

Poitras East Community Development District

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

<http://poitraseastcdd.com/>

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



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	(via phone)
Lynne Mullins	PFM	(via phone)
Bob Schanck	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	(via phone)
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.

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 1st.

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.

Secretary / Assistant Secretary

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 COUNTY 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.



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 20th day of JANUARY 2026.

ATTEST:

**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

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



Postras 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, Selten 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, Selten 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. 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 pfmcd.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, 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.

Postras East Community Development District

Jennifer Walden, District Manager

Run Date(s): Sunday, _____, 2026 and Sunday, _____, 2026

Postras 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)



Postras 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

Postras East Community Development District

September 30, 2025

Introduction

In accordance with Postras 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

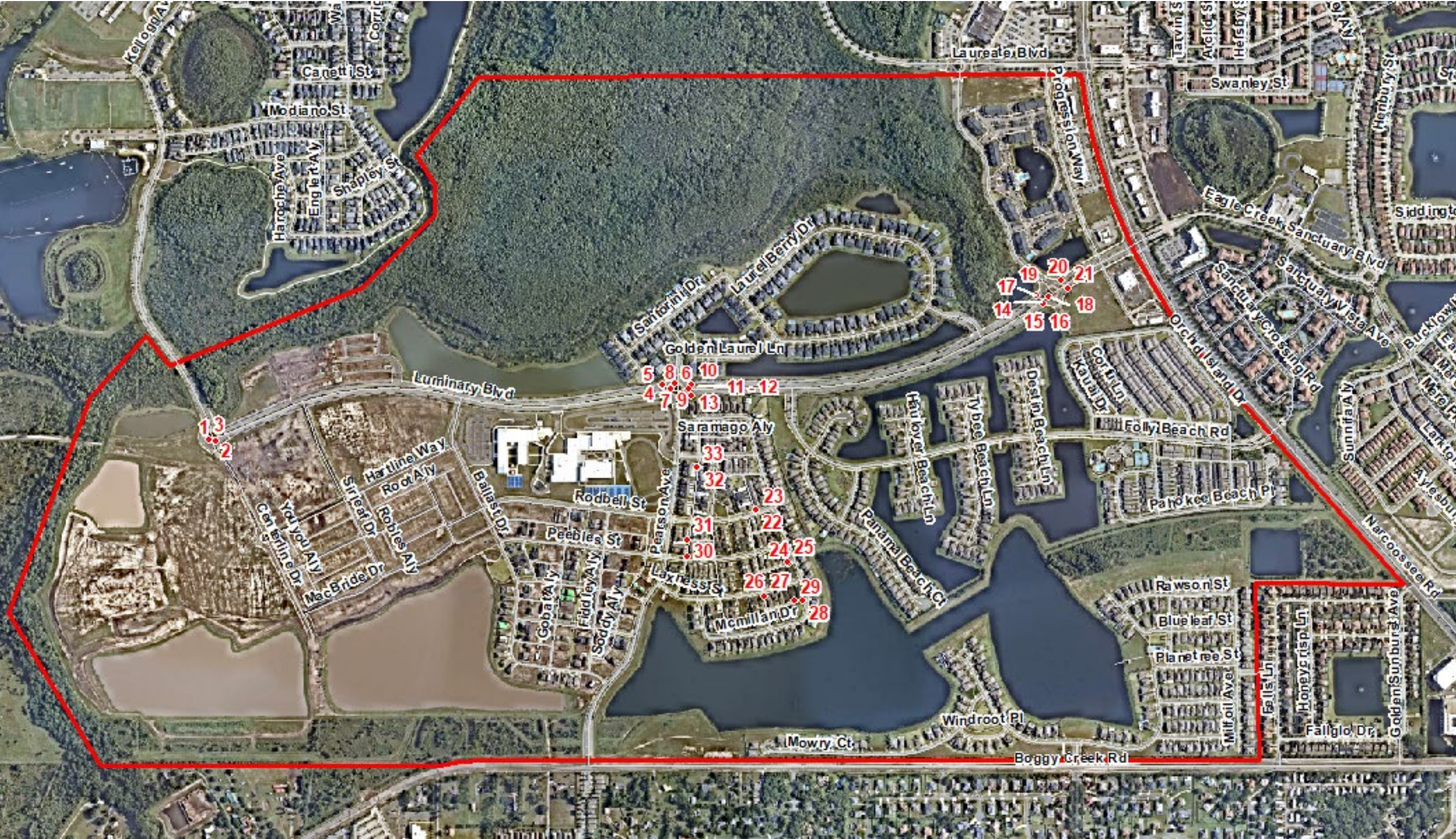
The annual inspection of the Poitras East Improvement District's infrastructure and related systems has been completed in accordance with District requirements. This inspection fulfills the objective of ensuring that at least one comprehensive review of District assets is conducted and documented each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



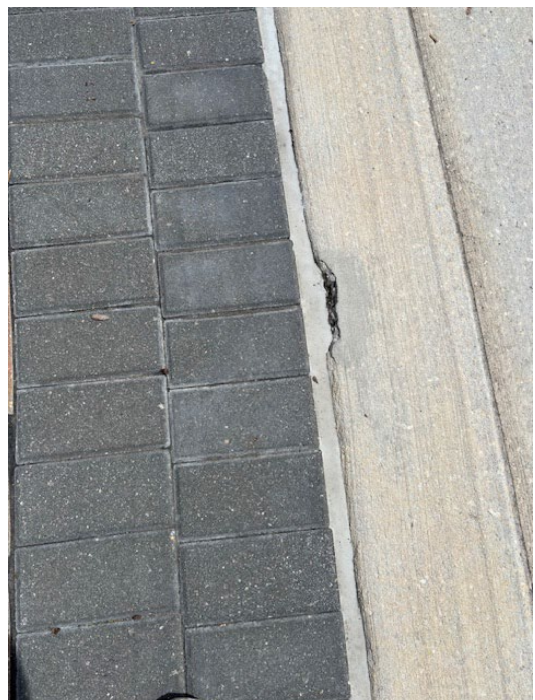
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT PHOTO KEY MAP



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

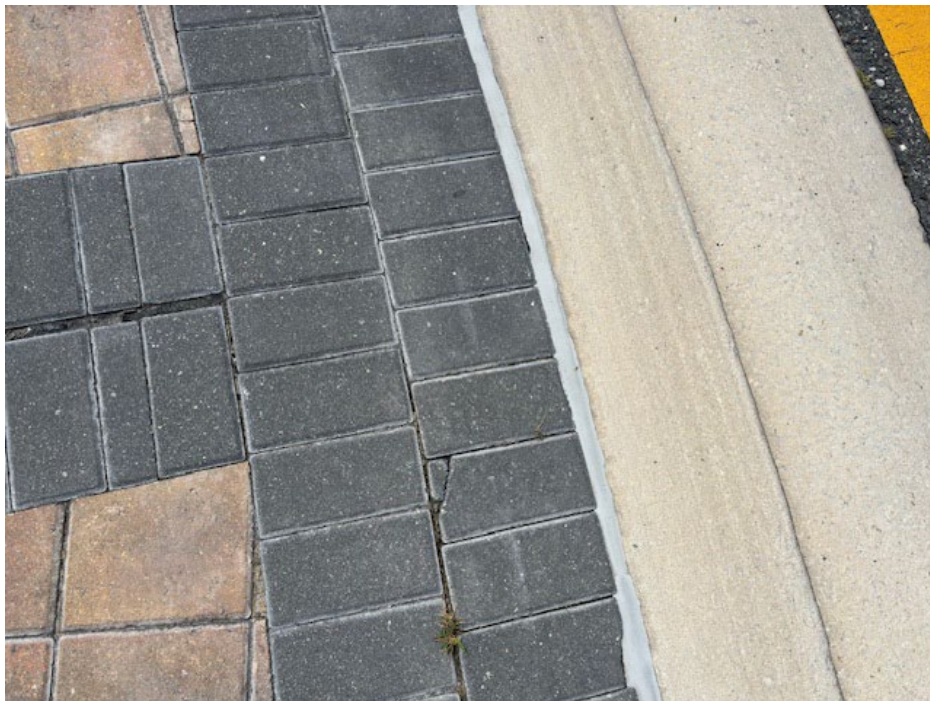


Photo 7 - Broken Concrete Pavers on Truck Apron



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



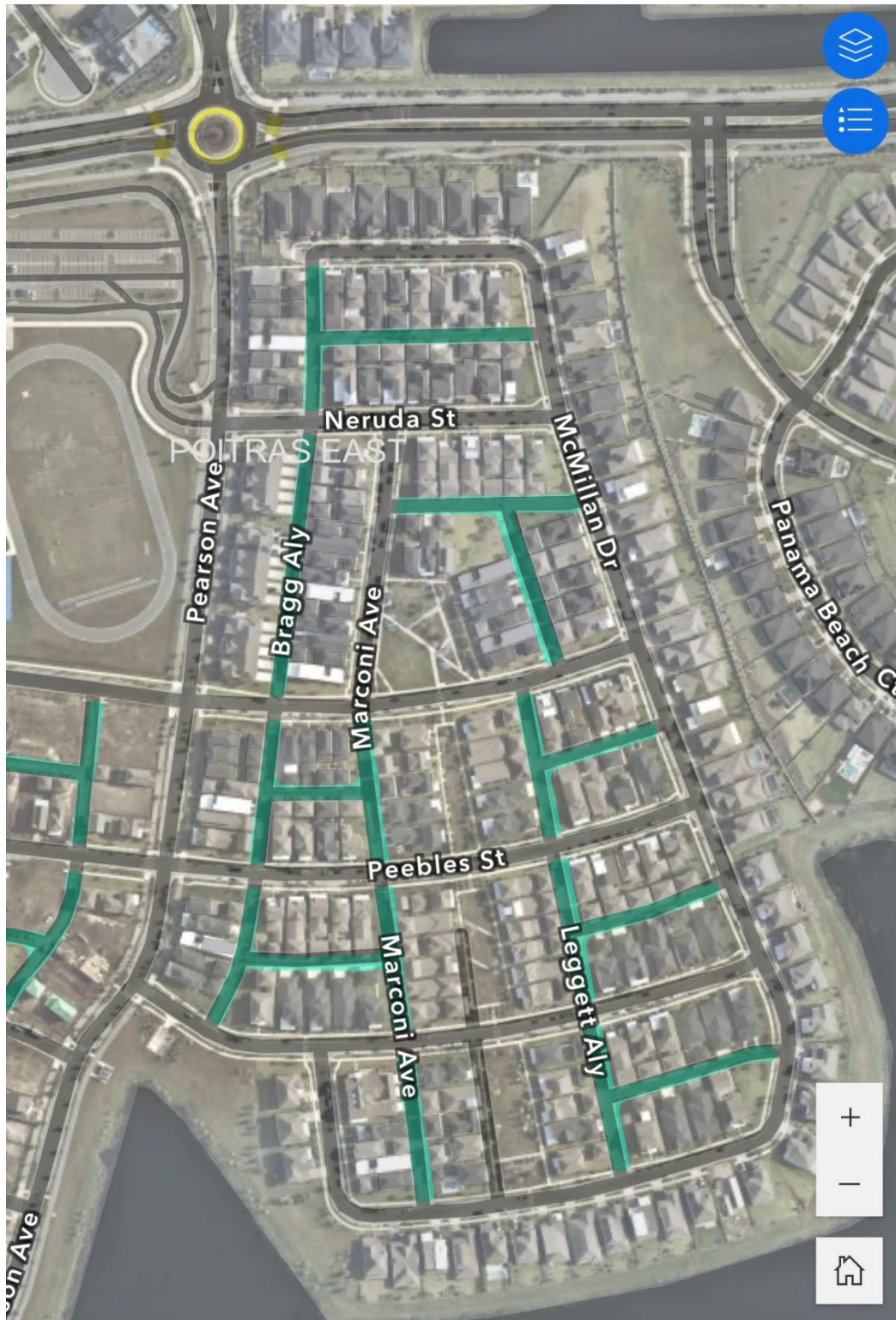
Photo 19 - Deteriorating Thermoplastic and Worn Coloration



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

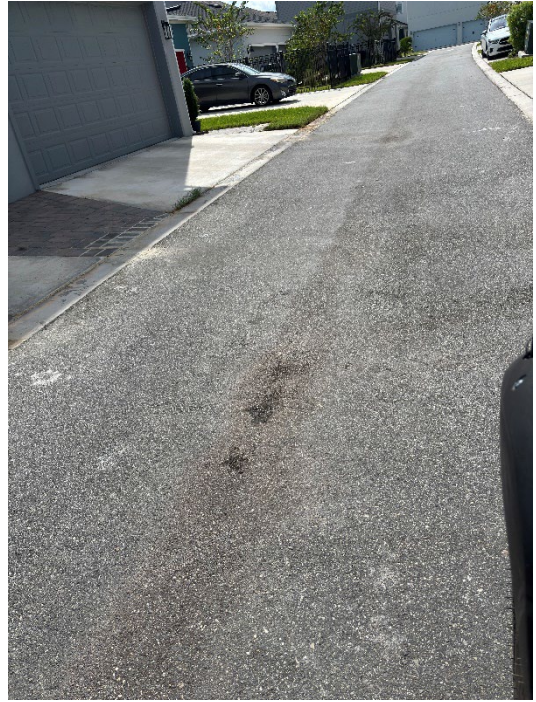


Photo 29 - Laggett Alley–Asphalt Damage



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 Since: 2023

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:	Oct 10/29/2024 12:00 AM	Frequency:	
Service Type:	Lift Station	Previous Service:	09/25/2024
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

<input type="checkbox"/> System Normal	Keep your system healthy by following these 3 steps: <ul style="list-style-type: none">• Regular Service• Use WRE Septic System Treatment• Use a Filter	<div>Schedule Now for Service November 2024 Call 407-957-5558</div> <div>Payment Detail: Invoice Net 45</div> <div>Customer not on site</div> <div>X Customer Signature</div>
<input type="checkbox"/> Excessive Solids	Use WRE Septic System Treatment	
<input type="checkbox"/> Heavy Sludge	Use WRE Septic System Treatment	
<input type="checkbox"/> Tee Missing/Broken	Repair/Replace Tee	
<input type="checkbox"/> High Liquid Level	Possible system failure. Call for evaluation or customer cleaning.	
<input type="checkbox"/> Distribution Box Issue	See notes below for details.	

Technician: Shane Wilson Arrived at: 3:53 PM Left at: 4:11 PM

Tech Notes:
Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Inspection. None.



A Wind River Environmental Company

THIS IS NOT AN INVOICE.

DATE: 10/29/24 TIME: 3:55 LOCATION: [illegible]
 CUSTOMER: [illegible] PROJECT: [illegible]

SAFETY
 Emergency Services Contact (Signal Present & Within 500 Yds) ☒ If Other Contact Location: _____
 Shock Arcing to Station ☒ Arcs/Other Hazardous Present ☒ Isolation Plan for Safe Work Completion ☒
 Safety Lock on Power ☒ Lock Combination: 4449 Safety Lock on Main Box ☒ Combination: _____
 Safety Lock on Panel ☒ Lock Combination: _____ Safety Lock on Drive Box ☒ Combination: _____

POWER
 Incoming Voltage to Control Panel: 487 Incoming Main Power Shut Off for Panel Functionality ☒
 Pump 1 Amperage: 52.4 Pump 1 Hours: 430 Pump 2 Amperage: 57.3 Pump 2 Hours: 644
 Condition of Belays ☒ Condition of Phase Monitor ☒
 Condition of Fuses ☒ Condition of Alternator ☒
 Battery Back Up Present for Emergency Alarm & Beacon ☒ Condition: ☒ Voltage: 13.4
 Emergency Flashing Light Beacon Present ☒ No Condition: ☒ Beacon Visible from a Pedestrian Area ☒ No
 Emergency High Decibel Alarm Present ☒ No Condition: ☒ Heard from a Pedestrian Area ☒ No

WET WELLS
 Interior of the Wet Well Clean: ☒ No Issues Found: ☒ Greasy Mat on Surface: ☒ Wet Well Water Accumulation: ☒ Spills/Pollution: ☒
 Float Switch 1: ☒ Float Switch 2: ☒ Float Switch 3: ☒ Float Switch 4: ☒
 Turn On All Pumps, Drain UR 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: ☒ No
 Guide Rail System Present & in Good Condition: ☒ Yes ☒ No Comments: _____
 Hoisting System Present ☒ Yes ☒ No Hoist Type: ☒ Chain ☒ Cable ☒ Rings ☒ Handles or Other "Hooking" Mechanism on Pumps: ☒ Yes ☒ No

VALVES
 Valve System Pipe Material: ☒ Ductile Iron ☒ Schedule 40 ☒ Schedule 40 M.D.P.E. Valve System Pipe Diameter: 4"
 Check Valves & Condition of Check Valves: ☒ Material: ☒ Plastic ☒ Iron Type: ☒ Flange ☒ Glue Threaded
 Isolation Valves & Condition of Isolation Valves: ☒ Material: ☒ Plastic ☒ Iron Type: ☒ Flange ☒ Glue Threaded
 Bypass Port Present: ☒ Yes ☒ No Diameter: 4" Connection Type: ☒ Camlock ☒ Bolt ☒ Flange ☒ Main Thread ☒ Female Thread

("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



["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 Since: 2023

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

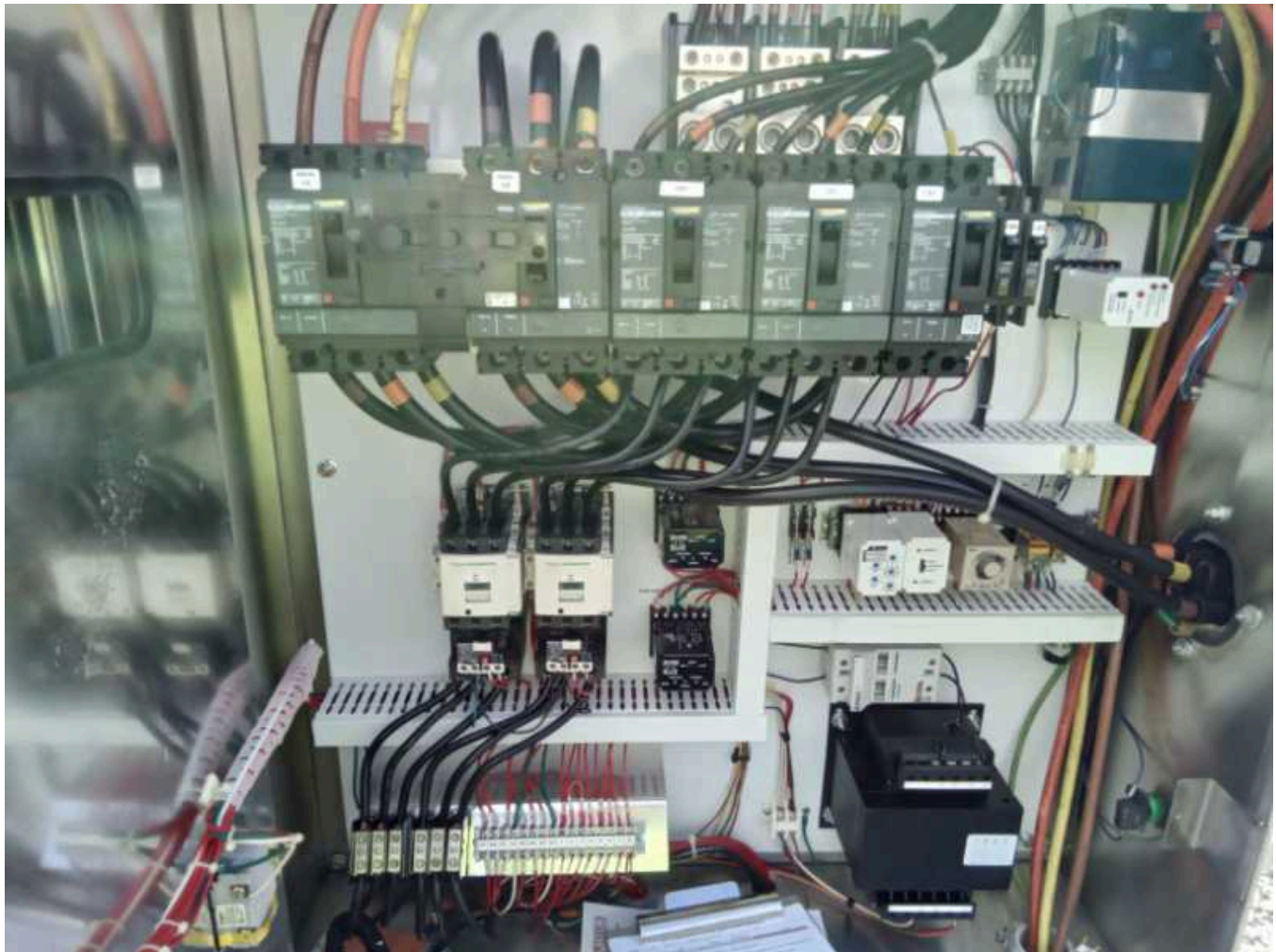
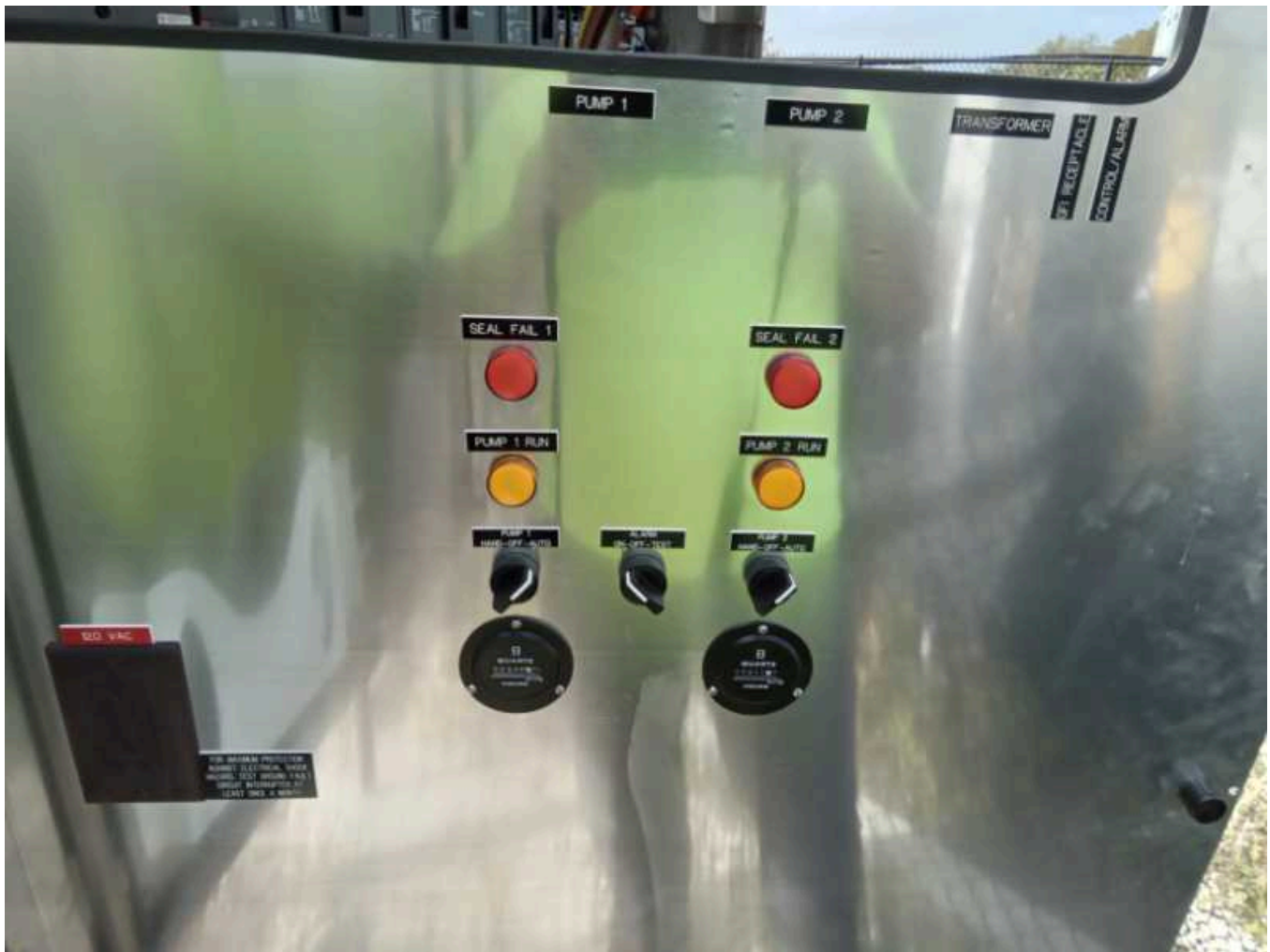
<input type="checkbox"/> System Normal	Keep your system healthy by following these 3 steps: <ul style="list-style-type: none">• Regular Service• Use WRE Septic System Treatment• Use a Filter	<div>Schedule Now for Service December 2024 Call 407-957-5558</div> <div>Payment Detail: Invoice Net 45</div> <div>Customer not on site</div> <div>X Customer Signature</div>
<input type="checkbox"/> Excessive Solids	Use WRE Septic System Treatment	
<input type="checkbox"/> Heavy Sludge	Use WRE Septic System Treatment	
<input type="checkbox"/> Tee Missing/Broken	Repair/Replace Tee	
<input type="checkbox"/> High Liquid Level	Possible system failure. Call for evaluation or customer cleaning.	
<input type="checkbox"/> Distribution Box Issue	See notes below for details.	

Technician: Rocky Reeves Sr Arrived at: 9:44 AM Left at: 10:01 AM

Tech Notes:
Performed a Lift Station inspection. Work performed today included: Inspection of wet well and valve box and panel. Ran station through a complete cycle to insure the station is working as it should. None.



THIS IS NOT AN INVOICE.





LIFT STATION PREVENTATIVE MAINTENANCE & INSPECTION REPORT

CUSTOMER: Lake Nona Greenwood DATE: 11-5-24 TIME: _____ MECHANIC: Rockey STATION #: _____

EXTENSION: _____ CHECKED ON/GOOD AT THIS TIME: _____ CAUTION - MAY REQUIRE FUTURE ATTENTION **URGENT - REQUIRES IMMEDIATE ATTENTION**

☒ Emergency Services Contacted (Signage Present & Visible) ☒ No ☐ If Other Service Provider: _____

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

☒ Safety Lock on Fence: Yes ☒ No Combination: 4949 Safety Lock on Wet Well: Yes ☒ No Combination: _____

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

PANEL: _____ Incoming Voltage to Control Panel: 486 Incoming Main Power Shut Off for Panel Function: Yes ☒ No

☒ Pump 1 Amperage: 50 Pump 1 Hours: 6336 Pump 2 Amperage: 55 Pump 2 Hours: 651

☒ Condition of Relays: OK Condition of Phase Monitor: OK

☒ Condition of Fuses: OK Condition of Alternator: OK Voltage: _____

☒ Battery Back Up Present for Emergency Alarm & Beacon: Yes ☒ No Condition: _____

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

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

☒ Interior of the Wet Well Clean: Yes ☒ No 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 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: Yes ☒ No In Good Condition: Yes ☒ No Comments: _____

☒ Noisiting System Present: Yes ☒ No Hoiat Type: Chains 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: 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 ☒ No Diameter: 4" Connection Type: Camlock/Bauer Flange: Male-Thread Female-Thread

RECOMMENDATIONS: _____

BROWNIE'S SEPTIC & PLUMBING **ALL-FLORIDA SEPTIC**

Station is running as it should





A Wind River Environmental Company

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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 #: 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	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

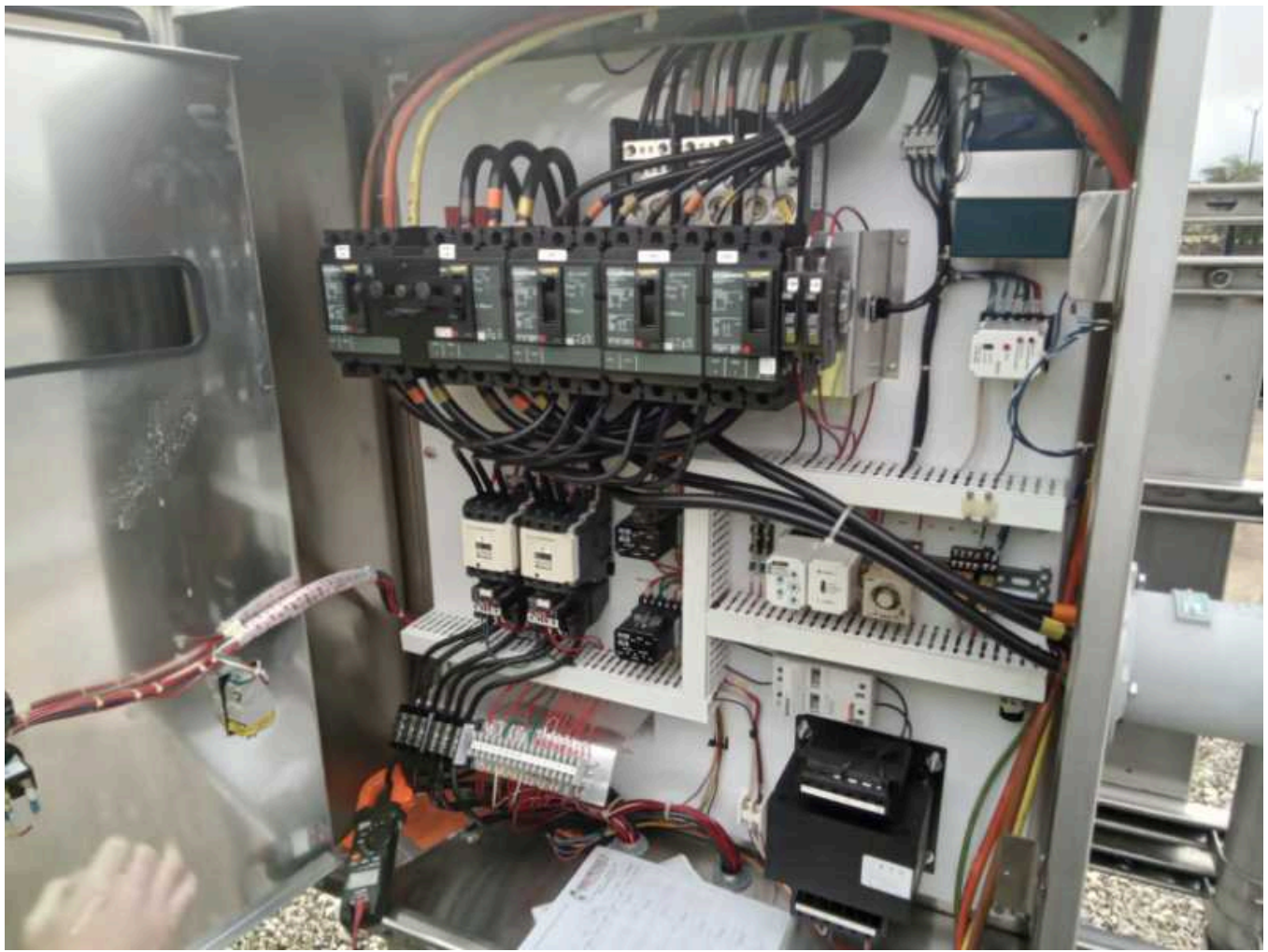
Cover was accessed and properly secured. Performed a Lift Station inspection. Work performed today included: Performed monthly maintenance Pump 1 amps 49 Pump 2 amps 52 Control panel ok Control floats ok Wet well ok.

Customer not on site

X

Customer Signature







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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 #: 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	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

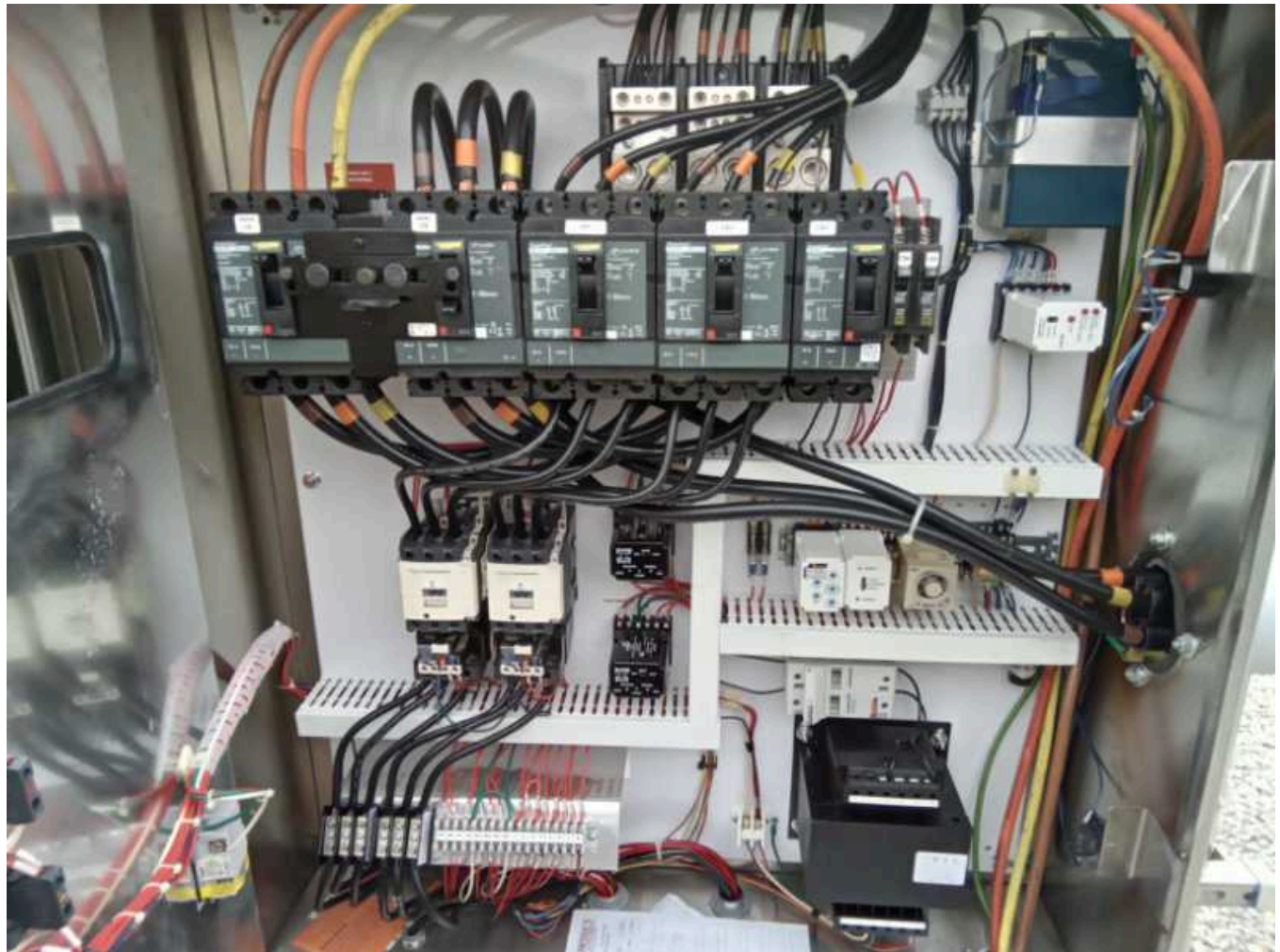
Tech Notes

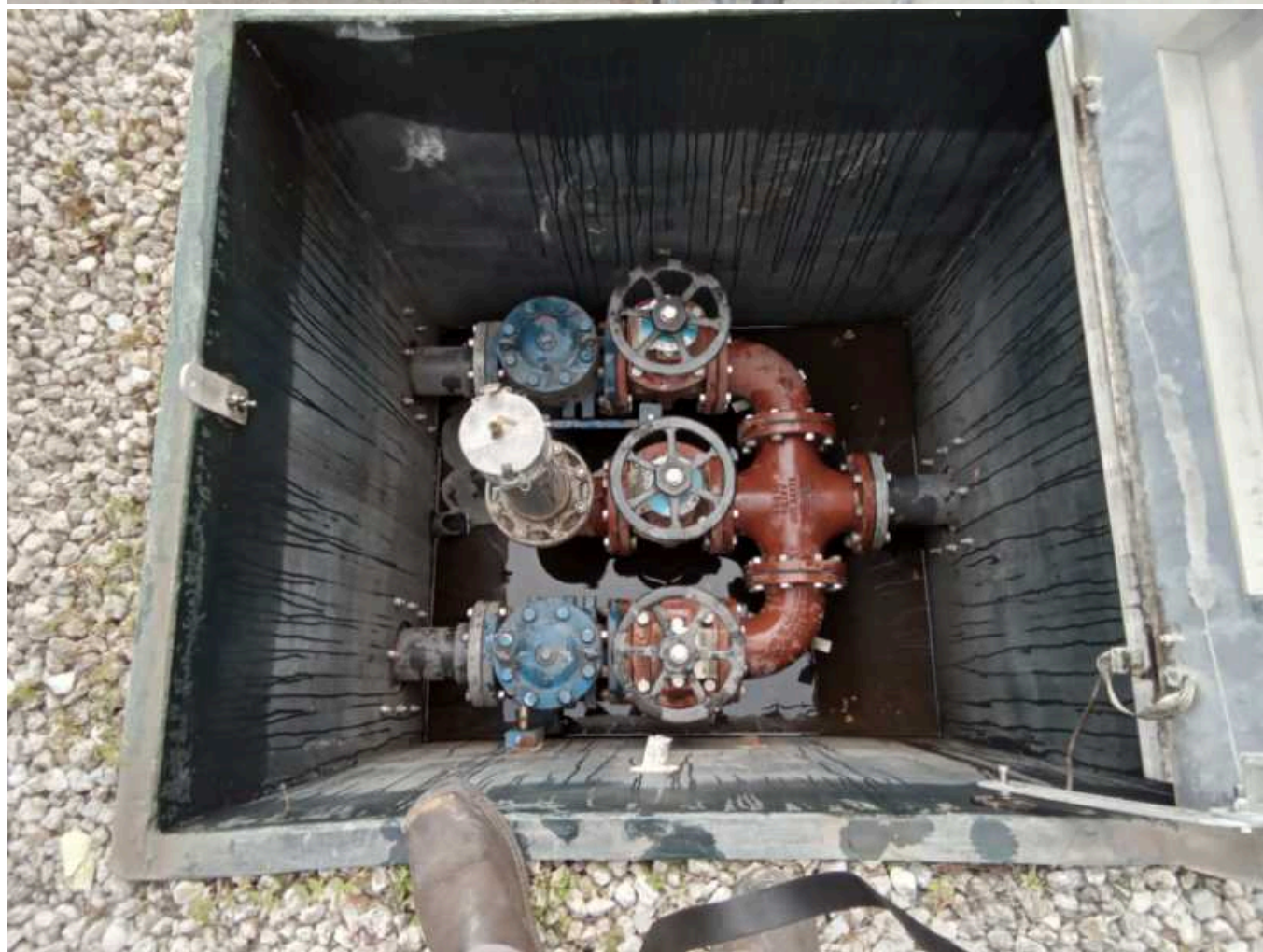
Performed a Lift Station inspection. Work performed today included: Inspection of wet well and valve box and panel and ran station through a complete cycle to insure the station is working as it should. Battery for the battery backup is weak and needs to be replaced (1=12v).

Customer not on site

X

Customer Signature







LIFT STATION PREVENTATIVE MAINTENANCE & INSPECTION REPORT

CUSTOMER: Lake Nona Greenwood WFLA

DATE: 1-7-25 YEAR: 2025 SERVICE: Prokty SECTION: 2

PERFORMED ON: 0100G AT THIS TIME CAUTION - MAY REQUIRE FUTURE ATTENTION UNSAFE or REQUIRES IMMEDIATE ATTENTION

EFFICIENCY: Emergency Services Contact Signage Present & Visible: (Yes) (No) If Other Service Provider:

Emergency Services Contact Signage Present & Visible: (Yes) (No) If Other Service Provider:

Emergency Services Contact Signage Present & Visible: (Yes) (No) If Other Service Provider:

Emergency Services Contact Signage Present & Visible: (Yes) (No) If Other Service Provider:

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Emergency Services Contact Signage Present & Visible: (Yes) (No) If Other Service Provider:

Emergency Services Contact Signage Present & Visible: (Yes) (No) If Other Service Provider:

Emergency Services Contact Signage Present & Visible: (Yes) (No) If Other Service Provider:



RECOMMENDATIONS: Battery is weak and needs to be replaced (var)



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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 #: 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	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

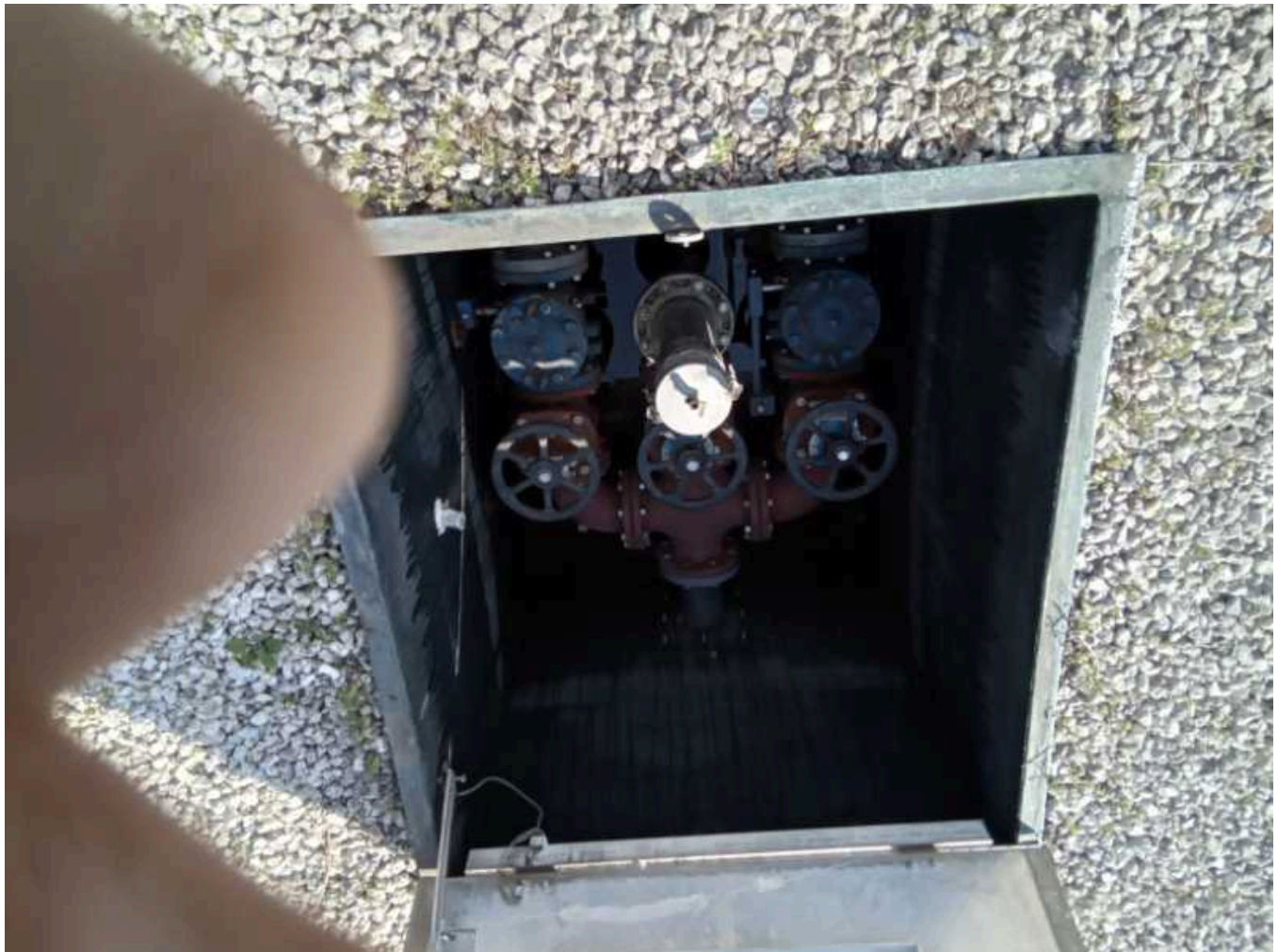
Tech Notes

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

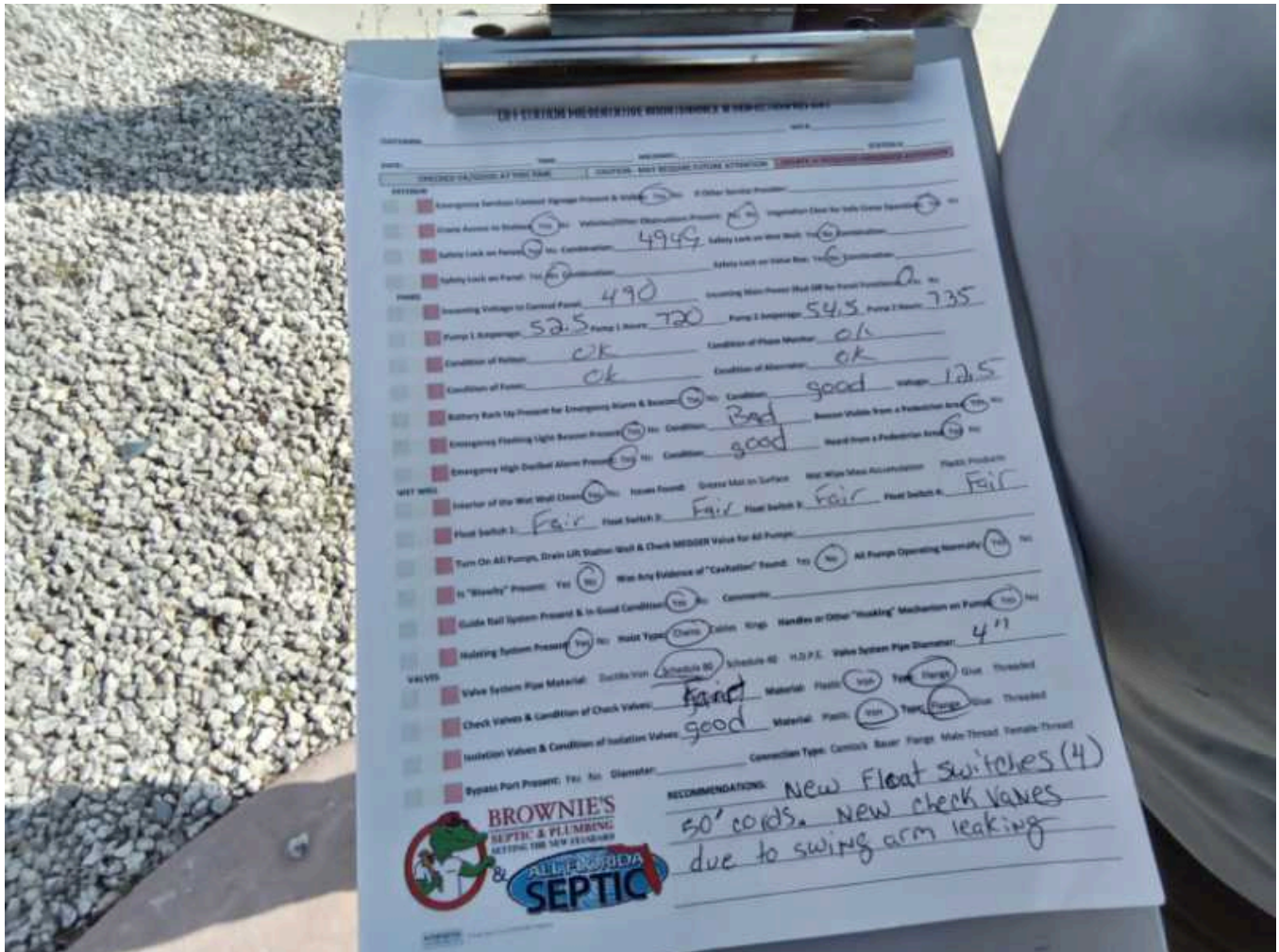
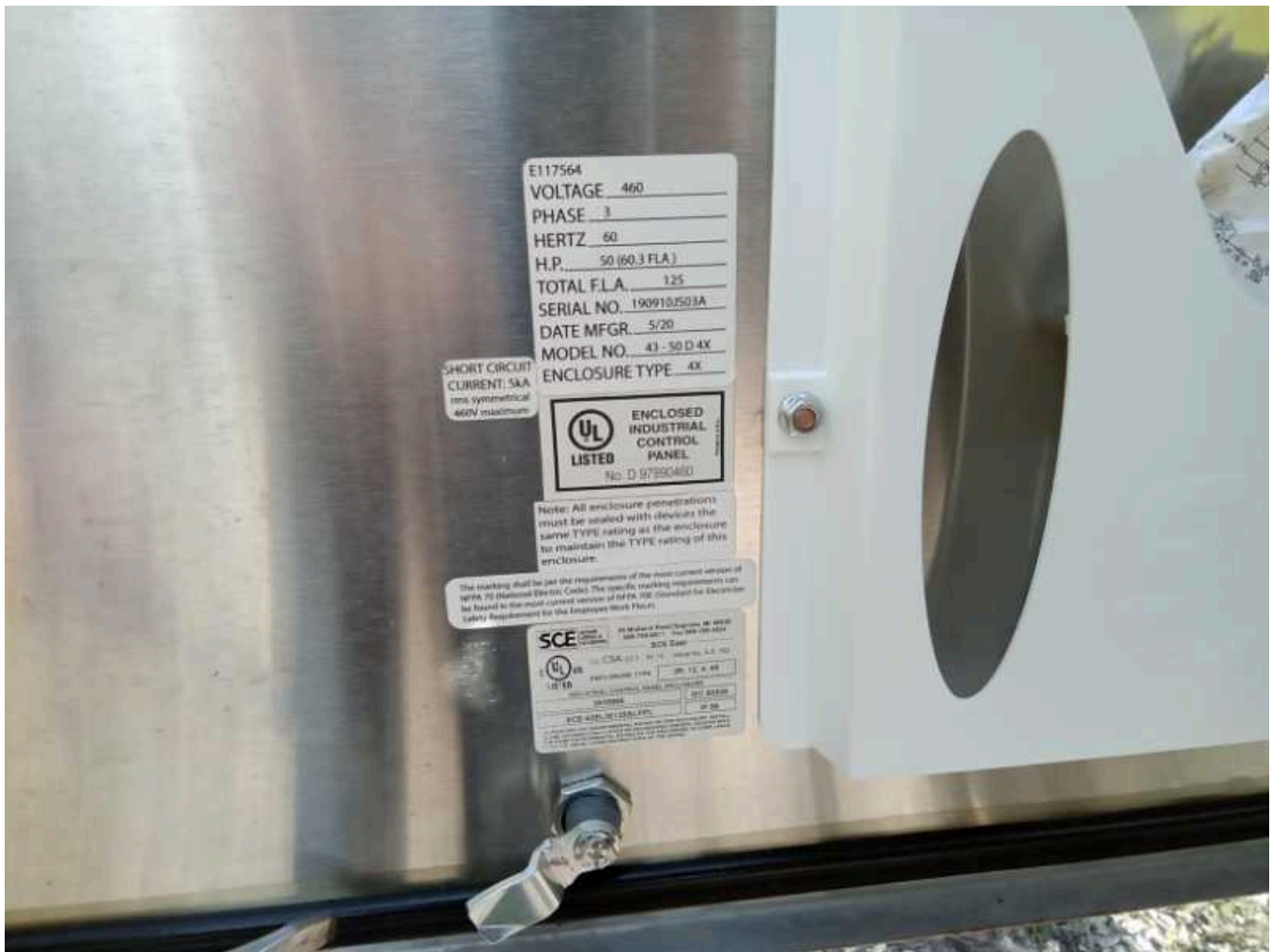
X

Customer Signature











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Customer Service Report

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 #: 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	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





LIFT STATION PREVENTATIVE MAINTENANCE & INSPECTION REPORT

CUSTOMER: LAURENCE ONTARIO ADDRESS: LAURENCE

DATE: 5-12-05 TIME: 10:00 AM MECHANIC: MOSES R STATION #: 1100000000

CHECKED OK/GOOD AT THIS TIME CAUTION - MAY REQUIRE FUTURE ATTENTION DAMAGE OR REPAIRS IMMEDIATE ATTENTION

EXTENSION

- Emergency Services Contact Signage Present & Visible: Yes No If Other Service Provider: 4949
- Crane Access to Station: Yes No Vehicles/Other Obstructions Present: Yes No Vegetation Clear for Safe Crane Operation: Yes No
- Safety Lock on Panel: Yes No Combination: 4949 Safety Lock on Wet Well: Yes No Combination: 4949
- Safety Lock on Valve Box: Yes No Combination: 4949 Safety Lock on Valve Box: Yes No Combination: 4949

PANEL

- Incoming Voltage to Control Panel: 4949 Incoming Main Power Shut Off for Panel Function: Yes No
- Pump 1 Amperage: 54.2 Pump 1 Hours: 09:50 Pump 2 Amperage: 51.2 Pump 2 Hours: 09:50
- Condition of Relays: N/A Condition of Phase Monitor: N/A
- Condition of Fuses: Good Condition of Alternator: Good
- Battery Back Up Present for Emergency Alarm & Beacon: Yes No Condition: Good Voltage: 12V
- Emergency Flashing Light Beacon Present: Yes No Condition: Good Beacon Visible from a Pedestrian Area: Yes No
- Emergency High Decibel Alarm Present: Yes No Condition: Good Heard from a Pedestrian Area: Yes No

WET WELL

- Interior of the Wet Well Clean: Yes No Issues Found: Grosse 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 Lift Station Well & Check MESSENGER Valve for All Pumps: Good
- Is "Slowly" Present: Yes No Was Any Evidence of "Cavitation" Found: Yes No All Pumps Operating Normally: Yes No

VALVES

- Guide Rail System Present & in Good Condition: Yes No Comments: Chains
- Isolating System Present: Yes No Isolation Type: Chains 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: Good Material: Plastic Iron Type: Flange Blue Threaded
- Isolation Valves & Condition of Isolation Valves: Good Material: Plastic Iron Type: Flange Blue Threaded
- Bypass Port Present: Yes No Diameter: 4" Connection Type: Cartridge Bearer Flange Male-Thread Female-Thread



RECOMMENDATIONS:



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 #: 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	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

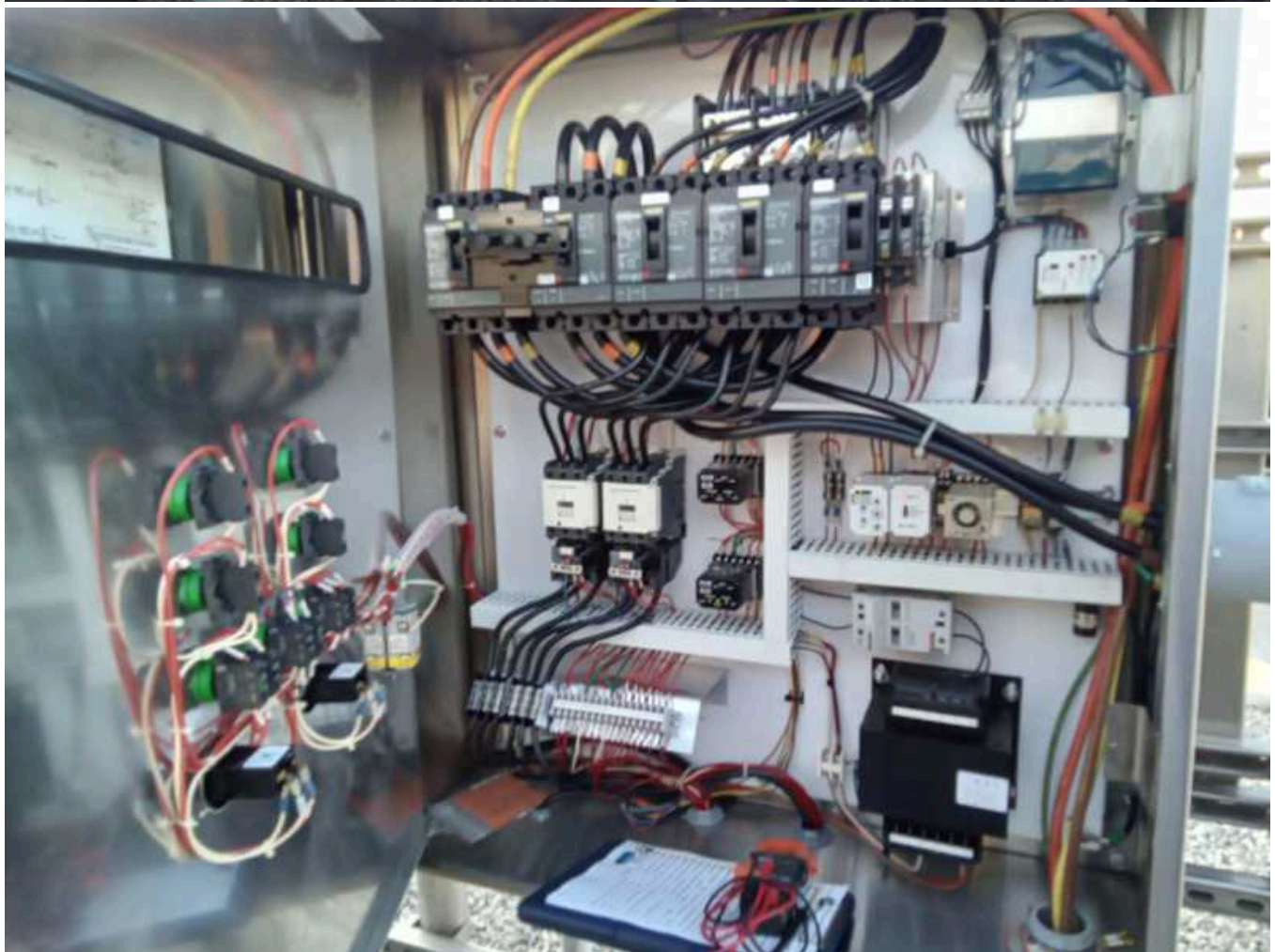
Tech Notes

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

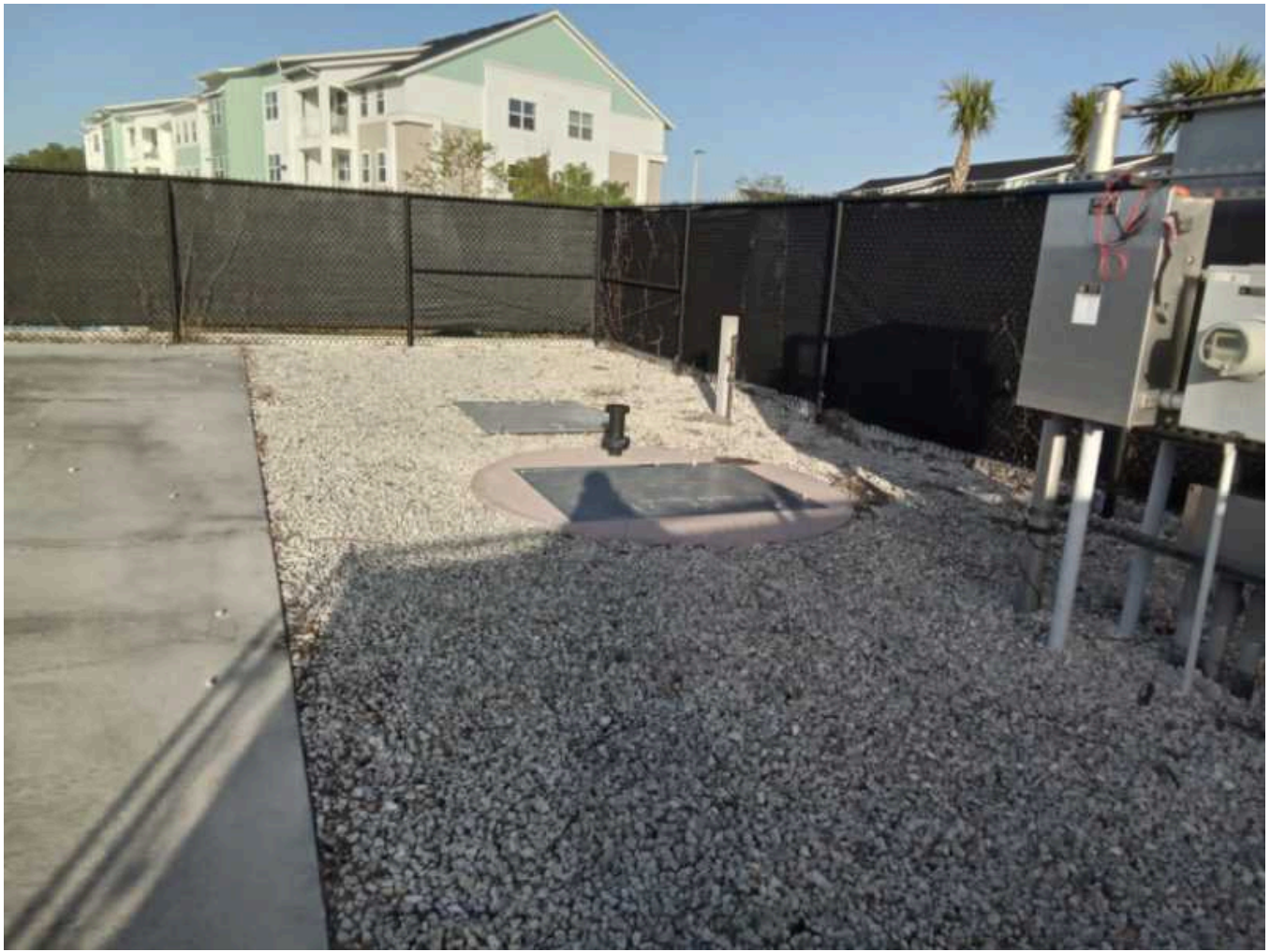
Customer not on site

X

Customer Signature







LIFT STATION PREVENTATIVE MAINTENANCE & INSPECTION REPORT

DATE: 05-10-2024 TIME: 10:00 AM TECHNICIAN: J. BROWN

CHECKED OK/GOOD AT THIS TIME CAUTION - MAY REQUIRE FUTURE ATTENTION URGENT - MAY REQUIRE IMMEDIATE ATTENTION

SECTION 1: GENERAL

Emergency Services Contact Signs 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 Panel: ☒ Yes ☐ No Combination: 4444 Safety Lock on Wet Well: ☒ Yes ☐ No Combination: _____

Safety Lock on Valve Box: ☒ Yes ☐ No Combination: _____

SECTION 2: ELECTRICAL

Incoming Voltage to Control Panel: 480V Incoming Main Power Shut Off for Panel Positional: ☒ Yes ☐ No

Pump 1 Amperage: 5.5 Pump 1 Hours: 0.98 Pump 2 Amperage: 0.4 Pump 2 Hours: 0.95

Condition of Relay: 11A Condition of Phase Monitor: 0V

Condition of Fuse: 0.8 Condition of Alarm: 0.8

Battery Back-Up Present for Emergency Alarm & Beacon: ☒ Yes ☐ No Condition: _____ Voltage: _____

Emergency Flashing Light Beacon Present: ☒ Yes ☐ No Condition: 0.8 Beacon Visible from a Pedestrian Area: ☒ Yes ☐ No

Emergency High Swirl Alarm Present: ☒ Yes ☐ No Condition: 0.8 Heard from a Pedestrian Area: ☒ Yes ☐ No

SECTION 3: MECHANICAL

Interior of the Wet Well Clean: ☒ Yes ☐ No Issues Found: _____ Grosse Mud on Surface: _____ Wet Algae Mass Accumulation: _____ Plastic Products: _____

Float Switch 1: 0.8 Float Switch 2: 0.8 Float Switch 3: 0.8 Float Switch 4: 0.8

Turn On All Pumps, Drain Lift Station Well & Check MGD25 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 Examination: _____

Routing System Present: ☒ Yes ☐ No Water Type: ☒ Galvan ☐ Steel ☐ Other: _____ Handover or Other "Routing" Mechanism on Pumps: ☒ Yes ☐ No

SECTION 4: VALVES

Valve System Pipe Material: Schedule 40 Schedule 80 Schedule 10 Schedule 12 Valve System Pipe Diameter: 12"

Check Valves & Condition of Check Valves: _____ Material: Plastic _____ Type: ☒ Ball ☐ Threaded

Isolation Valves & Condition of Isolation Valves: _____ Material: Plastic _____ Type: ☒ Ball ☐ Threaded

Pressure Port Present: ☒ Yes ☐ No Diameter: 1/2" Connection Type: ☒ Flange ☐ Male Thread ☐ Female Thread

RECOMMENDATIONS:

BROWNIE'S SEPTIC & PLUMBING
SERVING THE NEW ORLEANS AREA

ALL ABOUT 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 #: 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	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

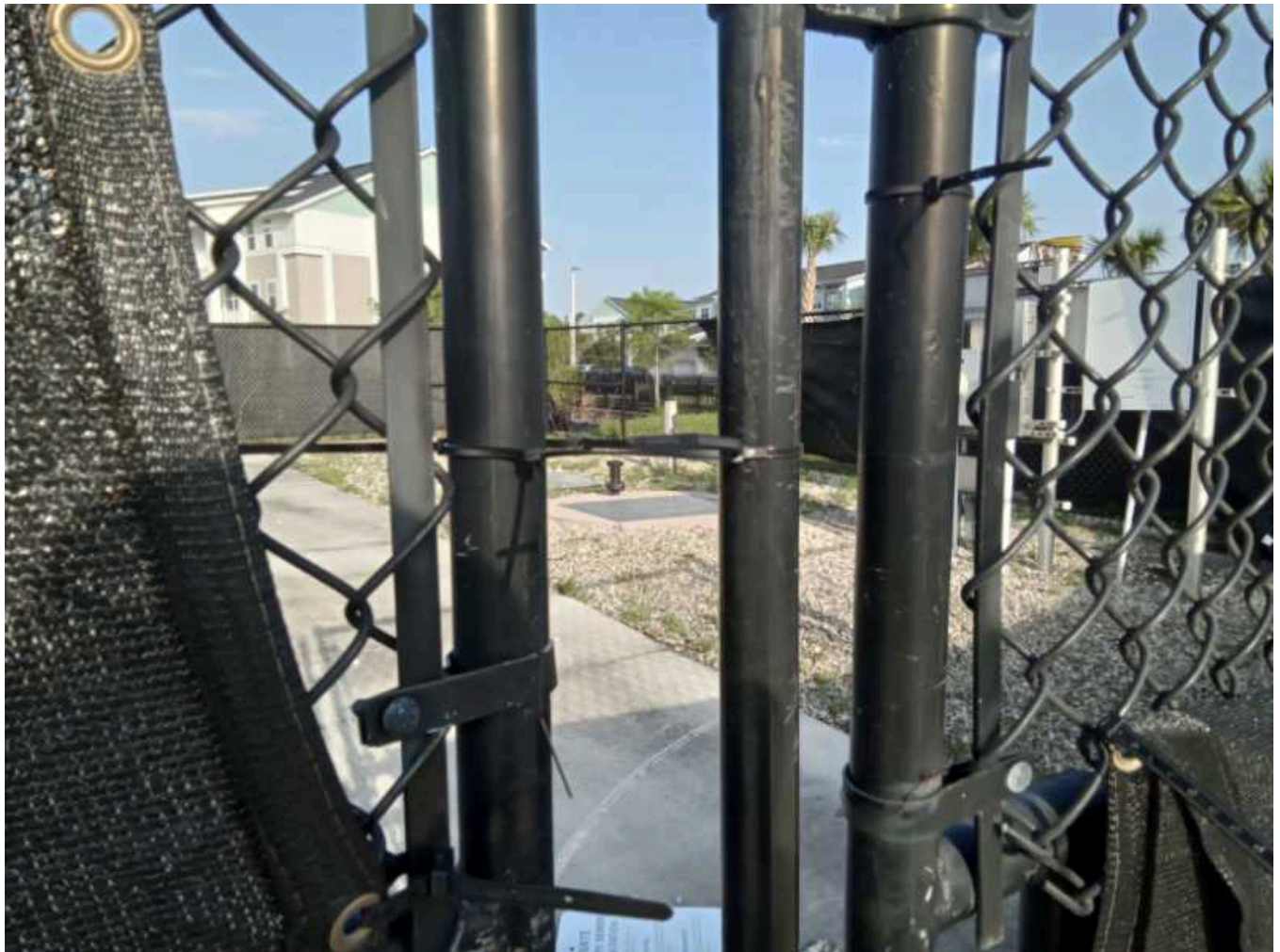
Tech Notes

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

Customer not on site

X

Customer Signature







CUSTOMER: Lakeview STATION PREVENTATIVE MAINTENANCE REPORT
DATE: 5-24-25 TIME: 1:45 METER: 148 WORK: Pre-Trip

CHECKS OK/GOOD AT THIS TIME CAUTION - MAY REQUIRE FUTURE ATTENTION DAMAGE or REQUIRED IMMEDIATE ATTENTION

EXTERIOR
☒ Emergency Services Contact Signage Present & Visible: Yes No: _____ If Other Service Provided: _____
☒ 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: 123456 Safety Lock on Wat Wall: Yes No: _____ Combination: _____
☒ Safety Lock on Panel: Yes No: _____ Combination: _____ Safety Lock on Valve Box: Yes No: _____ Combination: _____

PANELS
☒ Incoming Voltage to Control Panel: 148V Incoming Main Power Shut Off for Panel Functional: Yes No: _____
☒ Pump 1 Amperage: 20.1 Pump 1 Hours: 14855 Pump 2 Amperage: 17.5 Pump 2 Hours: 14855
☒ Condition of Relays: OK Condition of Phase Monitor: OK
☒ Condition of Fuses: OK Condition of Alarm: OK
☒ Battery Back Up Present for Emergency Alarm & Beacon: Yes No: _____ Condition: OK Voltage: _____
☒ Emergency Flashing Light Beacon Present: Yes No: _____ Condition: OK Beacon 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: _____ Sewer Found: _____ Grease Mat on Surface: _____ Wet Well Mass Accumulation: _____ Plastic Products: _____
☒ Float Switch 1: OK Float Switch 2: OK Float Switch 3: OK Float Switch 4: OK
☒ 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: Chain Cable: Ring Handles or Other "Hoisting" Mechanism on Pumps: Yes No: _____

VALVES
☒ Valve System Pipe Material: Ductile Iron Schedule 40 Schedule 40 W.D.P.S. Valve System Pipe Diameter: 4
☒ Check Valves & Condition of Check Valves: OK Material: Plastic Type: Flange Size: Threaded
☒ Isolation Valves & Condition of Isolation Valves: OK Material: Plastic Type: Flange Size: Threaded
☒ Bypass Port Present: Yes No: _____ Diameter: 4 Connection Type: Contour Butt Flange Male Thread Female Thread



RECOMMENDATIONS: _____



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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 #: 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	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







STATION PREVENTATIVE MAINTENANCE & INSPECTION REPORT

CUSTOMER: LAKY LINA ADDRESS: 1000 N. W. 10th St. #101 CITY: MIAMI STATE: FL ZIP: 33136

DATE: 12-11-19 TIME: 10:00 MECHANIC: M.R. WET WELL: 1000 N. W. 10th St. #101

CHECKED ON/GOOD AT THIS TIME: CAUTION - MAY REQUIRE FUTURE ATTENTION URGENT - MAY REQUIRE IMMEDIATE ATTENTION

EXTERIOR

☒ Emergency Services Contact Signage Present & Visible: Yes No: Other Service Provider

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

☒ Safety Lock on Fence: Yes No: Combination 42119 Safety Lock on Wet Well: Yes No: Combination

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

PANEL

☒ Incoming Voltage to Control Panel: 120V Incoming Main Power Shut (Off for Panel Function): Yes No: No

☒ Pump 1 Amperage: 4.1A Pump 1 Hours: 0:00:00 Pump 2 Amperage: 4.5 Pump 2 Hours: 0:00:00

☒ Condition of Relays: OK Condition of Phase Monitor: OK

☒ Condition of Fuses: OK Condition of Alternator: OK

☒ Battery Back Up Present for Emergency Alarm & Beacon: Yes No: Condition OK Voltage: 12V

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

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

WET WELL

☒ Interior of the Wet Well Clean: Yes No: Issues Found Grease Mat on Surface: Yes No: Water Mass Accumulation: Yes No: Plastic Products

☒ Float Switch 1: OK Float Switch 2: OK Float Switch 3: OK Float Switch 4: OK

☒ Turn On All Pumps, Drain Lift Station Well & Check MSDGR Value for All Pumps:

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

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

☒ Hoisting System Present: Yes No: Hoist Type: Chain Cable Rings Handles or Other "Hooking" Mechanism on Pumps: Yes No: No

VALVES

☒ Valve System Pipe Material: Cast Iron Schedule 80 Schedule 40 H.D.P.E. Valve System Pipe (Diameter): 12"

☒ Check Valves & Condition of Check Valves: OK Material: Plastic Steel Type: Flange Gate Throttle

☒ Isolation Valves & Condition of Isolation Valves: OK Material: Plastic Steel Type: Flange Gate Throttle

☒ Bypass Port Present: Yes No: Diameter: 12" Connection Type: Connect Break Flange Main Thread Female Thread

RECOMMENDATIONS:

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ALL FLORIDA SEPTIC



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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	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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UNIVERSITY OF FLORIDA FACILITY MAINTENANCE & INSPECTION REPORT

CUSTOMER: LAVERNA (SEPTIC) 1424 S. STATE RD. 31812 WORK ORDER: 2025/0909

DATE: 9.9.25 TIME: _____ MECHANIC: A. L. STATION: _____

CHECKED OK/GOOD AT THIS TIME CAUTION - MAY REQUIRE FUTURE ATTENTION UNSAFE or REQUIRES IMMEDIATE ATTENTION

EXTENSION

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: 4999 Safety Lock on Wet Well: ☒ Yes ☐ No Combination: _____

Safety Lock on Panel: ☒ Yes ☐ No Combination: _____ Safety Lock on Valve Box: ☒ Yes ☐ No Combination: _____

PANES

Incoming Voltage to Control Panel: 185 Incoming Main Power Shut Off for Panel Functional: ☒ Yes ☐ No

Pump 1 Amperage: 47 Pump 1 Hours: 0859 Pump 2 Amperage: 46.5 Pump 3 Hours: 0274

Condition of Relays: OK Condition of Phase Monitor: OK

Condition of Fuses: OK Condition of Alternator: OK

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

Emergency Flashing Light Beacon Present: ☒ Yes ☐ No Condition: OK Beacon 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: FAIL Float Switch 2: FAIL Float Switch 3: FAIL Float Switch 4: FAIL

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: Chain Cables Rings Handles or Other "Hooking" Mechanism on Pumps: ☒ Yes ☐ No

VALVES

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: NEXT TIME WELL GETS CLEANED... MAKE SURE TO ALSO CLEAN FLOATS! THEY'RE COVERED IN GREASE.

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SETTING THE NEW STANDARD
& **ALL FLORIDA SEPTIC**

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Wet Well Clean: ☒ Yes ☐ No Issues Found: Grease Mat on Surface Wet Wipe Mass Accumulation Plastic Products

Float Switch 1: FAIL Float Switch 2: FAIL Float Switch 3: FAIL Float Switch 4: FAIL

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: Chain Cables Rings Handles or Other "Hooking" Mechanism on Pumps: ☒ Yes ☐ No

VALVES

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: NEXT TIME WELL GETS CLEANED... MAKE SURE TO ALSO CLEAN FLOATS! THEY'RE COVERED IN GREASE.

BROWNIE'S SEPTIC & PLUMBING
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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 #: 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	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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Generated on : 08/14/2025 12:16 PM



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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	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

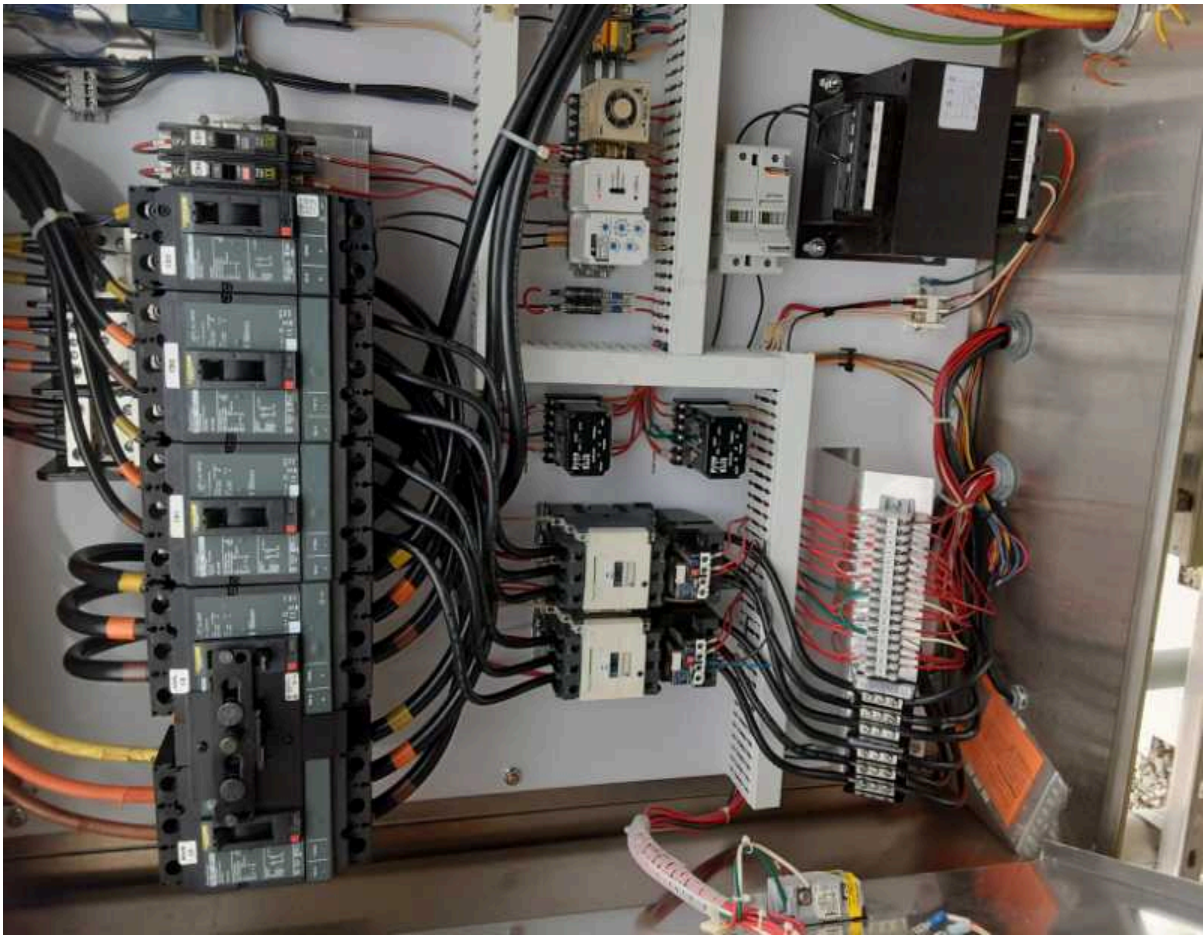
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Generated on : 09/10/2025 11:19 AM



Generated on : 09/10/2025 11:21 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	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

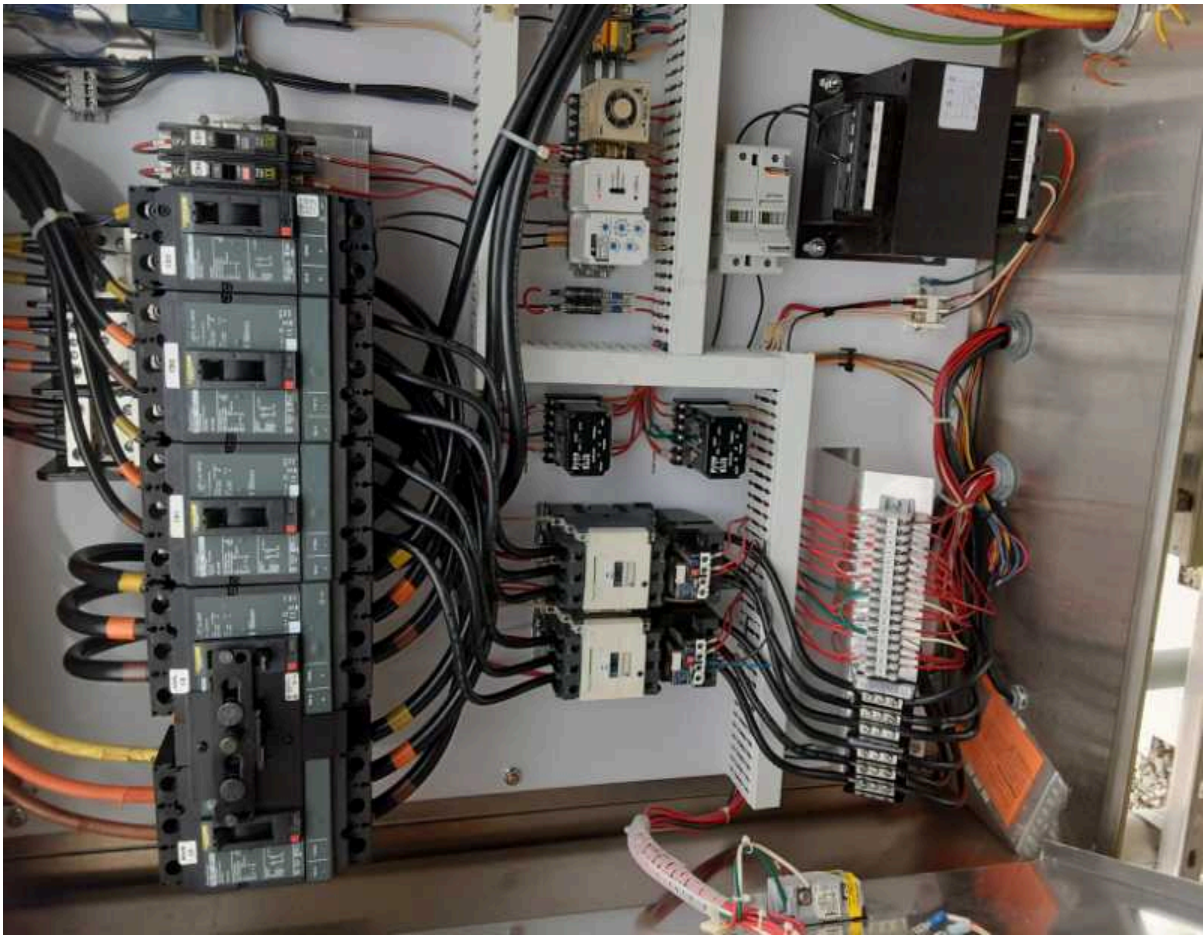
Customer Signature



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Customer Service Report

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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: 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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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)



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)



Postras East Community Development District

Work Authorization/Proposed Services
(if applicable)

RECOMMENDATION FOR WORK AUTHORIZATION / PROPOSED SERVICES

DATE:

December 10th, 2025

TO: Poitras East CDD

PROJECT NAME

Centerline Drive Segment H1

BY: Daniel J Young

Digitally signed by Daniel J Young
DN: C=US,
E=dan.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? Proposal		
Amount of Services? \$21,800		
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

Contract Item	Billing Item	Description	Fee
		Part I - Professional Surveying & Mapping	
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
		Total	21,800.00

II. Compensation

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

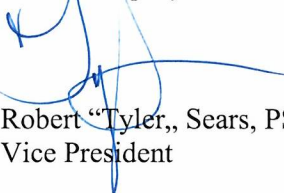
This Additional Services Agreement, together with the Original Work Authorization and the Contract, represent the entire understanding between Postras East Community Development District and McIntosh Associates (Consultant) with regards to the referenced Work Authorization.

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

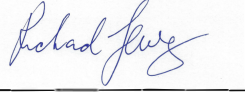


Robert "Tyler," Sears, PSM
Vice President

RTS/mgt

Postras 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
Postras 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

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? Proposal		
Amount of Services? \$76,000		
Recommendation to Approve?	X	

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 $\pm 1,300$ -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.

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

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

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).

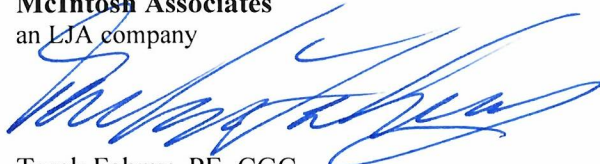
Progress payments shall be made based upon billings every four to five weeks, which shall be based upon the percentage of completion in each progress billing for fixed fees, plus Reimbursable Expenses.

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

TF/lt

Poitras East Community Development District
Luminary Boulevard Extension & Jim Branch Creek Crossing
McIntosh Job No. 23541 (017-019)
January 9, 2026
Page 4 of 4

ACCEPTANCE OF CONTRACT BY:

[Signature]

[Date]

[Name and Title]

[Company]

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL
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Poitras East Community Development District

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