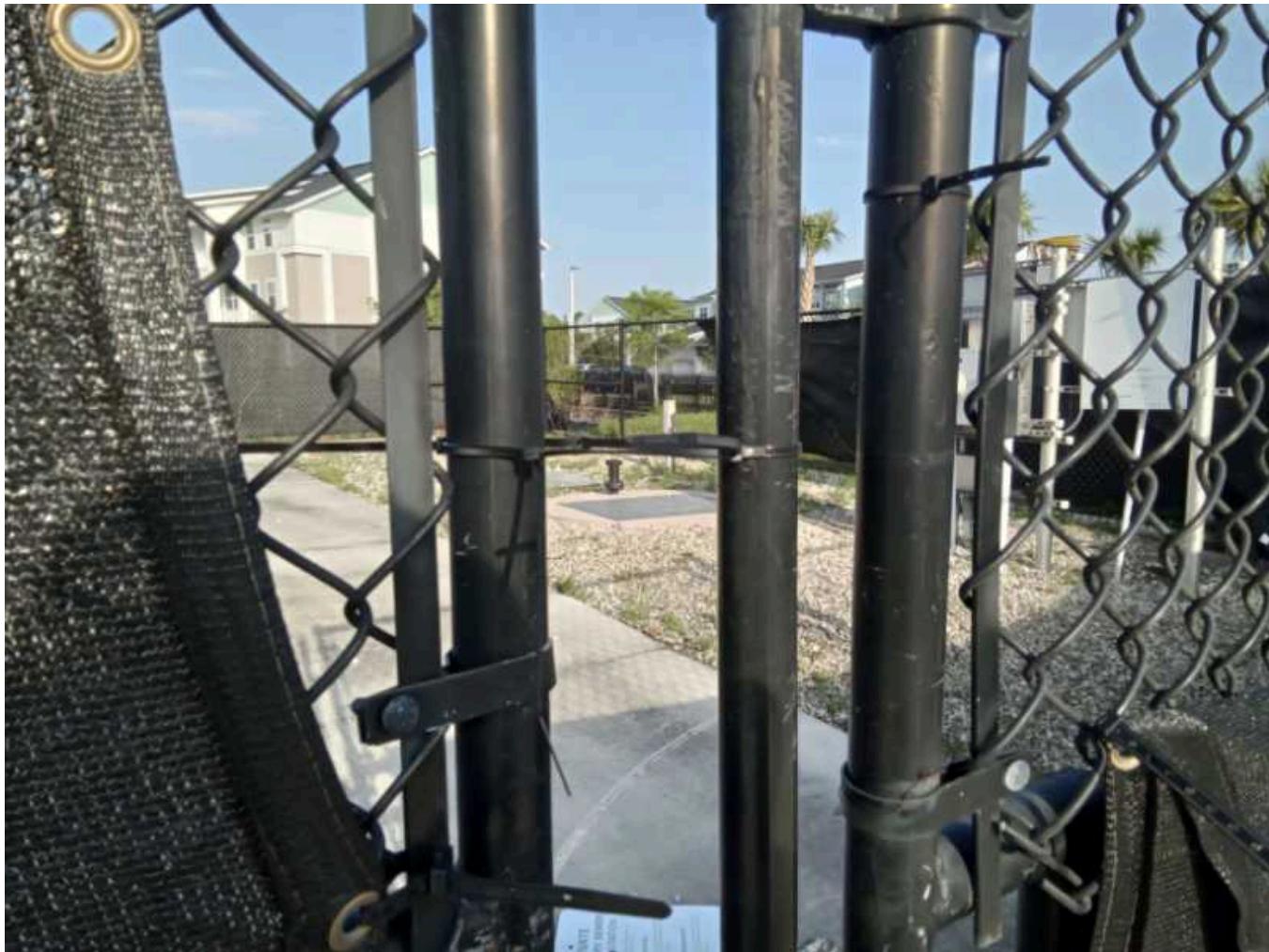
No system recommendations

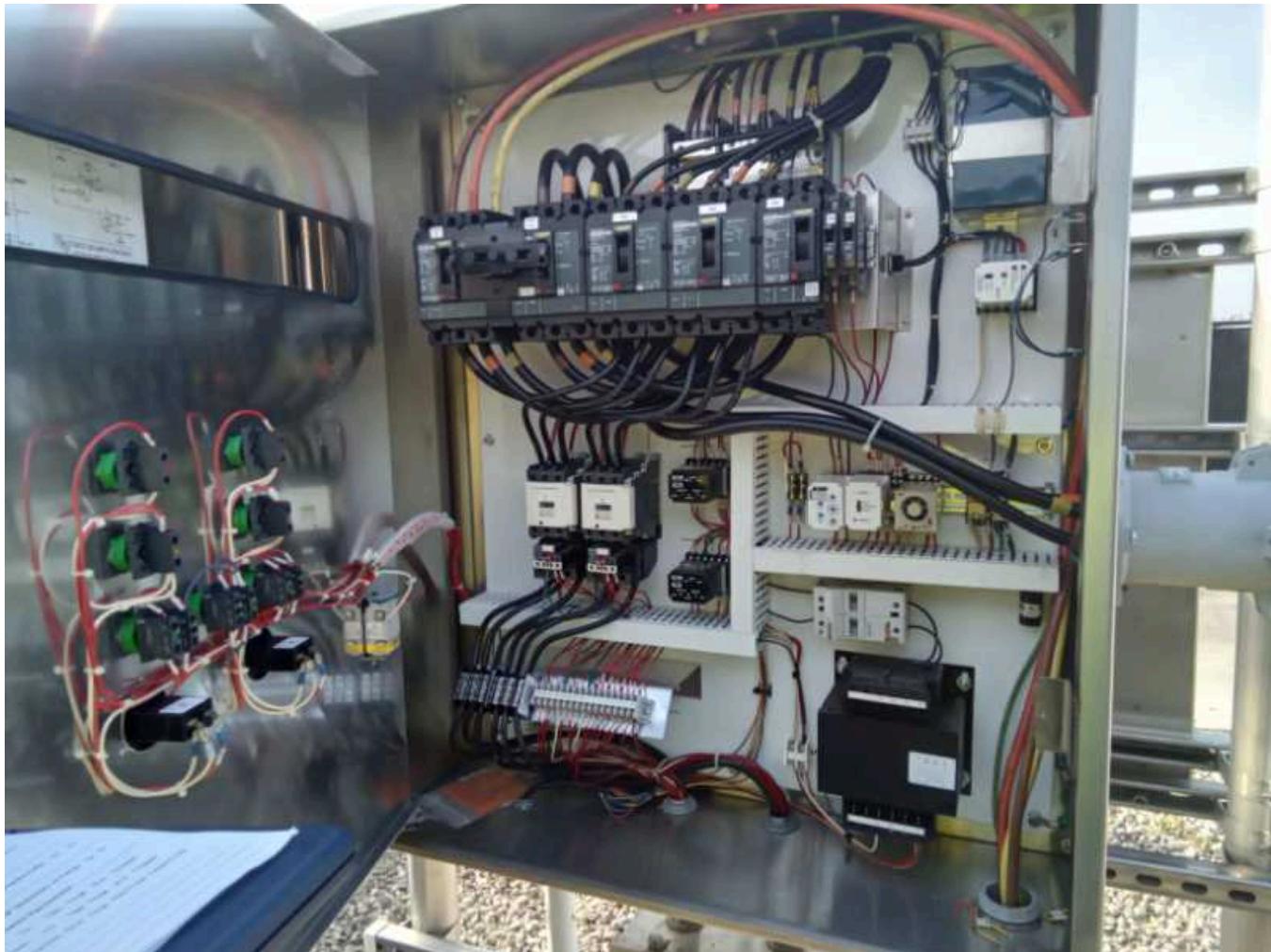
## Tech Notes

Performed a Lift Station inspection. Work performed today included: Performed lift station inspection.

**Customer not on site**

X  
Customer Signature







CUSTOMER: 544-25		STATION PREVENTATIVE MAINTENANCE REPORT	
DATE: 5/24/25		TIME: 10:00 AM	REPORT NO: 2023-05-24-00001
CHECKED OK/GOOD AT THIS TIME		REVIEWED: 5/25/25	REVIEWED BY: [Signature]
EXTERIOR		CAUTION - MAY REQUIRE FUTURE ATTENTION	
<input checked="" type="checkbox"/> Emergency Services Contact Signage Present & Visible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Other Services Provider _____		<input checked="" type="checkbox"/> Crane Access to Station: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Vehicles/Other Disturbances Present: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Vegetation Clear for Safe Crane Operation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Safety Lock on Fence: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Combination: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Safety Lock on Mast Wall: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Combination: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Safety Lock on Panel: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Combination: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Safety Lock on Valve Box: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Combination: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Increasing Voltage to Control Panel: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Heating Main Power Shut Off for Panel Function: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Pump 1 Amperage: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Pump 1 Hours: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Pump 2 Amperage: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Pump 2 Hours: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Condition of Relays: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Condition of Phase Monitor: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Condition of Fuses: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Condition of Alarmator: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Battery Back Up Present for Emergency Alarm & Beacon: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Condition: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Beacon Visible from a Pedestrian Area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Emergency Flashing Light Beacon Present: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Condition: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Beacon Visible from a Pedestrian Area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Emergency High Decibel Alarm Present: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Condition: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Heard from a Pedestrian Area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Interior of the Wet Wall Clean: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Inspect Mat on Surface: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Wet Wall Mat Accumulation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Plastic Products: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Float Switch 1: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Float Switch 2: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Float Switch 3: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Float Switch 4: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Turn On All Pumps, Drain Lift Station Well & Check MEGGER Value for All Pumps: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Is "Bleeding" Present: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Was Any Evidence of "Cavitation" Found: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All Pumps Operating Normally: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Guide Rail System Present & in Good Condition: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____			
<input checked="" type="checkbox"/> Hoisting System Present: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Hoist Type: <input checked="" type="checkbox"/> Chain <input type="checkbox"/> Other: _____ Hoist Handles or Other "Hoisting" Mechanism on Pumps: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Valve System Pipe Material: Ductile Iron Schedule 80 Schedule 40 H.D.P.L. Valve System Pipe Diameter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Check Valves & Condition of Check Valves: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Material: Plastic <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Type: <input checked="" type="checkbox"/> Swing <input type="checkbox"/> Disc Threaded: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Isolation Valves & Condition of Isolation Valves: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Material: Plastic <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Type: <input checked="" type="checkbox"/> Flange <input type="checkbox"/> Disc Threaded: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Bypass Port Present: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Diameter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Connection Type: <input checked="" type="checkbox"/> Cinch <input type="checkbox"/> Solder <input type="checkbox"/> Flange <input type="checkbox"/> Male Thread <input type="checkbox"/> Female Thread			
RECOMMENDATIONS:			



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# Customer Service Report

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For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487066325  
**Service Type:** Inspections  
**Service Date:** 06/11/2025  
**Service Time:** 12:19 PM - 12:44 PM  
**Tech Name:** Memphis Rudisill

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Energy Charge	1.00	\$25.0000	\$25.00
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

No system recommendations

## Tech Notes

Performed a Lift Station inspection. Work performed today included: Performed lift station inspection.

**Customer not on site**

X  
Customer Signature







SEPTIC STATION PREVENTATIVE MAINTENANCE & INSPECTION REPORT

CUSTOMER: LAKE LINDA DATE: 12-11-2013 TIME: 14:00 MILE: 384.1250

checked off/0000 at this time CAUTION - MAY REQUIRE FUTURE ATTENTION

**EXT**  Emergency Services Contact Signage Present & Visible  Yes  No  If Other Service Provider \_\_\_\_\_

Crane Access to Station  Yes  No  Vehicles/Other Obstructions Present:  Yes  No  Vegetation Clear for Safe Crane Operation:  Yes  No

Safety Lock on Fence:  Yes  No  Combination:  Yes  No  Safety Lock on Wet Well:  Yes  No  Combination:  Yes  No

Safety Lock on Panel:  Yes  No  Combination:  Yes  No  Safety Lock on Valve Box:  Yes  No  Combination:  Yes  No

Incoming Voltage to Control Panel:  Yes  No  Incoming Main Power Shut Off for Panel Function:  Yes  No

Pump 1 Amperage:  115 Pump 1 Hours:  0.04 Pump 2 Amperage:  45 Pump 2 Hours:  0.05

Condition of Relays:  OK  No  Condition of Fuses:  OK  No  Condition of Alternator:  OK  No

Battery Back Up Present for Emergency Alarm & Beacon:  Yes  No  Condition:  OK  No  Voltage:  OK  No

Emergency Flashing Light Beacon Present:  Yes  No  Condition:  OK  No  Beacon Visible from a Pedestrian Area:  Yes  No

Emergency High Decibel Alarm Present:  Yes  No  Condition:  OK  No  Heard from a Pedestrian Area:  Yes  No

**WET WELL**

Interior of the Wet Well Clean:  Yes  No  Issues Found:  No  Yes  Grease/Mud on Surface:  No  Yes  Water/Mud Accumulation:  No  Yes  Roots/Debris:  No  Yes

Float Switch 1:  OK  No  Float Switch 2:  OK  No  Pump Switch 1:  OK  No  Pump Switch 2:  OK  No

Turn On All Pumps, Drain Lift Station Well & Check MUDER Value for All Pumps:  Yes  No

Is "Blowby" Present:  Yes  No  Was Any Evidence of "Cavitation" Found:  Yes  No  All Pumps Operating Normally:  Yes  No

Guide Rail System Present & in Good Condition:  Yes  No  Comments: \_\_\_\_\_

Hoisting System Present:  Yes  No  Hoist Type: Chain / Cables / Rings / Handles or Other "Hoisting" Mechanism on Pump:  Yes  No

**VALVES**

Valve System Pipe Material: Ductile Iron Schedule 40 H.D.P.E. Valve System Pipe Diameter:  4"

Check Valves & Condition of Check Valves:  OK  No  Material: Plastic  Iron  Type: Forged  Glued  Threaded:  Yes  No

Isolation Valves & Condition of Isolation Valves:  OK  No  Material: Plastic  Iron  Type: Forged  Glued  Threaded:  Yes  No

Repair Port Present:  Yes  No  Diameter:  4"  Connection Type:  Camlock  Iseal  Flange  Male-Thread  Female-Thread:  Yes  No

RECOMMENDATIONS: \_\_\_\_\_

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# Customer Service Report

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For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487069999  
**Service Type:** Inspections  
**Service Date:** 07/09/2025  
**Service Time:** 2:52 PM - 3:19 PM  
**Tech Name:** Memphis Rudisill

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
Energy Charge	1.00	\$25.0000	\$25.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

No system recommendations

## Location Comments

No location comments

## Tech Notes

Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Performed lift station inspection.

**Customer not on site**

X  
Customer Signature



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Generated on : 07/09/2025 02:56 PM



Generated on : 07/09/2025 03:01 PM



Generated on : 07/09/2025 03:04 PM



Generated on : 07/09/2025 03:05 PM

LAWRENCE MAINTENANCE & INSPECTION REPORT

CUSTOMER: LAKE NOKOMIS 1000 HOLLOW HOLLOW RD 37873 WOS: 842-30449

DATE: 7-9-15 TIME: MECHANIC: STATION: 6

CHECKED ON/GOOD AT THIS TIME CAUTION: MAY REQUIRE FUTURE ATTENTION UNSAFE OR REQUIRES IMMEDIATE ATTENTION

**EXTerior**

- Emergency Services Contact Signage Present & Visible: Yes/No If Other Service Provider: \_\_\_\_\_
- Crane Access to Station: Yes/No Vehicles/Other Obstructions Present: Yes/No Vegetation Clear for Safe Crane Operation: Yes/No
- Safety Lock on Fence: Yes/No Combination: 4449 Safety Lock on Wet Well: Yes/No Combination: \_\_\_\_\_
- Safety Lock on Panel: Yes/No Combination: \_\_\_\_\_ Safety Lock on Valve Box: Yes/No Combination: \_\_\_\_\_

**POWER**

- Incoming Voltage to Control Panel: 485 Incoming Main Power Shut Off for Panel Functional: Yes/No
- Pump 1 Amperage: 0.47 Pump 1 Hours: 0.05 Pump 2 Amperage: 0.95 Pump 2 Hours: 0.14
- Condition of Relays: OK Condition of Phase Monitor: OK
- Condition of Fuses: OK Condition of Alternator: OK
- Battery Back Up Present for Emergency Alarm & Beams: Yes/No Condition: OK Voltage: \_\_\_\_\_
- Emergency Flashing Light Beacon Present: Yes/No Condition: OK Reason Visible from a Pedestrian Area: Yes/No
- Emergency High Decibel Alarm Present: Yes/No Condition: OK Heard from a Pedestrian Area: Yes/No

**WET WELL**

- Interior of the Wet Well Clean: Yes/No Issues Found: Grease Mat on Surface Wet Wipe Mass Accumulation: Plastic Products
- Float Switch 1: FAIR Float Switch 2: FAIR Float Switch 3: FAIR Float Switch 4: FAIR
- Turn On All Pumps, Drain Lift Station Well & Check MEGGER Value for All Pumps: \_\_\_\_\_
- Is "Blowby" Present: Yes/No Was Any Evidence of "Cavitation" Found: Yes/No All Pumps Operating Normally: Yes/No
- Guide Rail System Present & In Good Condition: Yes/No Comments: \_\_\_\_\_
- Hoisting System Present: Yes/No Hoist Type: Cables Rings Handles or Other "Hooking" Mechanism on Pumps: Yes/No
- Valve System Pipe Material: Ductile Iron Schedule 80 Schedule 40 H.D.P.E. Valve System Pipe Diameter: 4
- Check Valves & Condition of Check Valves: OK Material: Plastic Iron Type: Flange Glue Threaded
- Isolation Valves & Condition of Isolation Valves: OK Material: Plastic Iron Type: Flange Glue Threaded
- Bypass Port Present: Yes/No Diameter: \_\_\_\_\_ Connection Type: Camlock Bauer Flange Male-Thread Female-Thread

**RECOMMENDATIONS:**

NEVER USE THE WELL NETS CLEANED... MAKE SURE TO ALSO CLEAN FLOATS! THEY'RE COVERED IN GREASE.

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& **ALL FLORIDA SEPTIC**

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Wet Well Clean: Yes/No Issues Found: Grease Mat on Surface Heard from a Pedestrian Area: Yes/No

Float Switch 1: FAIR Float Switch 2: FAIR Float Switch 3: FAIR Float Switch 4: FAIR

Turn On All Pumps, Drain Lift Station Well & Check MEGGER Value for All Pumps: \_\_\_\_\_

Is "Blowby" Present: Yes/No Was Any Evidence of "Cavitation" Found: Yes/No All Pumps Operating Normally: Yes/No

Guide Rail System Present & In Good Condition: Yes/No Comments: \_\_\_\_\_

Hoisting System Present: Yes/No Hoist Type: Cables Rings Handles or Other "Hooking" Mechanism on Pumps: Yes/No

Valve System Pipe Material: Ductile Iron Schedule 80 Schedule 40 H.D.P.E. Valve System Pipe Diameter: 4

Check Valves & Condition of Check Valves: OK Material: Plastic Iron Type: Flange Glue Threaded

Isolation Valves & Condition of Isolation Valves: OK Material: Plastic Iron Type: Flange Glue Threaded

Bypass Port Present: Yes/No Diameter: \_\_\_\_\_ Connection Type: Camlock Bauer Flange Male-Thread Female-Thread

**RECOMMENDATIONS:**

NEVER USE THE WELL NETS CLEANED... MAKE SURE TO ALSO CLEAN FLOATS! THEY'RE COVERED IN GREASE.

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& **ALL FLORIDA SEPTIC**

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# Customer Service Report

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For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487073499  
**Service Type:** Inspections  
**Service Date:** 08/14/2025  
**Service Time:** 12:12 PM - 12:17 PM  
**Tech Name:** Memphis Rudisill

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
Energy Charge	1.00	\$25.0000	\$25.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

No system recommendations

## Location Comments

No location comments

## Tech Notes

Performed a Lift Station inspection. Work performed today included: Came to perform live station inspection. I don't know if they change the lock but regular code does not work. I tried all Florida's code. I tried partial address code. Nothing opens the lock need updated code.

**Customer not on site**

X  
Customer Signature



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# Customer Service Report

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800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487076644  
**Service Type:** Inspections  
**Service Date:** 09/10/2025  
**Service Time:** 11:16 AM - 11:26 AM  
**Tech Name:** Atlas Reeves

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
Energy Charge	1.00	\$25.0000	\$25.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

No system recommendations

## Location Comments

LS code: 0131

## Tech Notes

Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Inspection of wet well and valve box and panel and ran station through a complete cycle to insure the station is working as it should. Technician found both pumps to be pulling around 53 amps.

**Customer not on site**

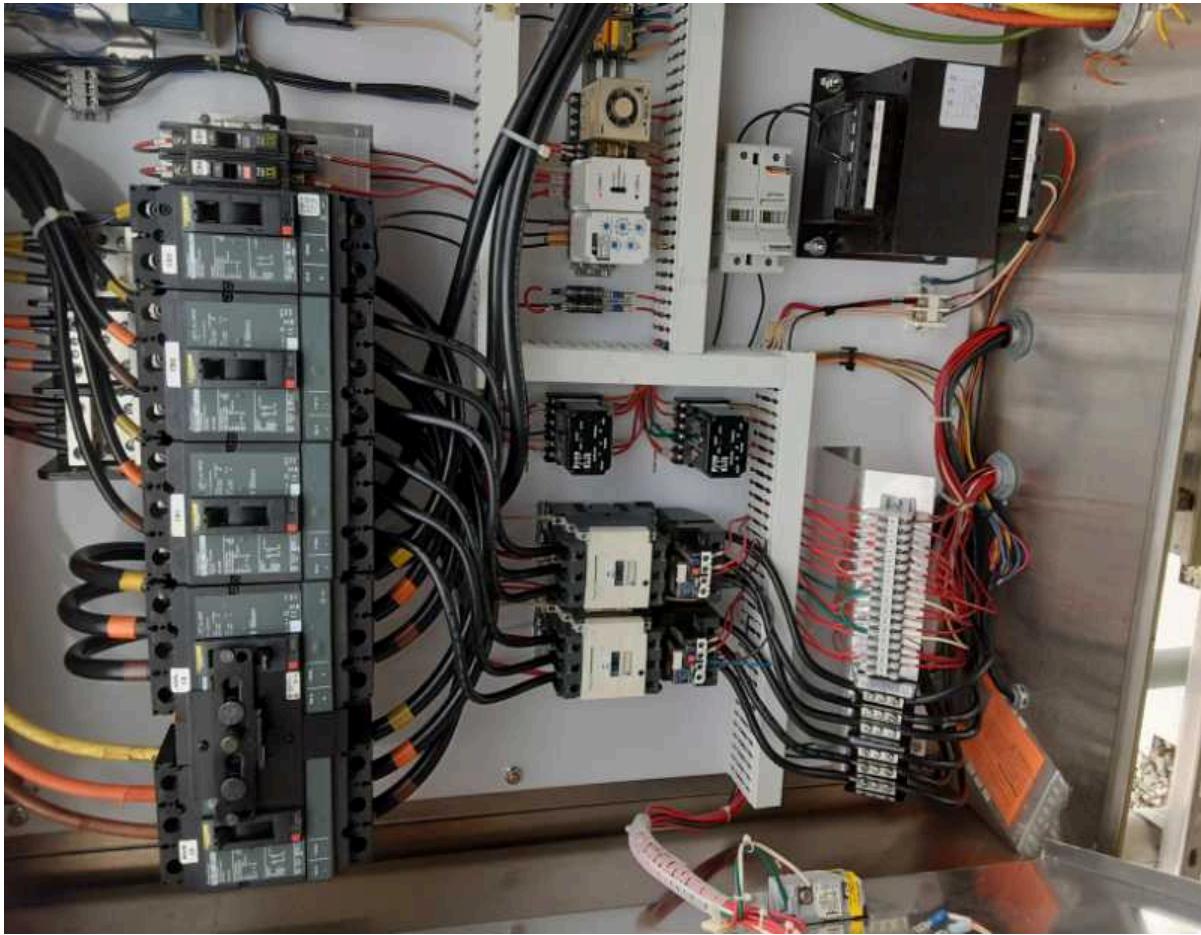
X  
Customer Signature



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Generated on : 09/10/2025 11:19 AM



Generated on : 09/10/2025 11:19 AM



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# Customer Service Report

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For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Invoice

## Service Information

**WO #:** 8487076644  
**Service Type:** Inspections  
**Service Date:** 09/10/2025  
**Service Time:** 11:16 AM - 11:26 AM  
**Tech Name:** Atlas Reeves

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Hesse Road  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

Service Description	Qty	Unit Price	Ext. Price
Inspect-C-Service Call-Lift Station (Eval 1st hour)	1.00	\$150.0000	\$150.00
Energy Charge	1.00	\$25.0000	\$25.00
			Subtotal: \$175.00
			Tax: \$0.00
			Total: \$175.00

## System Recommendations

No system recommendations

## Location Comments

LS code: 0131

## Tech Notes

Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Inspection of wet well and valve box and panel and ran station through a complete cycle to insure the station is working as it should. Technician found both pumps to be pulling around 53 amps.

**Customer not on site**

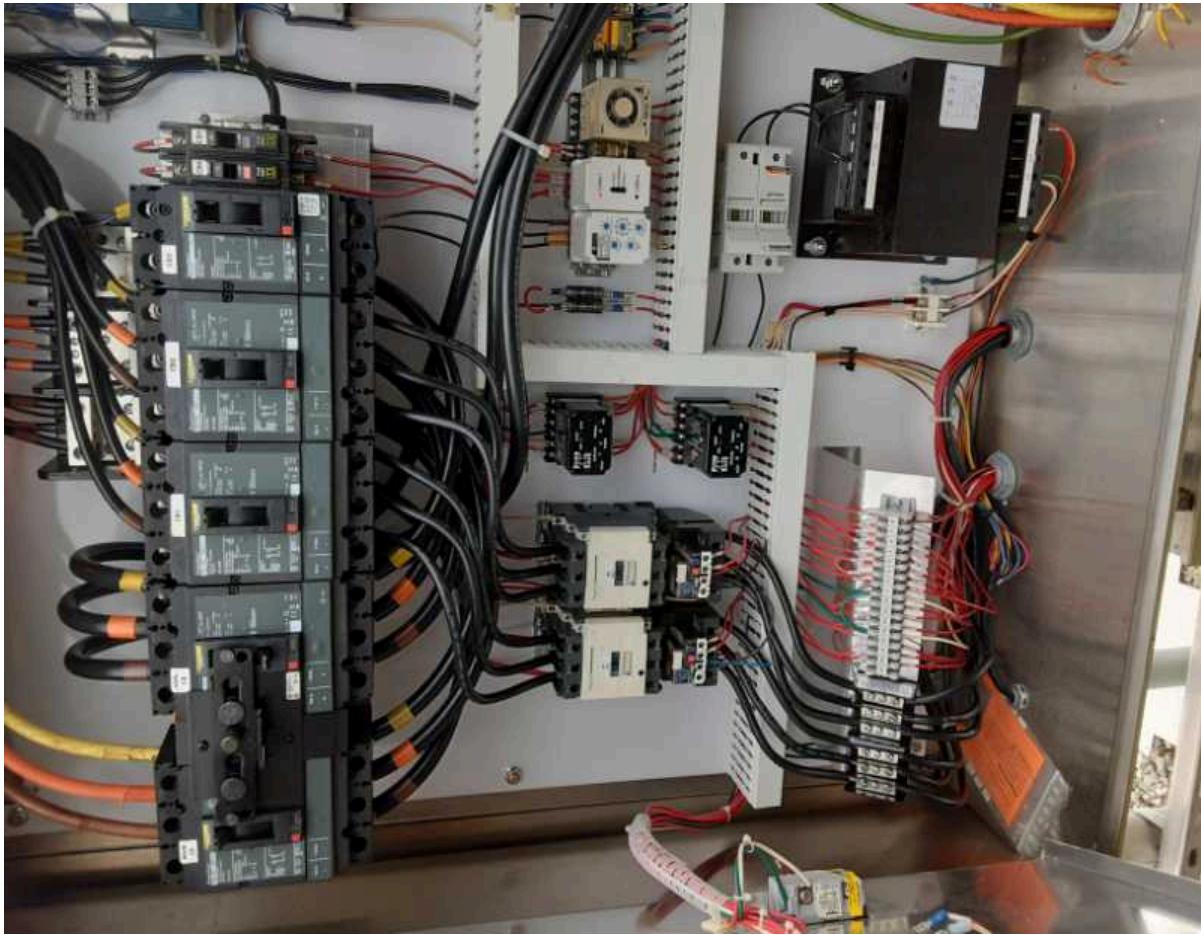
X  
Customer Signature



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# Customer Service Report

We appreciate your business!

For Emergencies Call  
800-499-1682

This is not an invoice.

## Customer Information

**Name:** Poitras East Community District  
**Customer Id:** 2643477  
**Email:** LaneA@pfm.com  
**Phone:** 407-723-5925  
**Payment Type:** Check

## Service Information

**WO #:** 8487091343  
**Service Type:** Repairs  
**Service Date:** 09/26/2025  
**Service Time:** 2:18 PM - 2:28 PM  
**Tech Name:** Atlas Reeves

## Location Information

**Site Name:** LS - Lake Nona  
Greenwood  
**Address:**  
14068 Progression Way  
Orlando, FL 32827  
**Name:** Jeff/OFC  
**Email:** LaneA@pfm.com  
jjnewton@dwma.com  
**Phone:** 407-644-4068

## Service Description

## Qty

## Unit Price

## Ext. Price

Repair-C-Lift Station	1.00	\$0.0000	\$0.00
		Subtotal:	\$0.00
		Tax:	\$0.00
		Total:	\$0.00

## System Recommendations

No system recommendations

## Location Comments

LS code: 0131

## Tech Notes

Cover was accessed and properly secured. Work performed today included: Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Inspection of wet well and valve box and panel and ran station through a complete cycle to insure the station is working as it should. Technician found both pumps to be pulling around 50 amps. Technician recommending float switches be replaced due to the age and condition of float switches. Technician recommending alarm battery backup be replaced due to low voltage.

**Customer not on site**

X

Customer Signature



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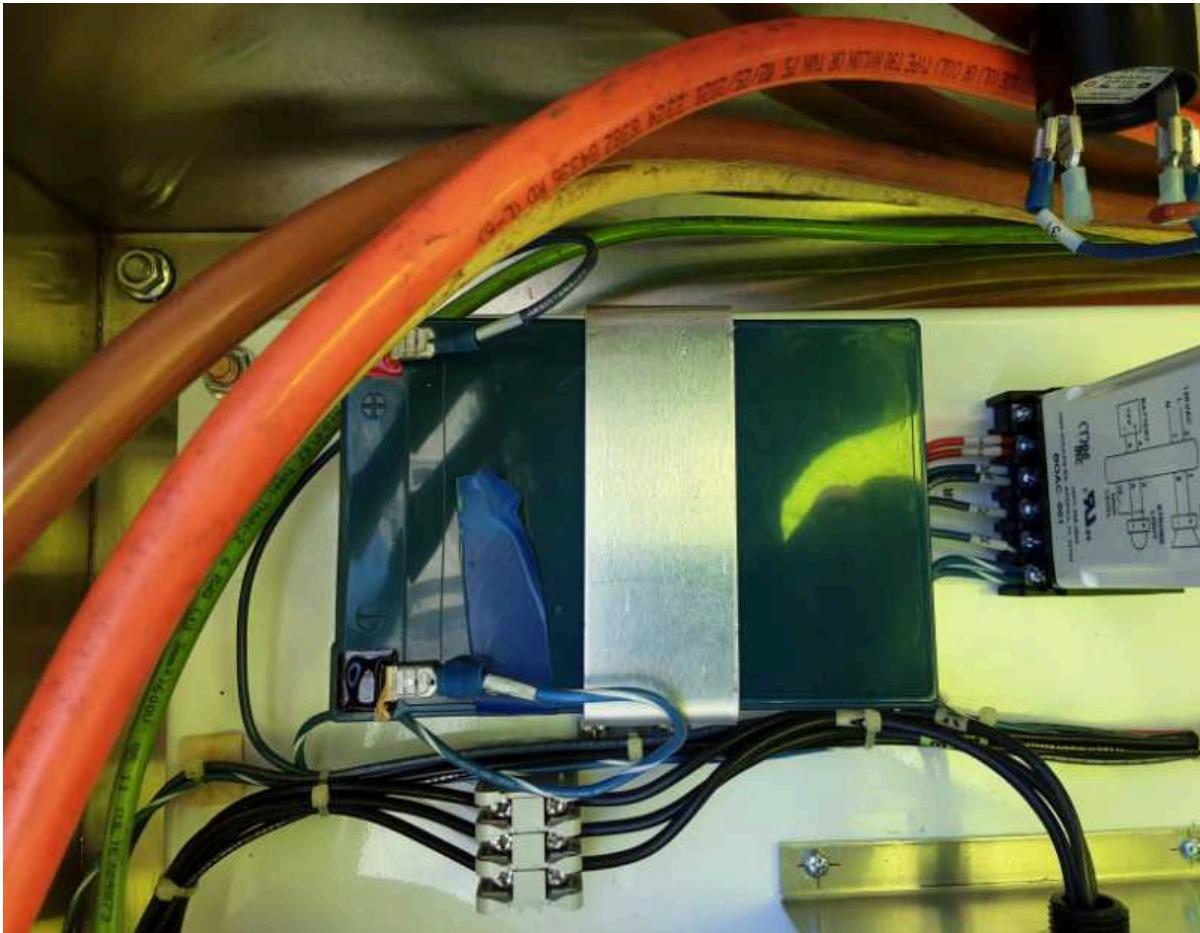
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# Poitras East Community Development District

**Operation and Maintenance Expenditures Paid in  
November 2025 in an amount totaling \$41,257.70**  
*(provided under separate cover)*



# Poitras East Community Development District

**Operation and Maintenance Expenditures Paid in  
December 2025 in an amount totaling \$17,284.69**  
*(provided under separate cover)*



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# Poitras East Community Development District

**Series 2025 Requisition Nos. 2 – 3 Paid in  
November 2025 in an amount totaling \$425,139.51**  
*(provided under separate cover)*



# Poitras East Community Development District

**Series 2025 Requisition No. 4 Paid in  
December 2025 in an amount totaling \$17,976.74**  
*(provided under separate cover)*



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# Poitras East Community Development District

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

## RECOMMENDATION FOR WORK AUTHORIZATION / PROPOSED SERVICES

**DATE:**

December 10<sup>th</sup>, 2025

**TO:** Poitras East CDD**PROJECT NAME**

Centerline Drive Segment H1

**BY:** Daniel J Young

Digital signature of Daniel J Young  
DN: C=US,  
E=dani.young@tavistock.com,  
O=Tavistock-Development  
Company, CN=Daniel J Young  
Date: 2025.12.10 13:06:38-05'00'

Dan Young, Chairman  
PECDD Construction Committee

**DESCRIPTION****YES****NO**

Is work pursuant to an existing agreement?	X	
Name of Agreement?		
Project included in District Capital Improvement Plan?	X	
Are services required contemplated in Capital Improvement Plan?	X	
Is this a continuation of previously authorized work?	X	
Proposal attached?	X	
Form of Agreement Utilized? <b>Proposal</b>		
Amount of Services? <b>\$21,800</b>		
Recommendation to Approve?	X	

CC: JENNIFER WALDEN, TUCKER MACKIE, JEFFREY NEWTON, LYNNE MULLINS

December 9, 2025

**Poitras East Community Development District**

3501 Quadrangle Boulevard  
Suite 270  
Orlando, FL 32817

Re: Centerline Drive Segment H1  
McIntosh Job No. 23584 (040-042)

McIntosh Associates (“McIntosh”) is pleased to submit for your consideration this Additional Services Agreement to provide professional surveying services to Poitras East Community Development District (“CLIENT”) for Centerline Drive Segment H1 (“Project”) for the re-plat of this phase to satisfy to the City of Orlando right-of-way dedication process as detailed in the scope of work. McIntosh agrees to provide the following Additional Services for the itemized fees and expenses set forth below, subject to this Additional Services Agreement which supplements our work authorization for the referenced project dated July 12, 2023 (“Original Work Authorization”), as follows:

**I. Scope of Services**

**PART I - PROFESSIONAL SURVEYING & MAPPING**

- A. **BOUNDARY SURVEY FOR FINAL PLAT** - Preparation of the required site boundary survey for the final plat submittal in accordance with applicable State of Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17.05, Florida Administrative Code, per Section 472.027, Florida Statutes. Utility and site improvement locations will be limited to visible surface features only. If topographic information is required by the City of Orlando, an additional work authorization will be required.
- B. **FINAL PLAT PREPARATION** – Preparation and submittal to the City of Orlando of one (1) record plat for the entire site (1 tract) for recording complete with installation of PRM’s, PCPs (one time only) as required by state and local regulation(s); includes submittal of supporting documents prepared by others. If, during the preparation process, additional phases or revisions are required due to CLIENT changes, any related Additional Services will be authorized under a separate agreement.
- C. **FINAL PLAT PROCESSING** - Process one (1) final plat through the City of Orlando; includes the review of plat review comment letters from the jurisdictional agency and the preparation of letters in response to the reviews, coordinating the changes and requests for information with the CLIENT and CLIENT’s attorney, the preparation and resubmittal of the revised plats and documents and attendance at meetings if requested by CLIENT.

## **FEE SCHEDULE**

<b>Contract Item</b>	<b>Billing Item</b>	<b>Description</b>	<b>Fee</b>
<b>Part I - Professional Surveying &amp; Mapping</b>			
A.	040	Boundary Survey for Final Plat	\$9,300.00
B.	041	Final Plat Preparation	7,500.00
C.	042	Final Plat Processing	5,000.00
			<b>Total</b> <b>21,800.00</b>

## **II. Compensation**

CLIENT shall pay McIntosh for services at the quoted lump sum amount and direct costs established pursuant to the Contract.

This Additional Services Agreement, together with the Original Work Authorization and the Contract, represent the entire understanding between Poitras East Community Development District and McIntosh Associates (Consultant) with regards to the referenced Work Authorization.

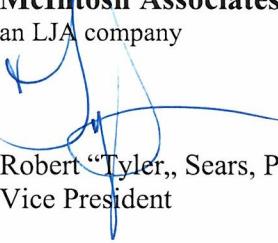
If you wish to accept this Additional Services Agreement, please sign where indicated and return a complete copy to our office (executed electronic scanned copies are acceptable). Upon receipt, we will promptly schedule our services.

We appreciate your confidence in McIntosh Associates, and look forward to continuing to serve you. Please contact the undersigned with any questions or clarification.

Sincerely,

**McIntosh Associates**

an LJA company

  
Robert "Tyler" Sears, PSM  
Vice President

RTS/mgt

**Poitras East Community Development District**

*Centerline Drive Segment H1*

*McIntosh Job No. 23584 (040-042)*

*December 9, 2025*

*Page 3 of 3*

APPROVED AND ACCEPTED

By: \_\_\_\_\_



Authorized Representative of

Poitras East Community Development District

Date: December 15, 2025

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL  
EMPLOYEE OR AGENT OF MCINTOSH ASSOCIATES MAY NOT  
BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

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## RECOMMENDATION FOR WORK AUTHORIZATION / PROPOSED SERVICES

**DATE:**  
January 13th, 2026

**TO:** Poitras East CDD

**PROJECT NAME**  
Luminary Blvd. / Jim Branch Creek Crossing

**BY:**   
Dan Young, Chairman  
PECDD Construction Committee

<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>
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Is work pursuant to an existing agreement?	X	
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Name of Agreement?		
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Project included in District Capital Improvement Plan?	X	
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Are services required contemplated in Capital Improvement Plan?	X	
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Is this a continuation of previously authorized work?	X	
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Proposal attached?	X	
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Form of Agreement Utilized? <b>Proposal</b>		
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Amount of Services? <b>\$76,000</b>		
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Recommendation to Approve?	X	
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CC: JENNIFER WALDEN, TUCKER MACKIE, JEFFREY NEWTON, LYNNE MULLINS

January 9, 2026

**Poitras East Community Development District**

3501 Quadrangle Boulevard  
Suite 270  
Orlando, FL 32817

Re: Luminary Boulevard Extension & Jim Branch Creek Crossing  
McIntosh Job No. 23541 (017-019)

McIntosh Associates (“McIntosh”) is pleased to submit for your consideration this Additional Services Agreement to provide construction phase services to the Poitras East Community Development District (“CLIENT”) for Luminary Boulevard Extension & Jim Branch Creek Crossing (“Project”). The scope of this proposal includes Services related to CLIENT’s development of ±1,300-foot extension of Luminary Boulevard westbound from the existing roundabout located at Centerline Drive, crossing over Jim Branch Creek, terminating just west of the creek. McIntosh agrees to provide the Additional Services for the itemized fees and expenses set forth below, subject to this Additional Services Agreement which supplements our work authorization for the referenced project dated August 28, 2023 (“Original Work Authorization”).

**PART I – CONSTRUCTION PHASE SERVICES**

The following scope of Construction Phase Services includes primarily those services necessary for final project certifications. Services beyond those listed may be provided as Additional Services under a separate Agreement. The scope of construction phase services listed below assumes a construction schedule of twelve (12) months. Should the construction schedule exceed the assumed duration or should the construction project or required certifications be phased, Additional Services may be required for certain items within the scope of services. This scope specifically excludes as-built surveys of constructed improvements (e.g., roads, utilities, stormwater facilities, grading, etc.). It is assumed that CLIENT’s contractor will provide certified as-built surveys prepared by a Florida-licensed surveyor for McIntosh’s use and reliance in preparing project certifications and record drawings.

**A. PRECONSTRUCTION SERVICES** – The following Services shall be provided as related to construction commencement:

- Coordination and attendance of project preconstruction conferences with Orange County Utilities and the City of Orlando.
- Review (one time) shop drawing information (limited to review for general conformance with the design intent and with information given in construction documents prepared by McIntosh). Detailed geometric review along with means, methods, techniques, sequences or procedures of construction, and all safety precautions are not included and remain Contractor's responsibility.

**Poitras East Community Development District**

*Luminary Boulevard Extension & Jim Branch Creek Crossing*

*McIntosh Job No. 23541 (017-019)*

*January 9, 2026*

*Page 2 of 4*

**B. CONSTRUCTION SERVICES** – The following Services shall be provided on an ongoing basis throughout Project construction for the assumed duration of construction noted above:

- Review and approval of contractor payment requests for construction related to McIntosh designs and pertinent site observations, with one (1) visit per month for the assumed Project duration.
- Make site visits for periodic observation of water, sanitary sewer, and drainage system materials and construction for the specific purpose of providing certifications listed below. Visits are to be at the sole discretion of McIntosh based on contractor's submitted construction schedule for various elements. Schedule to be required and kept current by contractor. Visits exceeding an average of two (2) visits per month (independent of those associated with contractor pay requests) shall be considered Additional Services and will be authorized under a separate agreement.
- Review and assistance with up to five (5) Contractor Requests for Change Order (RCO).
- Review and assistance with up to five (5) Contractor Requests for Information (RFI) related to McIntosh designs. RFIs related to the designs of other consultants shall be routed by McIntosh to the appropriate consultant for review and response.
- Participate in biweekly construction progress meetings with contractor and owner to review construction activity and assist with construction issues, assuming 50% of the meetings will be on-site and 50% will be virtual/telephonic.

Construction Services listed herein are observational in nature and intended to support the CLIENT's management and administration of the construction Project. The Services listed herein do not include resident project representation, management or direction of contractor activities, testing of materials or installation (unless otherwise stated herein), string-lining of pavement base course, and similar activities, some of which may be provided by McIntosh as Additional Services.

**C. CONSTRUCTION CLOSE-OUT ASSISTANCE** – The following Services shall be provided as related construction Project and permit close-out:

- Review (one time) of contractor as-built surveys, asset tables, and deflection tables for compliance with Municipality criteria and preparation of "Record Drawings" from contractor furnished data.
- Provide FDEP standard form certification of completion/substantial compliance for potable water and sanitary sewer permits (one certification each). Contractor to provide information, testing, and/or coordination with the engineer of record as follows:
  - Water system pressure test
  - Water system bacteriological testing and reports
  - Sanitary sewer system leakage testing/lamping/ televising
  - Sanitary sewer force main pressure test (as applicable)
  - Sanitary sewer lift station startup report (as applicable)
  - As-built surveys (and related as-built utility asset and pipe deflection tables) signed and sealed by registered surveyor retained by CLIENT's contractor.
- Provide one (1) certification as required by the South Florida Water Management District permit conditions. Contractor's as-built surveys must be furnished to McIntosh. If a substantial deviation exists between approved plans and Contractor's as-built surveys, an

additional as-built survey by McIntosh may be required, which will be authorized under a separate agreement.

- Provide final project certification to the City of Orlando.

#### **FEE SCHEDULE**

<b>Part I – Construction Phase Services</b>			
A.	017	Preconstruction Services	\$17,000.00
B.	018	Construction Services	42,000.00
C.	019	Contractor Close-out Assistance	17,000.00
<b>TOTAL</b>			<b>\$76,000.00</b>

#### **PAYMENT OF FEES & REIMBURSABLE EXPENSES**

CLIENT shall pay McIntosh for Services such fixed fees as are indicated above next to each specific item of Basic Services and as may be charged from time to time in connection with Additional Services plus all Reimbursable Expenses. Reimbursable Expenses shall include all identifiable out of pocket expenses billed at a multiplier of 1.0 (excluding agency fees, project co-consultant fees, travel outside a 50-mile radius of the McIntosh offices and bid sets).

Progress payments shall be made based upon billings every four to five weeks, which shall be based upon the percentage of completion in each progress billing for fixed fees, plus Reimbursable Expenses.

This work authorization, including all terms, conditions, and fees outlined herein, shall remain valid for CLIENT acceptance for a period of sixty (60) days from the date of execution by McIntosh. If not accepted and executed by CLIENT within such time period, this proposal shall become null and void.

We are prepared to begin work on your Project as soon as we have received an executed copy of this Agreement (executed electronic scanned copies are acceptable).

We appreciate your confidence in McIntosh Associates, and look forward to continuing to serve you. Please contact the undersigned with any questions or clarification.

Sincerely,  
**McIntosh Associates**  
an LJA company



Tarek Fahmy, PE, CGC  
Vice President/Director of Construction Services

**Poitras East Community Development District**  
Luminary Boulevard Extension & Jim Branch Creek Crossing  
McIntosh Job No. 23541 (017-019)  
January 9, 2026  
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ACCEPTANCE OF CONTRACT BY:

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[Signature]

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[Date]

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[Name and Title]

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[Company]

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL  
EMPLOYEE OR AGENT OF MCINTOSH ASSOCIATES MAY NOT  
BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.



# Poitras East Community Development District

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